

U90C Tournament Information

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 can book rooms with our travel partner. Using our travel partner will ensure your team is protected with a more flexible cancellation policy if needed (an age group doesn't make, the tournament is cancelled or shortened due to weather issues, etc.).

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, except 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.**

Uploading documents—each placeholder only holds one PDF file. You may need to combine documents into one file.

How to upload:

- Log in to your GotSport Account
- Click on the tab at the top: Team Management
- Choose team
- Click on Team Registration
- Select Event
- Click on Registration
- Click on the orange Edit button
- Scroll down and upload to the correct category-Choose File
- SAVE at the bottom of the page

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

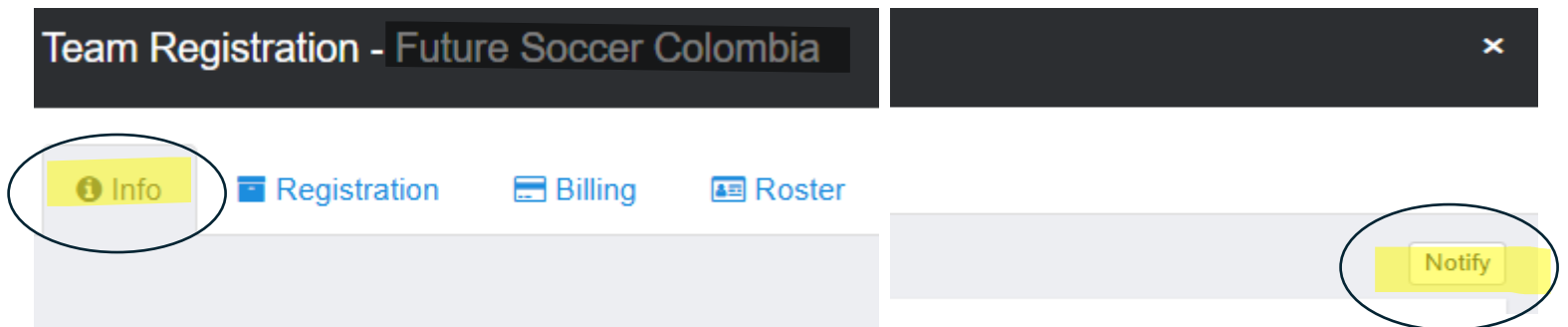
4. Team Check-in—U90C's part

- 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 required task, notify us via GotSport so we are alerted to the changes.
- e. Common reasons for a pending status:
 - ii. 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**
 - iii. Event roster has not been set in GotSport
 - iv. Missing documentation for club pass players and/or guest players
 - v. No jersey numbers listed on the event roster
 - vi. Attending roster is over the max number of players for your age division.

Notifications in GotSport are located on the Info tab of the Event Registration.

How to access:

- Log in to your GotSport account
- Team Management
- Team
- Team Registrations
- Select Event
- Info Tab
- Notify



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.

6. Check-in at the Field with Refs

We use the virtual cards to check in with referees at the field. Directions below on how to pull up your virtual cards.

Go to GotSport.com or log in to the GotSport app on your phone

- Log in
- Team Management
 - Select Team
- Click on Rosters
- Select Event-Search
- Click on Documents/ID's
 - Click on Virtual Cards