

Step 1: Upload Documents via GotSport

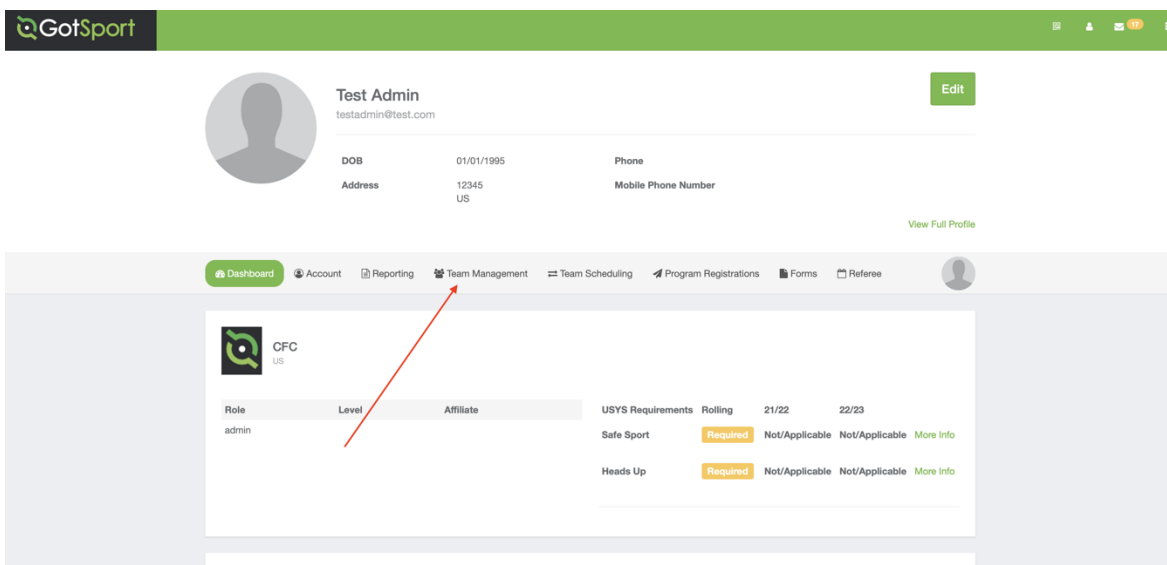
- **Deadline:** **Friday November 17, 2023 by 5:00 PM PST NO EXCEPTIONS**
- Teams that complete online registration will receive a Confirmation Email **by Friday November 19th at 5:00 p.m. pacific time**. Confirmation Email will be sent to the email address listed as “Primary Contact” for this specific event. Please do not send individual inquiries prior to the deadline.
- **ROSTER UPDATES (If applicable):**
 - If there are changes to your roster after documents have been verified, teams **MUST** notify the Program Manager via email at: programs@nevadayouthsoccer.org
 - [Roster builder questions?](#)
- Online registration documents must include:
 1. All Players Current Player Cards- upload (1) photo/document with all player passes lined up side by side to capture all passes in one photo
 2. Permission to Travel form – If outside of the West Region or required by your State Association (See Commonly Asked Questions)
 3. Guest Player Forms (Can find on your state association page as well as [HERE](#) Section III)
 4. *Do NOT upload your team’s Medical Releases - these are for the team’s record in case of an emergency

Directions to Complete Online Check-In:

1. Teams must upload all current player cards, including guest player cards [SCAN FRONT]
2. Submission process:
 - a. **SCAN/UPLOAD** each document individually to your computer or phone
 - b. **SAVE** each document type as an individual **PDF** as they will be uploaded separately.
 - i. Please use descriptive titles so you will know which files to upload
 - ii. Please upload all player cards as one PDF document.
 - b. **UPLOAD** the documents to GotSport
 - Follow the link or steps below –


[HOW DO I UPLOAD DOCUMENTS FOR ONLINE CHECK-IN \(GOTSORT\)?](#)

- 1.** Log into your coach/manager account and click on the “Team Management” button



