# TEAM CHECK IN
# Indy Burn Cup, Indy Pike Fest, Indy Fusion Fall Classic
# Revised 5/10/23

**1. Upload Team Documents**.
Please log into your GotSport team account (that you used to register the team for the event)..
Then click on our tournament.
Next click on the document tab.
New to uploading docs into GotSport? See step by step instructions below.

**2. Please upload the following documents**.

a. A pdf of the team's official US Soccer roster (US Youth State association, US Club, other). Please hand write each guest player's information on the bottom of the team's roster.
b. A pdf of each player's player card, including each guest player.

If you are unable to upload in the team's GotSport account, please use email A COPY of these materials, at least 10 days prior, to:
USA Indiana Tournament
Tournaments@USAofIndiana.org
**Deadline to upload all materials is 10 days prior to the tournament.**

**3. Travel Permit**
**Out of state US Youth teams from within US Youth Region II do NOT need to upload "permit to travel**" UNLESS your state association DOES require your team to have one. US Youth Teams **outside** of US Youth Region II : please obtain a "permit to travel" form from a U.S. Youth Soccer affiliated association (your state office) and upload. US Club teams do **not** need a permit to travel.

**4. <u>Each 8-9-10 and under team: please pick up participation awards during the event</u>**
HQ tent, Mary & John Geisse Soccer Complex, 7225 West 56th Street, Indianapolis, IN 46254.

**Thank you for selecting our event for your team.**
**We hope to provide your players a terrific weekend of soccer!**

Sincerely,

Tournament Director
**Indy Burn Cup, Indy Pike Fest, Indy Fusion Fall Classic**
**United Soccer Alliance of Indiana events.**

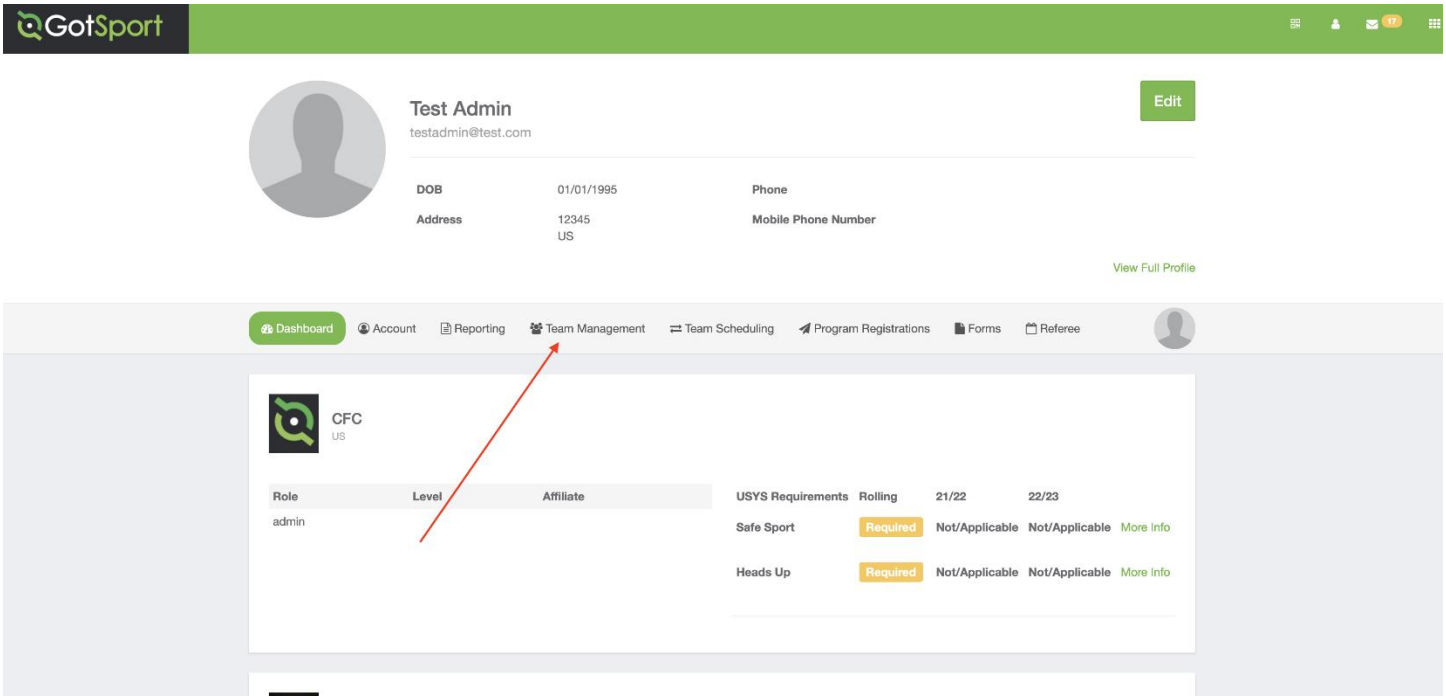
# How do I Upload Documents for Online Check In?

