

## Tournament Quick Sheet

### 1. Register for the tournament using the link on the U90C Website

- a. Payment and your initial roster is due at the time of registration. We cannot accept your team into the tournament until payment is received.
- b. Any schedule conflicts or coaching conflicts must be listed in your application. **If a coach has multiple teams in the event, make sure he/she is listed as the primary coach for ALL teams.**
- c. [Detailed instructions](#) to register your team.

### 2. Travel teams

- a. Travel teams are identified as teams that practice 100 miles or more from the main complex for the event.
- b. Travel teams will need to be stay-to-play compliant with at least 5 hotel rooms booked with our travel partner for the duration of the event before they will be accepted into the tournament.
- c. Separate emails will be sent via GotSport to the coach and manager listed in GotSport if your team is identified as a travel team.

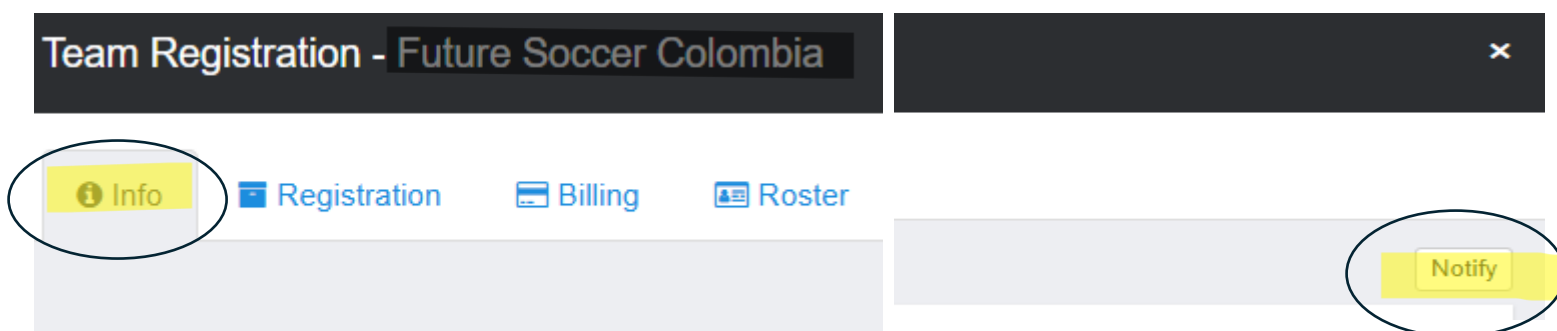
### 3. Team Check-In – Team's part

- a. Set your attending event roster in GotSport, including all players with jersey numbers, coaches, and managers. All need headshot pics.
  - i. Attending players, coaches and managers **MUST** be listed on your official USYS or US Club roster to be approved for the event, with the exception of club pass players and/or guest players—see below.
  - ii. If an attending player is a club pass player, defined as a player that plays for a different team within your club, we **MUST** have a copy of the USYS member card or US Club card to match the roster you provided.
  - iii. If an attending player is a guest player, defined as a player that plays for another club, we **MUST** have a copy of the USYS member card **AND** a USYS guest player form **OR** their US Club card **AND** a US club loan player form to match the roster you provided.
  - iv. **WE CANNOT MIX THE FORMATS BETWEEN USYS AND US CLUB.**

[GotSport Instructions can be found here.](#)

#### 4. Team Check-in—U90C's part

- a. We compare the official USYS or US Club roster that you've uploaded to the GotSport event roster. Players/coaches/managers are only approved if they are listed on the official roster or if we have proper documentation for any club pass players or guest players. See above for information.
- b. Once documentation is checked, we will put a notification in GotSport. It will be either "check-in complete" or "check-in pending".
- c. Check-in Complete—team is checked in and will not be looked at again unless you notify us via GotSport of any changes you have made.
- d. Check-in Pending—a notification of what is needed to complete the check-in process for your team. When you have completed the task needed, notify us via GotSport so we are alerted that changes have been made.
- e. Common reasons for a pending status:
  - i. Coaches and/or managers are not listed on your official roster. **TGS rosters only list the head coaches—we will need the US Club cards for any other adults you list on the event roster**
  - ii. Event roster has not been set in GotSport
  - iii. Missing documentation for club pass players and/or guest players
  - iv. No jersey numbers listed on the event roster
  - v. Attending roster is over the max number of players for your age division.
- f. Notifications in GotSport are located on the Info tab of the Event Registration. From your GotSport account, click on Team Management – Team – Team Registrations- Select Event-Info Tab-Notify. See below.



#### 5. Deadlines

- a. All documents for check-in must be submitted no later than the Friday before the event begins.
- b. Rosters will freeze on Wednesday at 3PM before the event begins. No changes to your roster can be made after rosters are frozen.
- c. Schedules are published on Tuesday afternoon before the event begins.