

# San Angelo Soccer Association Tournament Online Check-In Procedure

## Documents Required to Check-In:

1. Current official playing roster signed by Coach and Registrar (required for all teams)
2. Player Medical Release Forms (scan all Release Forms into one pdf file alphabetically by last name; **do not upload Release Forms individually.**)
3. Guest Player Release Forms (required for teams using guest players) (scan all Guest Player Release Forms into one pdf file; **do not upload Guest Player Release Forms individually**)
4. Approved Permission to Travel Form (required for teams registered outside of North Texas State Soccer Association) US Club teams do not need the permission travel form.

## Check-In Procedure:

1. Log in to your GotSoccer team account
2. Click on the tournament name in the Event Registration History section (see screenshot below)

The screenshot shows the GotSoccer team account interface. The top navigation bar includes Home, Events, Game History, Email Team, College Search, Player Suspensions, Help, and Log Out. Below this is a secondary navigation bar with Overview, Team Profile, Manager, Coach, Roster, Roster History, and Account Assistance. The main content area is titled 'Team -' and includes a 'Universal Account' section with a 'Create your Universal Account' button. To the right, there is an 'Event Registration History' section showing 'Items 1 - 10 of 92'. A table with columns 'Name/Date' and 'Type' lists the '2018 Wool Cup Tournament' as a 'Tournament', which is circled in red.

3. Click on "Documents" (see screenshot below)

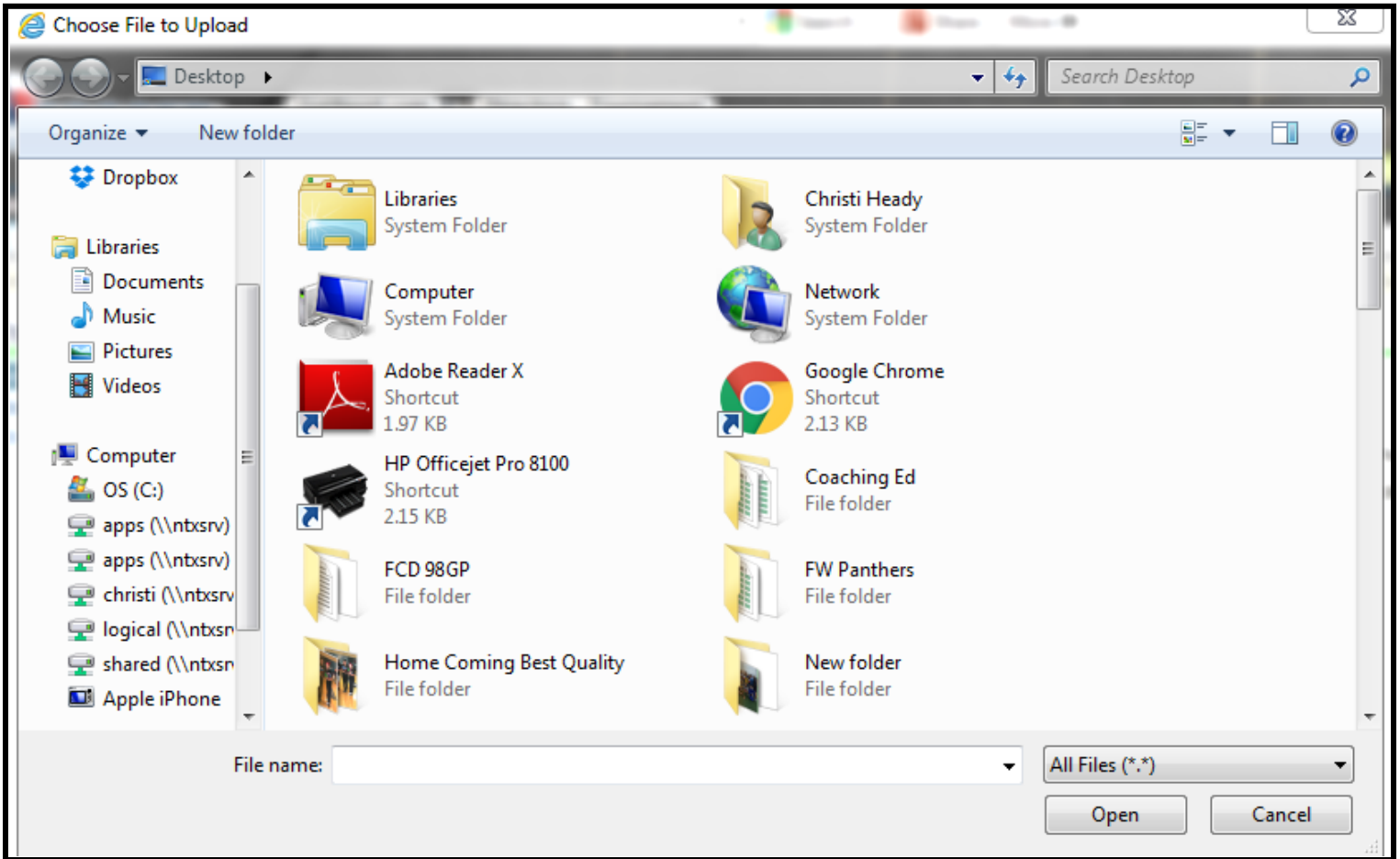
The screenshot shows the GotSoccer team account interface with the 'Documents' tab selected in the navigation bar. The navigation bar includes Home, Events, Game History, Email Team, College Search, Player Suspensions, Help, and Log Out. Below this is a secondary navigation bar with My Events, Search Events, and Permission to Travel. The main content area is titled '2018 Wool Cup Tournament' and includes a 'Documents' tab that is circled in red.

4. Click on the drop down arrow under "Document Name/Description" in the Team Document Upload section (see screenshot below)

The screenshot shows the GotSoccer team account interface with the 'Documents' tab selected. The main content area is titled '2018 Wool Cup Tournament' and includes a 'Team Status' section with 'Foreign Team: No' and 'Medical Release (All Players) No'. Below this is a 'Team Document Upload' section with a 'Document Name/Description' dropdown menu set to 'Official Roster' and a 'Browse...' button circled in red. An 'Upload File' button is also visible.

6. Click on "Browse..." (see screenshot above)

7. Locate the document on your computer when the “Choose File to Upload” box opens (see screenshot below)



8. Double click on the document; the “Choose File to Upload” box will close and the location of the document will appear in the “Select File” field

9. Click on “Upload File”

10. Complete the upload process for all documents you are required to upload