## Overview

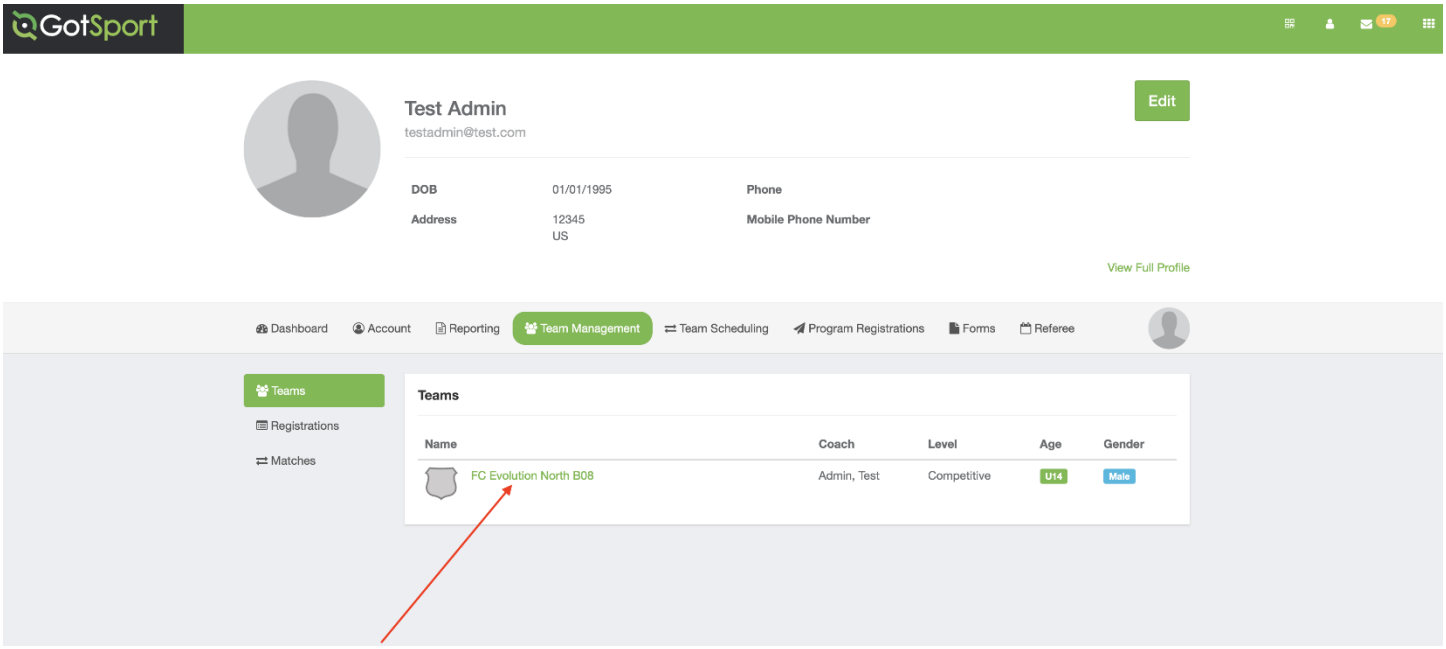
If the event you are attending has set up online check in and allowed you to be able to upload documents, you can provide these uploads to the event ahead of time to expedite your check in process.

