**2022 Manhattan Kick Off Classic Checkin Instructions**

Date of Event: February 25th - February 27th 2022

**ALL TEAMS MUST COMPLETE MANDATORY ONLINE CHECK-IN**

**CHECK-IN VIA GOTSOCCER**

* **Deadline**: Friday, February 18th, 2022 by 10:00 PM **NO EXCEPTIONS**
* Teams that complete online registration will receive a Confirmation Email by **Wednesday, February 23rd 2022 at 10:00 p.m.** Confirmation Email will be sent to the email address listed as “Primary Contact” for this specific event. Please do not send individual inquiries prior to the deadline.

* Online registration documents must include:

o State/Club Approved Roster (USYSA or US Club)

o Current Player Cards to match roster uploaded

o Permission to Travel (not necessary for Region 1 teams)

**Directions to Complete Online Check-In:**

1. Teams must provide state/US club approved roster and current player cards, including guest player cards.

2. Submission process:

a. **UPLOAD** the documents to GotSoccer

* Log in to your team’s GotSoccer page with your username and password.
* Select Tournament name.
* Select the “Documents” tab.
* Select the labels from
* the drop-down list in the “Team Document Upload” box and upload the appropriate files.

**Commonly Asked Questions**

**ROSTER UPDATES (If applicable):**

Must notify GotSoccer via email at [checkin@gotsoccer.com](mailto:checkin@gotsoccer.com). After confirmation of your initial check-in, your roster is locked and you will need to contact GotSoccer to confirm your updated roster.

**How do I add a guest player?**

Step 1: OBTAIN the guest player’s card and medical release form.

Step 2: ADD the guest player to your official Roster (USYSA or US Club), unique jersey number, player identification number, and date of birth to the existing approved roster.

Step 3: SCAN and COMBINE into a PDF document

**Can I have different player passes from different organizations?**

Mixed rosters will NOT be allowed. No Mixing US Club and USYSA passes; even for guest players.

**How do I add a guest player after I submitted my online registration?**

Contact GotSoccer via email at [checkin@gotsoccer.com](mailto:checkin@gotsoccer.com) to add guest players online. You will need to upload an updated roster with the guest player's information on it (jersey #, name, birth date, player ID #) and upload their player card (either separately or with the rest). Please let GotSoccer know when this has been completed.