



# SPORTING ARKANSAS ONLINE CHECK-IN

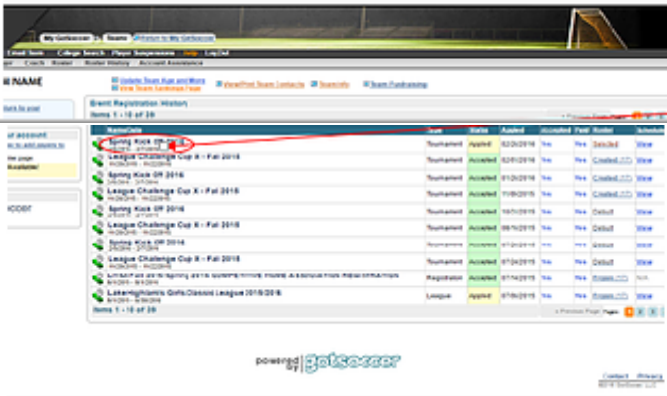
Sporting Arkansas is pleased to offer our Easy Check-in service as an extended benefit of playing in our tournaments. Please follow the steps below to ensure the Sporting AR Registrar receives your team's check-in paperwork electronically via GotSoccer.

For questions, please feel free to contact the office at 479-224-6700 for assistance.



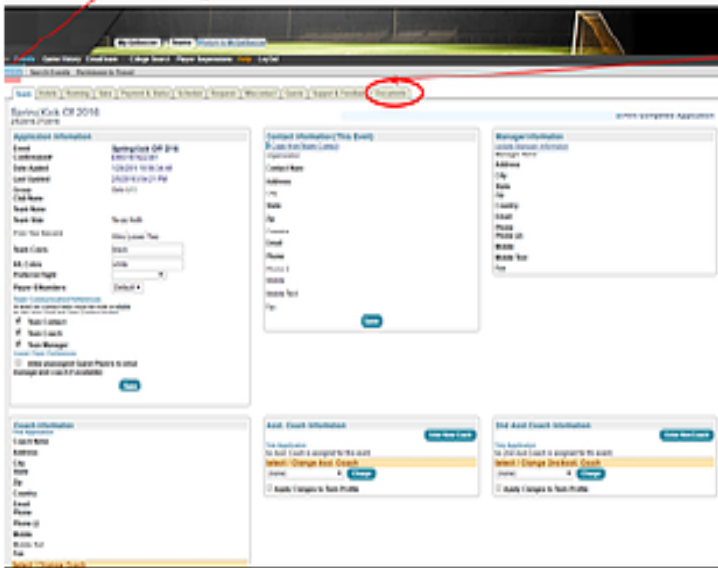
## STEP 1

Log onto Your GotSoccer Account



## STEP 2

From the Team Overview Page, select the event you are uploading documents for



### STEP 3

From the “MY EVENTS” Page, select the DOCUMENTS tab



### STEP 4

On the DOCUMENTS tab, label and upload all required documents

- 1) Name the documents you are uploading
- 2) Search for / locate the file you are uploading on your computer
- 3) Choose (double-click) that specific file
- 4) Once chosen, click “Upload File” button
- 5) \*Continue this process for every file that you are required to upload
  - Official Roster / Player Cards
  - All Guest Player forms
- 6) If / when the documents are uploaded successfully, they will appear in the listing area
- 7) *USOC staff will verify all documents are uploaded for your team*

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