## Instructions

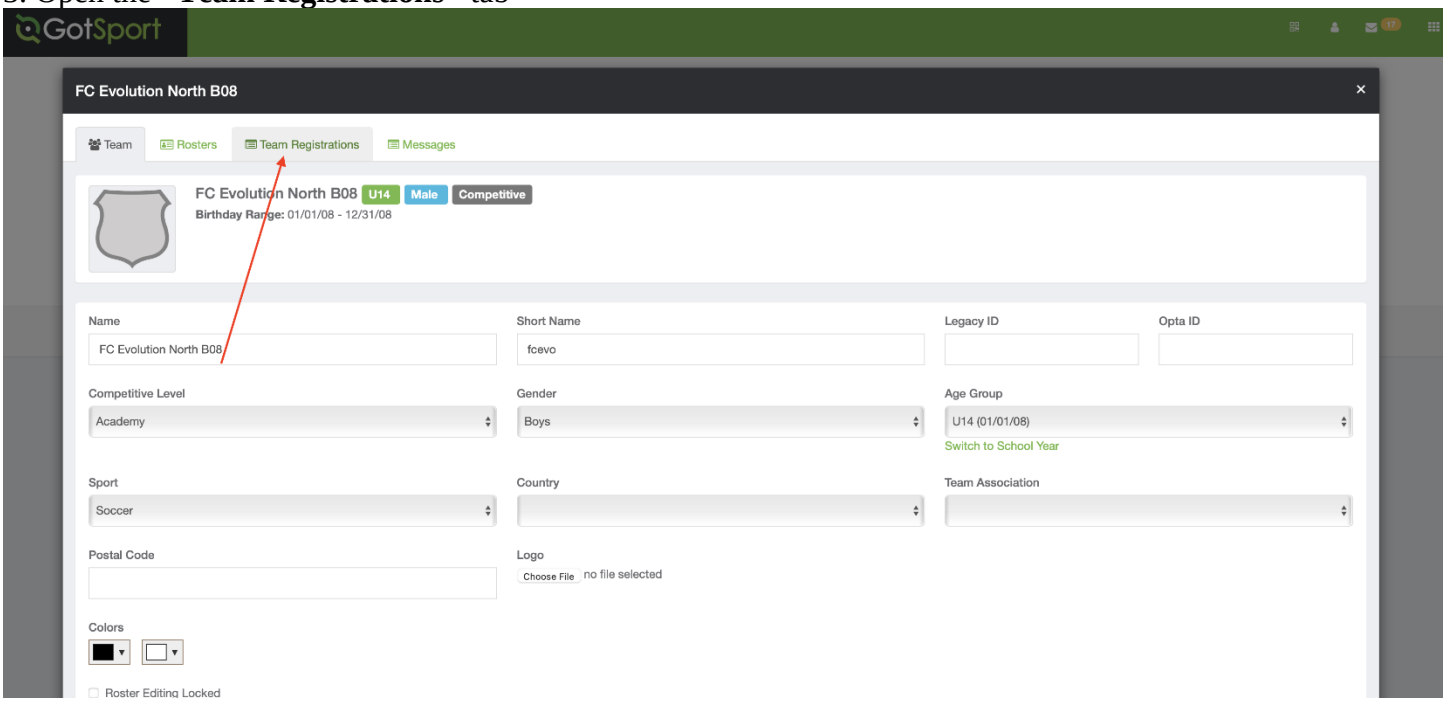
1. Log in to your coach/manager account and click on the **"Team Management"** button



