

The visitRaleigh.com Showcase Series utilizes online credentials for all teams participating in the event.

MANDATORY ONLINE TEAM Check-In

*****All Teams Must Complete Team Check-in Online*****

Deadlines:

Girls Junior Showcase – **October 30, 2025, 3pm EST**

Boys Junior Showcase – **November 6, 2025, 3pm EST**

Boys Showcase – **November 24, 2025, 3pm EST**

Girls Showcase – **December 3, 2025, 3pm EST**

Need Help? EMAIL tournaments@gotsport.com

Required Documents:

1) All Teams must build/clone an event roster within GotSport

a.

US CLUB

1. Current official US Club roster with approved players & coaches.
 - a. One of the following:
 - i. Official US Club PHOTO roster OR
 - ii. Current player and coach cards to match the Event roster
2. Guest players
 - A. Any guest player outside of the club must have US Club player loan form completed.
 - B. Current US Club player card.
3. Handwritten guest players in guest player section on US Club roster – only approved if ECNL or ECNL RL team and inside same club. Otherwise, inside club can move players onto roster and outside club should use USL club player loan form.
4. Medical Forms – Teams must verify they have the US Club Waivers.

USSSA

1. Current official USSSA roster with approved players & coaches.
 - a. One of the following:
 - i. Official USSSA PHOTO roster OR
 - ii. Current player and coach cards to match the Event roster
2. Guest players
 - a. Inside club can add to official USSSA Roster
 - b. Outside club must complete USSSA guest player form:
 - c. Current USSSA card
3. Medical Forms – Teams must verify they have the USSSA Waivers.

USYS (STATE ASSOCIATIONS)

1. Current official USYS roster from state association with approved players & coaches.
 - a. One of the following:
 - i. Official USYS PHOTO roster OR
 - ii. Current player and coach cards to match the Event roster
2. Guest players – **Must abide by your state association rules for guest players inside club, inside state or from another state. Please contact your state or club administrator for appropriate paperwork. Failure to submit proper paperwork will result in the guest player not being approved to participate.**
3. Permission to Travel – All states, except for North Carolina and Florida must submit a permission/intent to travel. Even if a state does not require it the state of NC does. An email from the state association confirming they know they are traveling will suffice if there is no form on their end to complete.
4. Medical Forms – Teams must verify they have the waivers their state associations require.

INTERNATIONAL

1. Current official province/country roster with approved players & coaches.
2. Current official province/country player and coach cards/pass books.
3. Guest players –
 - a. Inside their province, should be able to add players to their roster.
 - b. Outside their province but in the same country must have whatever guest player paperwork is required by your province.

- c. Current province card.
- 4. Medical Forms – Teams must verify they have the waivers their province requires.

GENERAL RULES

- Teams and Guest Players CANNOT mix/match governing body associations. All approved players, including guests, must be from a SINGLE Governing Body (US Club, USYS, USSSA).
- Maximum of 6 Guest Players – Club Pass players count as guest players!
- International players CANNOT be guest players on USYS teams.
- Digital passes/rosters are acceptable for online check in.
- Make sure teams are not loading other event rosters.
- For USSSA please make sure rosters are official rosters and not a roster that is typed/handwritten with no USSSA approval.
- Dual Rostered players are allowed for older showcases but NOT for younger showcases.
- Some guest player forms are a part of teams permission/intent to travel form.

How to complete Online Check-In

- After you have gathered the required documents to register your team please scan or create PDF files for each document type as they will be uploaded separately.
 - Each document will need to fit on separate PDF files for uploading purposes
- Upload the documents into your GotSport Event Registration
 - Instructions on how to upload documents - [\[Click HERE\]](#)

Step 1: Update your Coach & Event Roster in GotSport for the NCFC Showcase Series Events

- Don't forget to add the coaches to your visitRaleigh.com Showcase Series Roster
 - Instructions for updating the Primary Coach (coaching conflicts) - [\[Click HERE\]](#)
- **Build/Clone/Review your event roster –**
 - Instructions for building an event roster
 - [Club Admin](#)
 - [Coach/Manager](#)
 - Instructions for cloning a roster
 - [Club Admin](#)
 - [Coach/Manager](#)
- **ROSTER UPDATES (If applicable):**
 - If there are changes to your roster after the deadline teams MUST notify the visitRaleigh.com Showcase Series via email at: tournaments@gotsport.com. After confirmation of your initial check-in, your event roster is locked and you will need to contact the tournament at tournaments@gotsport.com to make changes to an uploaded roster.
 - **THERE ARE NO ROSTER CHANGES ALLOWED AFTER THE ROSTER FREEZE DATE:**
 - Girls Junior Showcase – **October 31, 2025, 3pm EST**
 - Boys Junior Showcase – **November 6, 2025, 3pm EST**
 - Boys Showcase – **November 24, 2025, 3pm EST**
 - Girls Showcase – **December 3, 2025, 3pm EST**

Step 2a: Upload your official PHOTO roster with approved players and coaches

Step 2b: If you do NOT have a Photo Roster, Upload an Image of your player passes

- If your passes are not already in a digital format, lay out your player passes in the order they appear on your roster. Take a picture of the passes or save a PDF file of your passes and upload them into your GotSport application.
- The image/upload of player passes does not make the players eligible. Only players listed on the visitRaleigh.com Showcase Series **ROSTER** are eligible.
- All player passes must match your roster. If a player is not on the roster, do not include their pass.
- All passes must be from the same association.

Step 3: If you will be using guest players, upload an image of your guest player passes with their guest player permission form.

- Guest player forms come from the player's home association and require the signature of their current coach.
- Include Guest Players' player card in the separate "Guest Player Cards" document uploaded into your GotSport Event Registration
- **IMPORTANT: GUEST PLAYERS MUST BE REGISTERED TO THE SAME ASSOCIATION AS THE TEAM. YOU MAY NOT MIX US CLUB AND USYS REGISTERED PLAYERS. ALL PLAYERS MUST BE REGISTERED TO THE SAME ASSOCIATION.**

Approval Process

- All teams will receive an email confirming that your team is checked-in and information is complete.
 - Your team is not approved until you receive an approval email