2. Click on the name of the team you are working on

The screenshot shows the GotSport user interface. At the top, there is a green header with the GotSport logo and navigation icons. Below the header, the user profile for 'Test Admin' is displayed, including a profile picture, name, email (testadmin@test.com), and an 'Edit' button. The profile details include: DOB: 01/01/1995, Address: 12345 US, Phone, and Mobile Phone Number. A 'View Full Profile' link is also present. Below the profile, a navigation bar contains: Dashboard, Account, Reporting, Team Management (highlighted), Team Scheduling, Program Registrations, Forms, and Referee. The main content area shows a 'Teams' table with the following data:

Name	Coach	Level	Age	Gender
 FC Evolution North B08	Admin, Test	Competitive	U14	Male

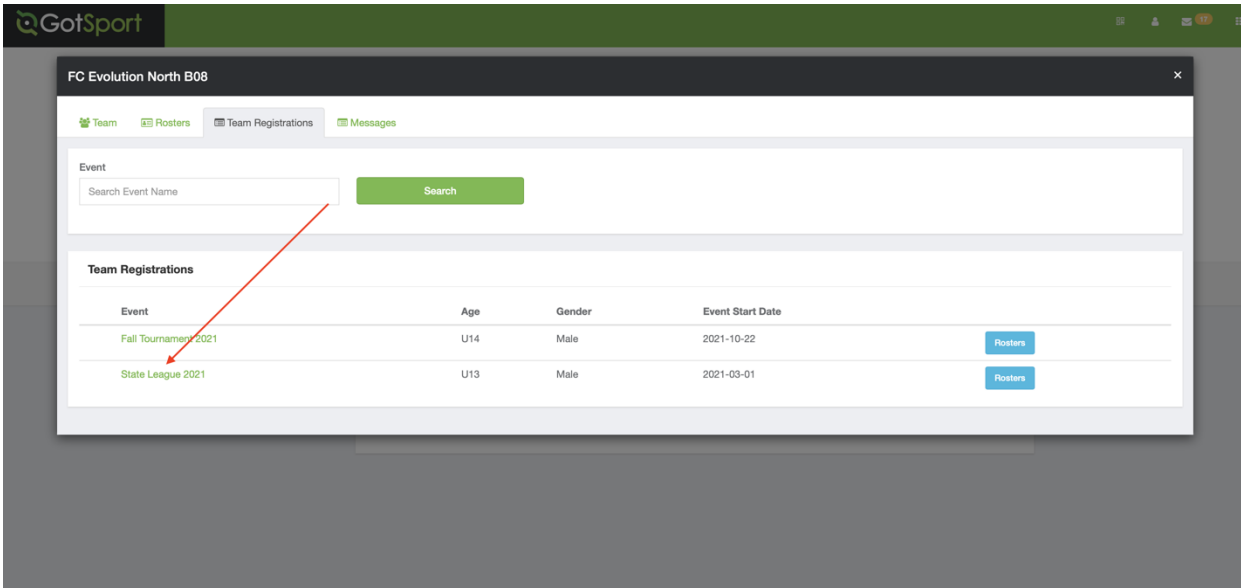
A red arrow points from the 'FC Evolution North B08' team name to the 'Team Registrations' tab in the next screenshot.