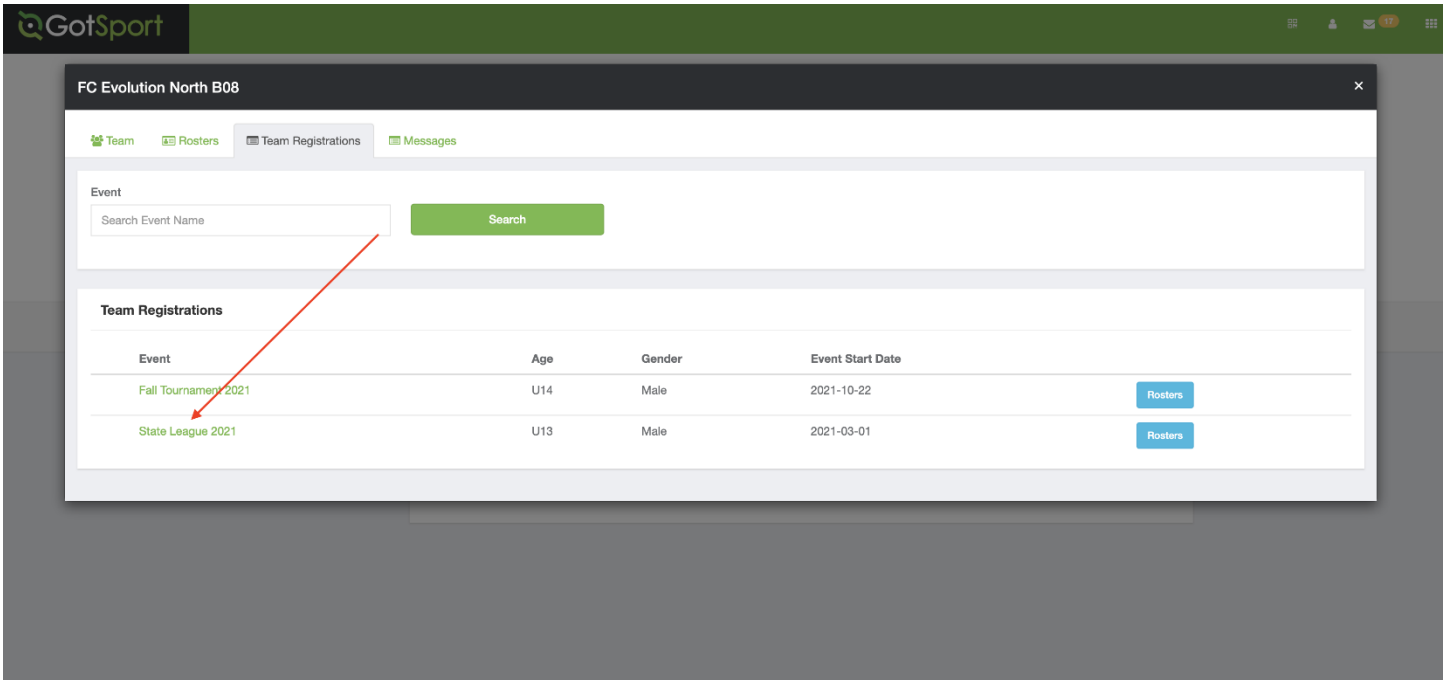

2. Click on the name of the team you are working on



