

TEAM CHECK-IN

Please read the instructions thoroughly. **Check website for paperwork submission deadline (one week prior to event).**

www.redsevents.com/hartland-haunted-team-check-in

- All teams must complete check-in through **GotSport** (upload instructions at bottom of page).
- GotSport will send a confirmation email to the "Primary Contact" once paperwork is submitted.

Required Paperwork

- Liability Release form (form on website at link above)
- Contact Information form (form on website at link above)
- Team Manager's SafeSport Certification, Risk Management & Concussion Training Certificate (3 separate documents)
- Coach's SafeSport Certification, Risk Management & Concussion Training Certificate (3 separate documents)
- Passcards (Pictures)
- Official Team Roster
- Permission to Travel (if applicable)
- Guest Player roster (if applicable)

****Medical Release forms - bring to event, but do not upload****

Michigan teams: Guest player rosters, passcards, medical release forms, and applications for Risk Management cards for Michigan coaches and team representatives can be obtained from MSYSA at www.michiganyouthsoccer.org or by calling 734-459-6220.

Out-of-state teams: Contact your state association for information on obtaining these forms.

Dual Rostering

- A player may play for more than one team from their club but not in the same age bracket as their primary roster.
- A team official must inform the Tournament Director of any dual rostered players.

TournamentDirector@redsevents.com

GotSport Upload Instructions

1. In your GotSport Account, click on the Team Management button in the top menu bar, then click on Registrations on the left side
2. Find your team and the tournament to upload the required documents for Check in and then click on the applicable tournament
3. Then click on Registration at the top menu
4. Then click on the edit button at the top of the page and upload your documents in the fields (PDF documents)
5. Finally click Save to upload your information
6. GotSport will send a confirmation email.