



NEW COACH REGISTRATION INFORMATION

Some tournaments require teams to submit check-in documentation online via GotSoccer. If an event you are attending has asked you to upload a document please follow the steps below. You will get an email reminder to do this and there is a deadline set for each. If these documents aren't uploaded before the deadline your team isn't eligible to play. Please familiarize yourself with your team's gotsoccer account.

Documents needed:

- State approved team roster
- player cards & coaches card-in the same order as the roster
- No need to upload the med forms -just need to be available

Step One:

Once you are logged into your team account (via gotsoccer.com - team login) click Team Profile and then on the documents tab. If you click on the name (Official Roster & Player Cards) they will download to your computer in PDF format.

The screenshot shows the GotSoccer website 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 'Team Profile' section is active, showing tabs for 'Basic Team Info', 'Team Record', 'Contact Person', 'Travel Coordinator', 'Documents', and 'Website'. The 'Documents' tab is circled in red. Below the tabs, the team name 'Girls U10 Girls U10 Blue' is displayed. A table lists documents with columns for Document, Event, From, Created, and Accessed. Two red arrows point to the 'Official Roster' and 'Player Cards (plain)' links in the table.

Document	Event	From	Created	Accessed
Official Roster	18.19 WSA Teams & Player Pool Registrations (8/1/2018)	Sheridan Storm Registrar - Melanie Araas	4/4/2019 10:35:54 PM	N/A
Player Cards (plain)	18.19 WSA Teams & Player Pool Registrations (8/1/2018)	Sheridan Storm Registrar - Melanie Araas	4/4/2019 10:35:51 PM	N/A
	Lander			

Step Two:

Now go to Home > Overview and click on the event's name you wish to upload documents for.

Team - Boys OPEN Arsenal Gunners
GotSoccer TeamID # 882706

Universal Account Login to your Universal Account

Get the most out of your account
Account Merge Tool is Now Available!
Click Here to get started.

Your Club
Barclays Youth Soccer (SD)
Current Club Offers

Event Registration History
Items 1 - 10 of 12

Name/Date	Type	Status	Applied	Accepted	Paid	Roster	Schedule	eTravel	Support	Misconduct-Y/R
La Liga 8/1/2016 - 12/31/2017	League	Applied	03/16/2017	No	No	Default	View	Request	Request	
Winter League - Norcal - Demo 1/1/2017 - 5/31/2017	League	Accepted	02/13/2017	Yes	No	Default	TBA	Request	Request	

Step Three:

Then click on the documents tab on the right hand side of your screen. you will then see the team document upload section in the bottom right.

Team | Hotels | Rooming | Sales | Payment & Status | Schedule | Requests | Misconduct | Guests | Support & Feedback | Roster | Documents

La Liga
6/1/2016-12/31/2017
No documents to list.

Notify Registrar No [Notify](#)

Message
Team Status
Foreign Team: No Permission to Travel: No
Medical Release (All Players) No Official Roster Received No

Team Document Upload

File Name/Description (recommended)
Home Team Roster

Select File
Choose File No file chosen

[Upload File](#)

Powered by GotSoccer

Contact Privacy Statement

Step Four:

Select the proper document title and then upload the document. Once you have uploaded the document the event will be able to review those documents. You do NOT need to upload medical releases - they will be available in your team binder.

Team Document Upload

File Name/Description (recommended)

- ✓ Home Team Roster
- Away Team Roster
- Game Card

Choose File No file chosen

[Upload File](#)