

FUSION SC EVENT CHECK IN REQUIREMENTS

Deadline for all below items is the Wednesday prior to event

MANDATORY ONLINE CHECK IN

The MANDATORY method is online check-in by Wednesday, the week of the event. Online check-in is open now. Please check in early if you can.

Please follow the below steps to update your event roster in GotSport. This is REQUIRED for all teams:

- Log in to GotSport
- Click on Team Management
- Select team
- Click Rosters
- Select Event Roster from drop down menu and click Search
- Add players 1 of 2 ways
 1. Clone roster from
 - > select recent event your players participated in > click Submit
 2. Add players individually using the Add Player button. You will need the player's first/last name and full DOB.

NOTE: Players being used from another team that is within your own club are NOT considered guest players **and should be added using the Add Player button.**

The Guest Player option (3 players max) is for adding players that are from another club IF a Player Loan Form has been completed by both clubs/teams. The completed Player Loan Form must also be uploaded with the check-in documents along with a signed copy of the event guest player form. Follow steps below to complete this step.

TEAM CHECK-IN/DOCUMENT UPLOAD

Please follow the below steps to access the online check-in area for your team:

1. Log in to GotSport
2. Click on Team Management
3. Select team
4. Click on Team Registrations
5. Select Event
6. Click on Registrations
7. Click Edit
8. Attach documents in each designated location:
 - Player Passes
 - Official Roster (i.e. US Club, CYSA, etc)
 - Tournament Agreement
 - Guest Player Docs (if applicable)

If you run into any issues or need assistance, please email the check-in coordinator: Lacey Wyatt at Lacey@fusionsc.org