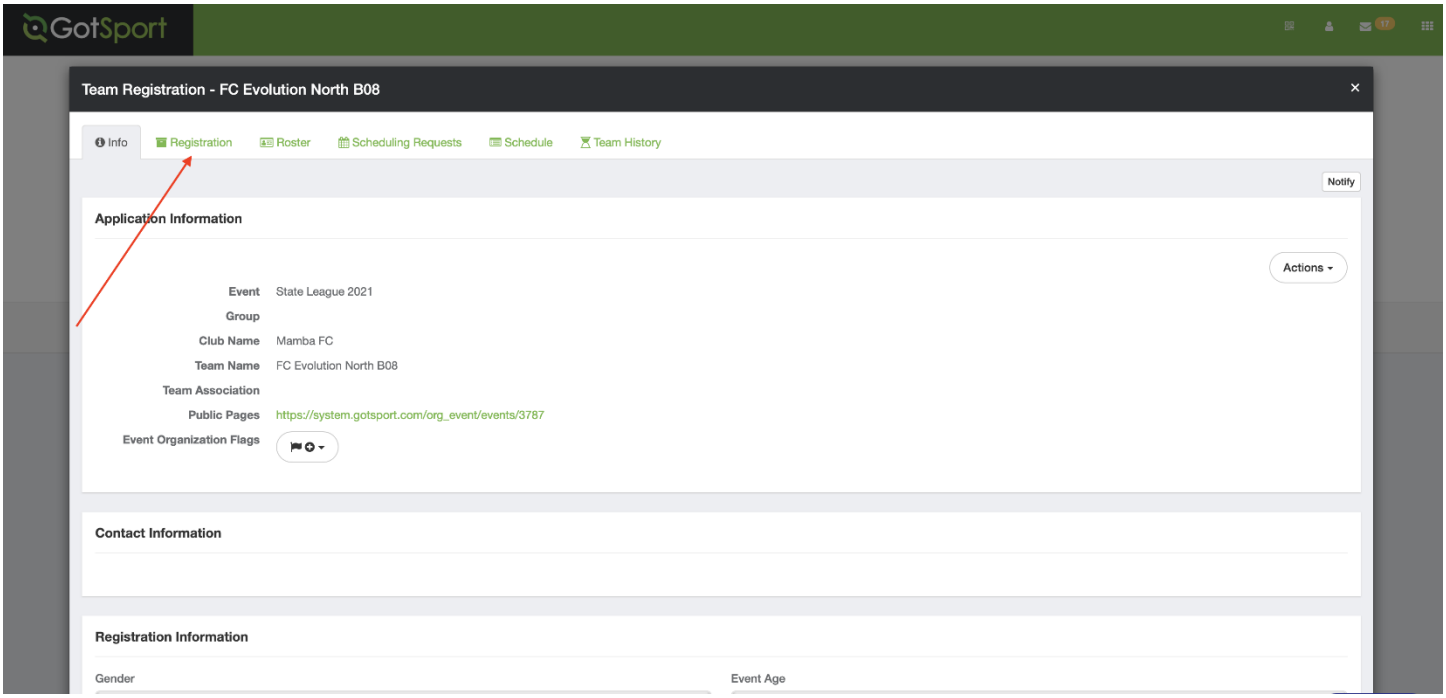
3. Open the **"Team Registrations"** tab



