



# Autumn Clash

## Online Check-in Instructions

### 1) Documents needed for online check-in:

- PDF of official approved roster.
  - If you have any guest players, please handwrite their names and DOB on the roster before uploading.
- PDF copy of ALL player cards including guest players.
- PDF of travel papers if applicable.
- PDF of the Coach Code of Conduct.
- PDF of guest player form(s) if applicable
  - **USYS required docs are** 1) Permission to Travel from home state association if coming from outside Region IV/West Region, 2) Player Loan Forms if required by home state association (obtained from home state assn.)
  - **US CLUB required docs are** 1) Player Loan Form for any guest players. 2) Travel papers are not required for US Club teams.

### 2) Upload documents to your GotSport Event Registration.

- Here is a link about how to upload your check-in documents:

<https://support.gotsport.com/how-do-i-upload-documents-for-online-check-in>

### 3) Online Check-in Approval

- Once all documents have been verified you will see a green check mark by your documents.
- If something else is needed, you will receive an email requesting the necessary documents.

- If you don't receive an email from us, then you are all checked in and set for the event.
- DO NOT EMAIL asking if you are all checked in. You will be notified if something else is needed.

#### **OTHER KEY INFORMATION FOR ONLINE CHECK -IN**

- If there are players on your roster not attending the event, please cross those players off the roster before you upload it. Same with player cards.
- Roster and player cards must be in your possession at the event. These may be checked throughout the event.

#### **Autumn Clash DEADLINE TO CHECK-IN:**

- Deadline to complete online check-in is 5 PM, **Tuesday, September 9<sup>th</sup>.**

Questions: [bhrtournaments@blackhillsrapids.com](mailto:bhrtournaments@blackhillsrapids.com)