3. Open the "Team Registrations" tab

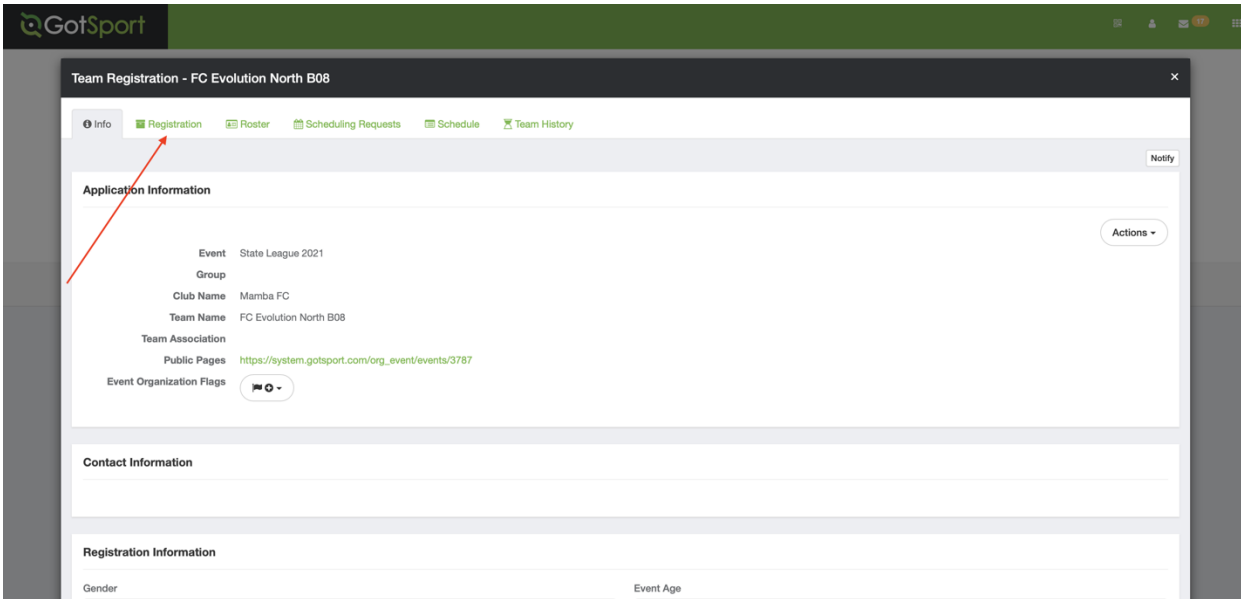
The screenshot shows the 'Team Registrations' tab for the team 'FC Evolution North B08'. The tab is highlighted with a red arrow. The team details are as follows:

- Team Name: FC Evolution North B08
- Short Name: fcevo
- Legacy ID: [Empty]
- Opta ID: [Empty]
- Competitive Level: Academy
- Gender: Boys
- Age Group: U14 (01/01/08)
- Sport: Soccer
- Country: [Empty]
- Team Association: [Empty]
- Postal Code: [Empty]
- Logo: Choose File (no file selected)
- Colors: [Color selection buttons]
- Roster Editing Locked: [Unchecked checkbox]

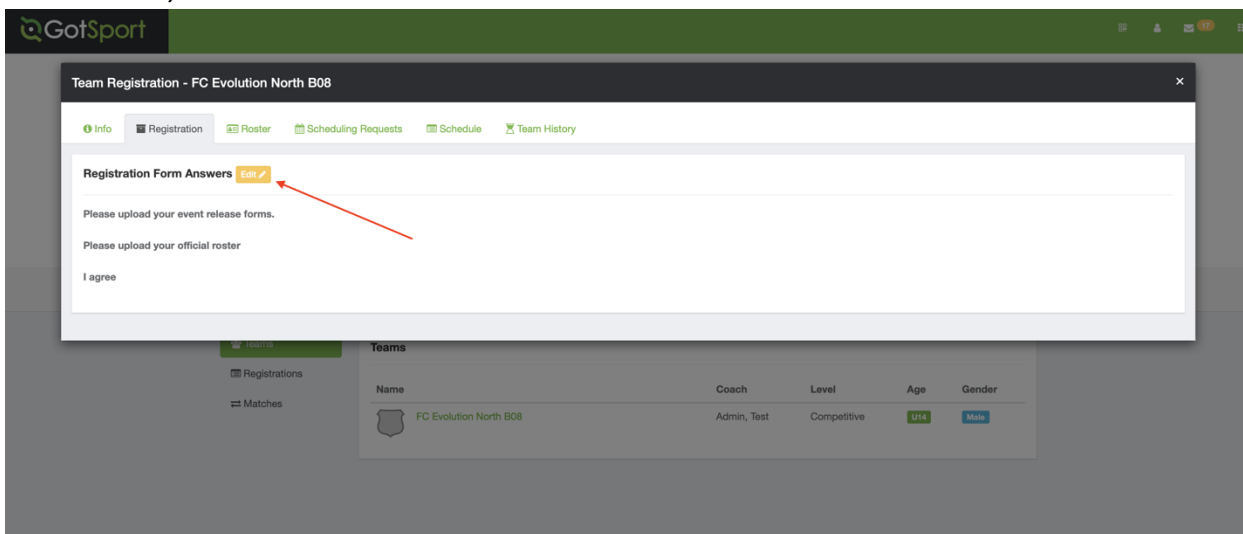
4. Click on Las Vegas Thanksgiving Classic to upload documents



5. Open the "Registration" Tab



6. Next, click the “Edit” button



7. For each file, click “choose file” and upload accordingly