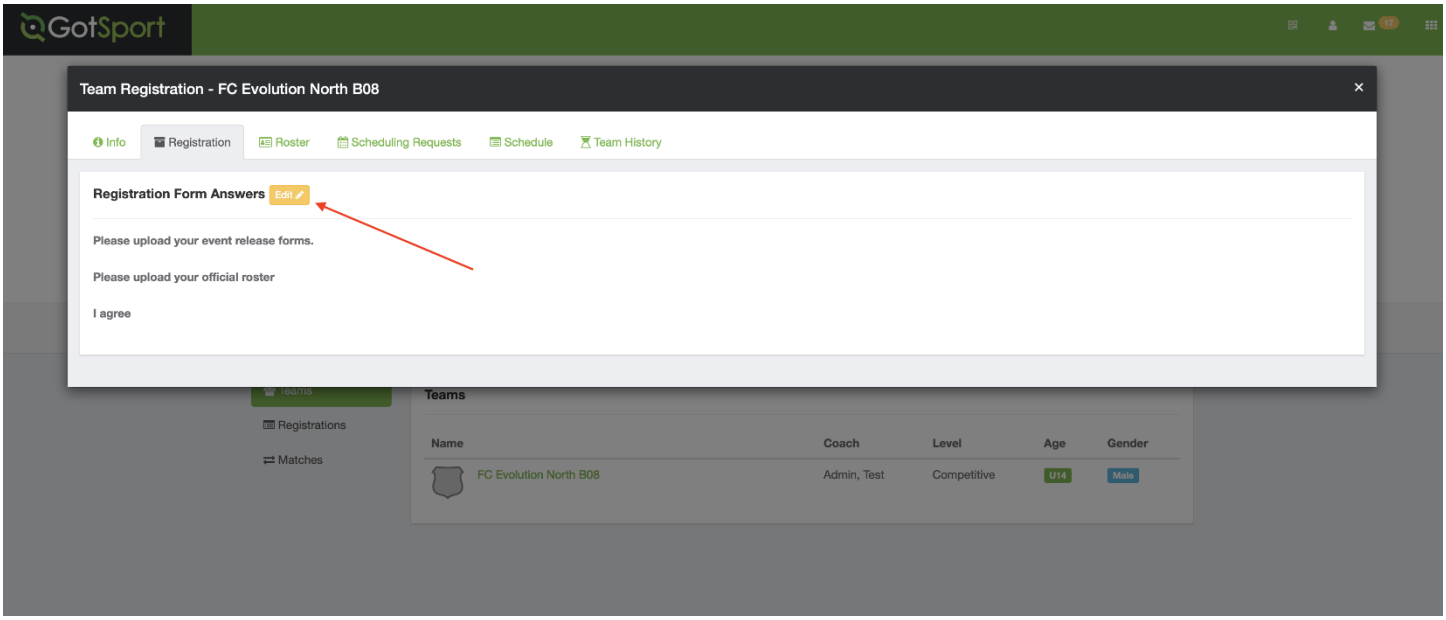

4. Click on the Event that you are Working to Upload Documents to



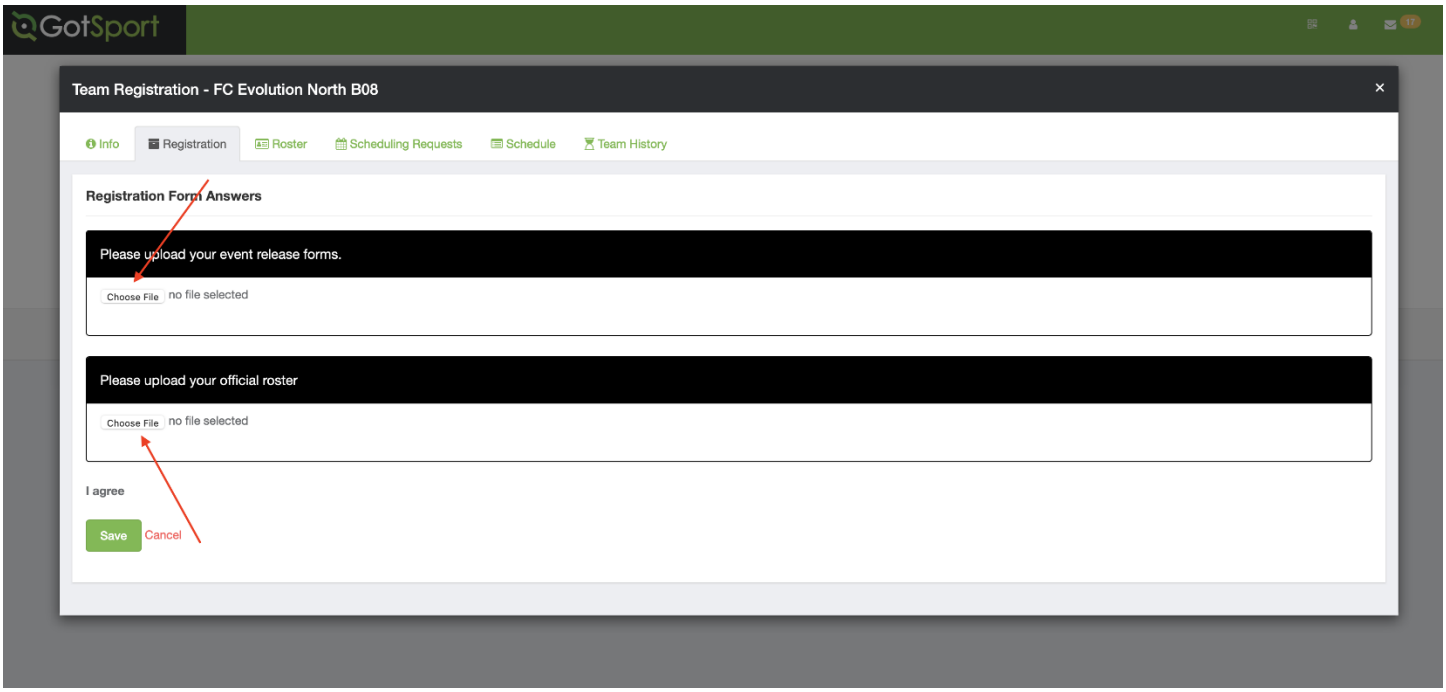
5. Open the "**Registration**" tab




6. Next click on the "**Edit**" button



7. For any files that are being asked 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.**




8. Click Save

9. Once this is complete, then the event director will be able to view your documents for the online check in process.