

HOW TO UPLOAD FORMS

PLEASE READ COMPLETELY....ANY QUESTIONS CALL THE ASA OFFICE 817 261 0242 or email Tournament@arlingtonsoccer.org

ONLINE TEAM CHECK-IN PROCESS:

1. Save the official team roster ,guest releases ,travel paperwork on your computer
2. Log into the team Got Soccer account.
3. Under "Event Registration History", Find the Showcase Event
4. Click on the "Documents" tab.
5. Under the "Team Document Upload" section, click on the drop down arrow and select "Official Roster", Guest Releases, Travel Paperwork.
6. Click on "Browse" to locate the paperwork pdf on your computer.
7. Double-click on the Document pdf title and the document title will appear in the "Select File" field in got Soccer.
8. Click on "Upload File".
9. Repeat these steps for each document
10. Note: **NON NORTH TEXAS TEAMS : Will also need to upload travel permit or e travel form**
11. **Do Not Upload Medical Releases**

IF a team has a player on the roster who will not participate in the tournament; you can remove them from the event by going to the players account under your roster tab and then click on event attendance and remove them from the tournament event.

- **Guest Players must be entered in your team account under the event. A guest player "How Too" is posted on the tournament page. All players need to show on the game sheet roster**
- **Got Soccer Player List Roster – Mandatory**
Every team is required to update their Got Soccer Player List Roster,
****If a player is not on the Got Soccer Player List Roster, she/he will not be allowed to play**
Game Day Roster Reports – Provided by Tournament – generated from your Got Soccer Player List Roster

Competitive Teams - U11-U19

Team Roster – State Association or US Club Soccer Roster signed by Registrar

Guest Player Release - (5 Guest Players Allow)

All teams must stay within the maximum roster size including guest players (where allowed)

North Texas Teams – Registration # and all signatures are required

Non-North Texas Teams – Paperwork per your State Association

Non-North Texas Teams: will also need to send

**** Travel Permit or eTravel Form – Mandatory**

NON – NORTH TEXAS TEAMS: will also need to upload travel permit or eTravel form **MANDATORY**
Teams will need to come by the tournament tent when you arrive for team warm up to show the Player and Coaches Passes (ID CARDS) with current photos and laminated.

(see page 2)

US CLUB SOCCER TEAMS; Roster signed by registrar. An official signed tournament roster signed by registrar with all players listed is **MANDATORY**.