



Online Team Check-In Instructions

All teams must check-in online. There is no “on-site” check-in.

- On-line check-in due by 10:00pm on Wednesday, August 21st.
- The “E-Waiver Form”, that every participating Player, Coach, and Manager must E-sign, can be found on the Keystone Cup website under the “Online Team Check-In & Waivers” tab on the right-side menu bar. This is due by August 21st also.

INSTRUCTIONS ON HOW TO CHECK-IN ON-LINE:

1. Required Documentation:

- a. All Teams must provide the following:
 - i. (1) copy of the Official and Approved Roster, with guest player names legibly written onto the bottom of the roster. Any players who are on this roster and will not be attending should have a line drawn through them.
 - ii. A copy of every coach and participants Player Pass (including guest players).
 - iii. Every player, coach, and team manager associated with the team who will be in attendance must complete the online E-Waiver Form. This is done individually by each person and requires an e-signature. Once completed this e-waiver is automatically saved into GotSport for this event. Coaches & Managers can view which players have completed the E-Waiver by accessing their Event Roster in GotSport.

2. File Creation:

- a. After you have gathered the appropriate documents to register your team please scan or create a PDF file for each document type, as they will be uploaded separately.
- b. Ensure you use descriptive names so you will know which files to upload.
 - i. Example: FC Salzburg United '07 Girls – Official Team Roster

3. Document Upload to GotSport Team Account - Instructions: [CLICK HERE](#)

GUEST PLAYERS:

1. US Club Soccer Teams:
 1. Write the guest player name(s) onto the bottom of the official team roster that you are using for the tournament.
 2. Upload the guest player pass(es) using the same upload procedure listed above, selecting the label of "US Club - Guest Player Passes".
 3. Guest players must have the same type of player passes as your other players.
Using mixed rosters and player cards from different organizations (US Club vs. USYSA) is not allowed.
2. USYSA Teams:
 1. Write the guest player name(s) onto the bottom of the official team roster that you are using for the tournament.
 2. Upload the guest player pass(es) using the same upload procedure listed above, selecting the label of "USYSA - Guest Player Passes".
 3. Guest players must have the same type of player passes as your other players.
Using mixed rosters and player cards from different organizations (US Club vs. USYSA) is not allowed.
 4. USYSA player passes have not been issued this year for states using GotSport to handle their rosters. If your guest player(s) are within a club and team that do not have physical player passes, then you will need to follow the listed below instructions on how to get the player pass and upload it.
3. **Guest Player Pass Procedures for USYSA / GotSport registered teams:**

Some clubs and state associations are using GotSport for player registration and team roster generation. GotSport, in conjunction with the leagues and state associations, are not producing physical player passes as they have in the past. All player passes are digital and online within a team's GotSport account. When in need of using a USYSA player as a guest player for your team you will need to do the following.

1. Ask the coach or administrator from the team that your guest player is coming from to download and export the digital player pass from within his/her GotSport team system (instructions on how to do that below).
2. Have the coach or administrator forward a PDF of that player pass to the player, or to you as the coach / manager of the team that needs to use that guest player.
3. Upload that guest player pass into your team GotSoccer account as listed above, selecting the label of "USYSA Guest Player Passes".

4. **Instructions for coaches and administrators on how to download individual player passes from within GotSport:**

1. Go to; <https://system.gotsport.com>
2. Enter the login credentials to access your team.
3. Click on Team Management in the top line menu bar.
4. Select the Team or Roster that you want to download the player pass from.
5. Select Roster(s) in the top line menu bar.
6. Under the Event option box select from the dropdown menu the League you are playing in and then hit the green "search" button. Your official approved team roster should appear.
7. Select "Documents and IDs Tab"
8. Select "ID Cards" button. You will now see digital player passes for your team.
9. Take a screen shot of the player pass for the individual who has requested it.
10. Save that player pass picture as a PDF and email it to the player.

For questions regarding team registration documents (player passes, rosters, and guest players) please contact Missy Moore via email:

mmoore@sidelinesoccersolutions.com

For questions regarding E-Waivers please contact Brittney Jakobson via email:

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