

# Rivertown Classic | Team Check In

Date of Event: May 8<sup>th</sup> - 10<sup>th</sup>, 2026

## **ALL TEAMS MUST COMPLETE MANDATORY ONLINE CHECK-IN**

### **CHECK-IN VIA GOTSPORT**

**Deadline:** Friday May 1st, 2026 by 10:00 PM (Eastern Time) **NO EXCEPTIONS**

Teams that complete online registration will receive a Confirmation Email **by Wednesday May 6<sup>th</sup> 2026 at 10:00 p.m.** Confirmation Email will be sent to the email address listed as “Primary Contact” for this specific event. Please do not send individual inquiries prior to the deadline.

Online registration documents must include:

- Team Information Sheet
- State/Club Approved Roster (USYSA or US Club) (Not GotSoccer)
- Current Player Cards to match roster uploaded
- Waiver

### **DIRECTIONS TO COMPLETE ONLINE CHECK-IN:**

1. Fill out and save the PDF labeled “Team Info Template” and “Team Waiver”.
2. Locate digital copy of teams State/Club (approved) Roster and current Player Passes (cards), including guest players.
3. Submit these documents to your GotSport account. SCAN or SAVE each document as an individual PDF.

### **TO UPLOAD DOCUMENTS TO GotSport:**

1. Log in to your coach/manager account and click on the "Team management" button.
2. Click on the name of the team.
3. Open the "Registrations" tab.
4. Click on the Event that you are Working to Upload Documents.
5. Open the "Registration" tab.
6. Next click on the "Edit" button.
7. For any files required to be uploaded, you will be able to click on the "choose file" button and upload accordingly. If you have a challenge uploading a document, there is a good chance that the document is too large and will need to be decreased in size.

### **COMMONLY ASKED QUESTIONS:**

#### **ROSTER UPDATES (If applicable):**

Must notify GotSoccer via email at [checkin@gotsoccer.com](mailto:checkin@gotsoccer.com). After confirmation of your initial check-in, your roster is locked and you will need to contact GotSoccer to confirm your updated roster.

#### **How do I add a guest player?**

Step 1: OBTAIN the guest player's card and medical release form.

Step 2: ADD the guest player to your official Roster (USYSA or US Club), unique jersey number, player identification number, and date of birth to the existing approved roster. Name can be handwritten onto the roster.

Step 3: SCAN and COMBINE into a PDF document

#### **How do I add a guest player after I submitted my online registration?**

Contact GotSoccer via email at [checkin@gotsoccer.com](mailto:checkin@gotsoccer.com) to add guest players online. You will need to upload an updated roster with the guest player's information handwritten at the bottom of it (jersey #, name, birth date, player ID #) and upload their player card (either separately or with the rest). Please email [checkin@gotsoccer.com](mailto:checkin@gotsoccer.com) when this has been completed for a revised checkin.