



KSC TOURNAMENT CHECK-IN PROCEDURE

ALLTEAMS MUST COMPLETE MANDATORY CHECK-IN ONLINE, NO EXCEPTIONS

ONLINE CHECK-IN PROCESS, VIAGOTSOCCKER

- Online check-in documents include:
 - Team Information Sheet
 - State/Club Approved Roster
 - Current Player Cards
 - Permission to Travel form – If team is outside of Region 1

- 1. Complete the Team Information Sheet (Available for download on Tournament website)
- 2. Scan and Save your state/club approved roster (Save as Team Roster)
- 3. Scan and Save all player cards into one PDF document, including guest players (Save as Player Cards).
- 4. Uploading process:
 - Log in to your team's GotSoccer page with your username and password.
 - Select "Kirkwood Boys Premier Tournament – 2016"
 - Select the "Documents" tab (Last option among your top menu items)
 - Select the labels from the drop down list in the "Team Document Upload" box and upload the appropriate files.
 - Be sure to upload all required documents separately.
 - Exit out of your team account, when done

- A confirmation email will be sent to all teams that complete the online check-in prior to the start of the tournament games.
- After initial check-in, rosters are locked and teams will not be permitted to update their roster. All roster updates must be sent directly to tournament director, at tournaments@kirkwoodsoccer.org