

How to Upload Team Official Roster for an Event in GotSport

Your team's Official Roster (either EPYSA or US Club) and Player Passes will be checked by all tournaments using GotSport to verify that each player has a player pass (and is insured to play). Tournaments using GotSport to manage their event will ask you to do this as part of their Team Online Check in.

These steps will help you complete this task

1. Log into your GotSport.com Account
2. From your Dashboard click on "Team Management"
3. Select Your "Team"
4. Click on the "Team Registration" Tab
5. Find the event "Tournament Name" and click on the Event Title.

Team Registrations

Event	Age	Gender	Event Start Date
Penn Fusion Summer Showcase	U15	Female	2022-07-29
22/23 Teams	U15	Female	2022-03-01

6. Click on Registration
7. Click on Edit and upload the documents required by the tournament.



The screenshot shows the GotSport interface with the "Registration" tab selected. An orange arrow points to the "Edit" button next to the "Registration Form Answers" section. Below this, there is a text area containing the URL "2022 Official League Website (Standing Page - copy and paste it) www.pennfusion.org" and a note: "Please upload all players passes / Photo Roster".

NOTE: Some tournaments may require the roster and passes all in one file and others may have to separate areas to upload your documents.

Genius Scan is a free app for your cell phone that can be used to take photos of pages and convert to a pdf...which can be very useful here!