 TC United Winter Classic Online Check-in Instructions

Online Check-In (instructions in red below) – Can be completed anytime up to the Wednesday prior to the tournament. At check-in, teams will need to provide the following:

USYSA registered teams

- USYSA State Roster
- USYSA Player Cards
- USYSA Guest Player Form (only if using guest players)

USSSA registered teams

- USSSA Roster
- USSSA Player Cards
- USSSA Guest Player Form (only if using guest players)

US Club Soccer registered teams

- US Club Roster
- US Club Player Cards
- US Club Guest Player form (only if using guest players)

Canada teams

- Official Roster approved by your soccer governing body
- Player Cards approved by your soccer governing body
- Guest Player forms approved by your soccer governing body (only if using guest players)
- Permission to Travel forms approved by your soccer governing body

Following are the steps to complete the Online Team Check-In process:

1. Login at www.htgsports.net. If you have never logged in before, use the team manager's email address as the user ID and password.
2. Click your name in the top right corner of the page, then the My Sports button.
3. Make sure you have your documents saved on your computer. Please have all player cards consolidated into one document.
4. Click the Add Documents link in the middle of the page to upload all your documents.
5. At the bottom of the page under the "My Teams" section you will see your team listed for the tournament. Click on your team name to view the team detail page.
6. Click on each document name (Official Roster, Player Cards, etc.) to move the document from the master list (left column) to the tournament document list (right column). Once the document is in the right column and ready to be submitted for review, select "Submitted" from the drop down menu, add any notes and click save the bottom of the page.
7. Once all documents are submitted, we will review the paperwork and either approve or notify you of changes that need to be made. You can follow the status of your documents in the status column. It will read "Submitted", "In Review", "Approved" or "Rejected." If rejected, we will include notes to notify you changes that need to be made (e.g., missing Billy's player card).