



## **ONLINE TEAM CHECK-IN PROCEDURES**

**PLEASE COMPLETE BY WEDNESDAY 9/17/2025**

1. Login to your GotSport coach/manager account and click on the “Team Management” tab.
2. Click the name of the team you are working on.
3. Click on the “Team Registrations” tab and click on “Soctoberfest 2025” link under the Team Registrations tab.
4. Please verify the accuracy of your team’s application and contact information.
5. Next, click on the “Registration” tab. Click “Edit” to upload the following documents:

**a. ROSTER**

A PDF file of the team’s **official** US Soccer roster (US Youth State association, US Club, etc.), signed by your state soccer representative. Please hand write any guest player’s name (up to 4) on the bottom of the team’s roster, and please draw a line through the name of any player who will **not** be playing in this tournament. If you are using a pool roster, please strikethrough the names of players that are not playing on that team. A roster will need to be submitted for each team from that pool roster.

**b. PLAYER CARDS**

A single PDF file containing copies of all the players’ signed player cards, including any guest players, in the order in which the players are listed on the roster.

**c. PERMISSION TO TRAVEL**

If applicable (out-of-state teams only), a PDF file containing a signed permission to travel form from your state soccer representative.

- d. MEDICAL RELEASE** forms do NOT need to be shown at the time of registration. However, all teams must have forms available if needed or requested during the event.

6. Click “Save”. Once this is complete, we can view your documents to complete the online check-in process.

If for some reason you are unable to upload one or more of these documents using the team’s GotSport account, please send an email to **soctoberfestregistration@unionfcindy.org**, explaining the issue and attaching copies of the necessary documents.

Again, submit all your team’s documentation by no later than **September 17, 2025**, to enable our tournament registrars to review all submissions and follow-up on missing information.