



MANDATORY TEAM ONLINE CHECK-IN

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

TEAMS NEED TO PROVIDE the following required documents.

1. **EVENT ROSTER:** this can be generated from your team account in GotSport under the event on the roster tab.
2. **PLAYER PASSES:** A copy of each US Club/USYS/USSSA/AYSO approved player pass, (or Passport if your team is international (ONLY the front side that shows picture and Date of Birth must be copied) (If the player pass is “two sided”, we need side with players’ name and birthdate) including guest players for each player participating. You must include coach’s cards and manager’s cards in this document. **We recommend scanning multiple player cards to fill a sheet of paper which requires fewer “ID Card” attachments and a smaller file.**
3. **TEAM CONTACT FORM**-must be completed and uploaded into your event registration
4. **PLAYER REGISTRATION CERTIFICATION FORM**-must be completed and uploaded into your event registration.
5. Permission to Travel Form - USYS Teams outside of region 4 / International Teams: A copy of Permission to Travel form if your team is USYS registered and outside of region 4 and/or international team (Canada, UK, Caribbean, etc.). If your team is registered with US Club Soccer, a permission to travel form is also required.
6. Completed loan forms as applicable.
7. Note: Medical Releases must be accessible by the coach or the manager but do not need to be loaded into the check-in documents.

SUBMISSION PROCESS:

Upload all documents into your GotSport team account under the Fort Lowell Shootout registration in your team GotSport account. Log into system.gotsport.com and upload your documents under your team registration.

IMPORTANT: You must physically bring a pass and have access to your medical releases for every player to every game. Please have ready to review upon request. Passes should be submitted to the referee prior to each match. Failure to provide requested documents may result in a forfeit.

GUEST PLAYERS:

Obtain the guest player’s current player card and medical release form

- Add the guest player to your online event roster.
- Include Guest Players’ player card with the rest of your team information.
- Do not email medical release forms for guest players but you are required to have access to them at all games. **Must have applicable loan form.

Please refer to the [Fort Lowell Shootout website](#) for help articles and additional tournament information.