



SWEETHEART CUP ONLINE CHECK-IN GUIDELINES

ALL TEAMS MUST COMPLETE ONLINE CHECK-IN NO LATER THAN MIDNIGHT ON THE MONDAY PRIOR TO THE TOURNAMENT. FAILURE TO COMPLETE ONLINE CHECK-IN BY THE DEADLINE WILL RESULT IN YOUR TEAM LOSING POINTS.

We make online check-in simple – it's just one form! Fill out the team roster below with all players on your team. You can ONLY submit this one time, once submitted it is locked in and NO CHANGES will be made. Be sure that your roster is accurate before submitting.

ROSTER GUIDELINES

As a reminder, all teams must play in the age group of the oldest player on the roster. If you register for a younger age group, then any players who are too old will be removed from the roster and ineligible to participate. Teams will not be able to add players to the roster once submitted so please check to be sure that your players are eligible for the age group that you chose.

Since this is an open roster tournament, no guest player forms or releases are required. Any player can play on any team no matter what team they are rostered to for their regular league games.

High school and adult coed teams must play with two females on the field at all times (or play with one female and only three field players total).

Adult Over 30 teams are for persons aged 30 or older as of January 1. They are allowed up to two players under the age of 30 on the roster, all players must be at least 28 years of age as of January 1. Once you have completed your roster, follow the included instructions for uploading to your GotSport account.



SWEETHEART CUP OFFICIAL TEAM ROSTER



Once the roster has been submitted and approved, no changes can be made.

Be sure that your roster is accurate prior to submitting.

TEAM NAME	GENDER	AGE GROUP
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PLAYER NAME	GENDER	BIRTHDATE

ROSTER APPROVED BY	DATE
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NOTES (FOR TOURNAMENT STAFF USE ONLY)



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HOW TO UPLOAD YOUR COMPLETED ROSTER

STEP ONE

Login to your GotSport account and select 'Team Management'

The screenshot shows the GotSport user profile for Cara Sikes. The profile includes a circular profile picture, the name 'Cara Sikes', and the email address 'admin@waxahachiesoccer.org'. There is an 'Edit' button in the top right corner. Below the profile information, there are fields for 'DOB', 'Address', 'Phone', and 'Mobile Phone Number'. A 'View Full Profile' link is located at the bottom right of the profile section. Below the profile is a navigation menu with options: Dashboard, Account, Reporting, Team Management (highlighted with a red box), Team Scheduling, Program Registrations, Forms, and Referee. Below the navigation menu, there is a section for 'Waxahachie SA' with a table showing registration details.

Role	Level	Affiliate	USYS Requirements	Rolling	21/22	22/23

STEP TWO

Choose 'Registrations' from the menu on the left

The screenshot shows the 'Registrations' page in the GotSport Team Management section. The navigation menu at the top includes Dashboard, Account, Reporting, Team Management (highlighted with a green box), Team Scheduling, Program Registrations, Forms, and Referee. On the left side, there is a sidebar menu with 'Teams' (highlighted with a green box) and 'Registrations' (highlighted with a red box). The main content area is titled 'Teams' and contains a table with the following data:

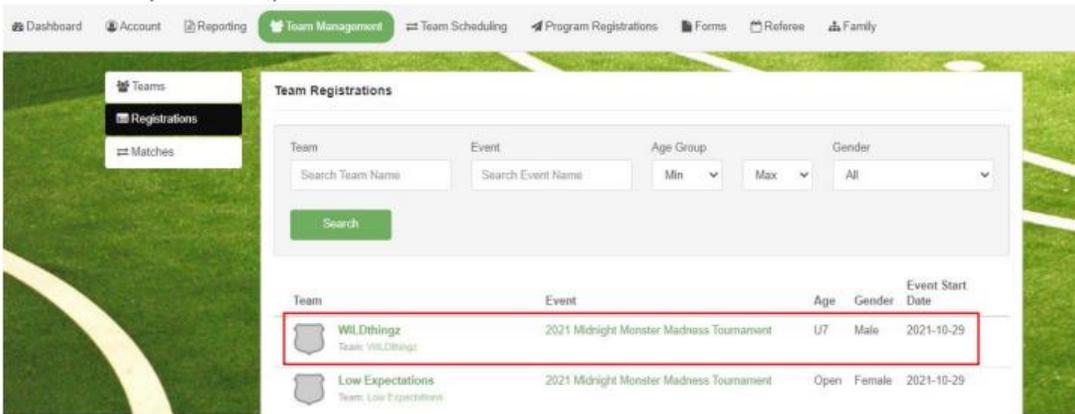
Name	Coach	Level	Age	Gender
Ellis County Elite FC 09G	Sikes, Cara	Competitive	013	Female
WILDthingz 15B	Sikes, Cara	Recreational	07	Men



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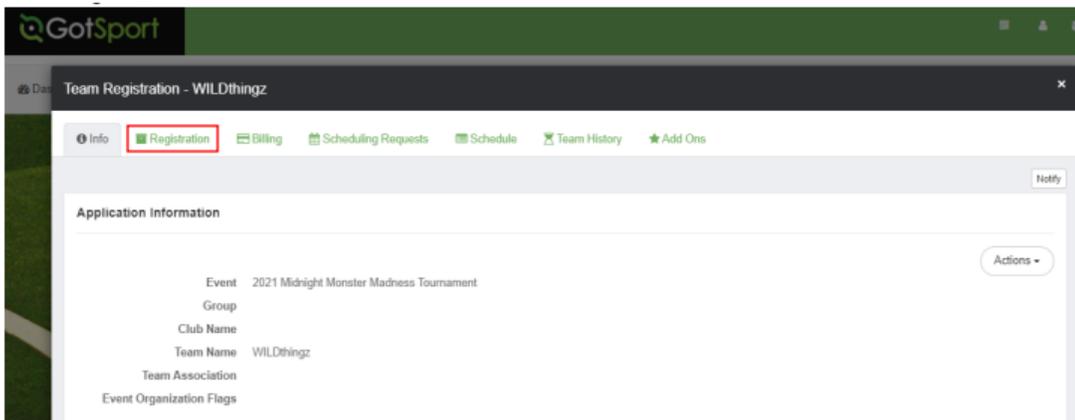
STEP THREE

Select the team that you need to upload a roster for that is entered into the tournament



STEP FOUR

Select 'Registration'



STEP FIVE

Select 'Edit' and then 'Choose File' to attach your completed roster form. Once finished, be sure to select 'Save'.

