GotSport Instructions
How To Upload Check In Documents
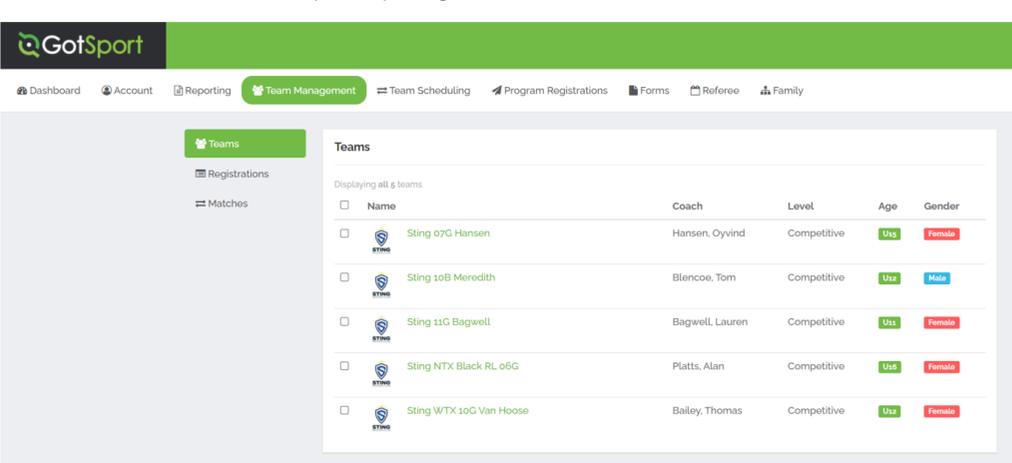
STEP 1

- Visit the GotSport website: https://system.gotsport.com/
- Login to your account
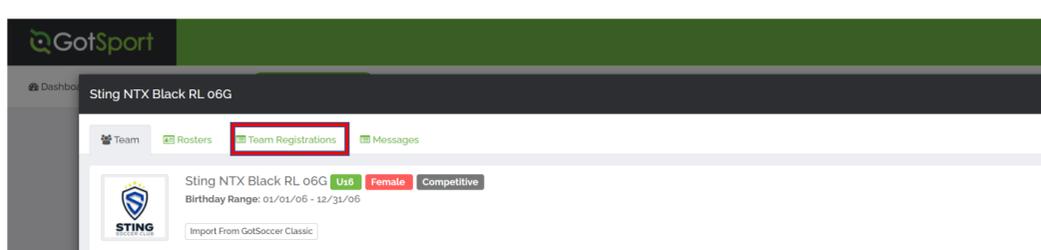- Click on Team Management on the top bar
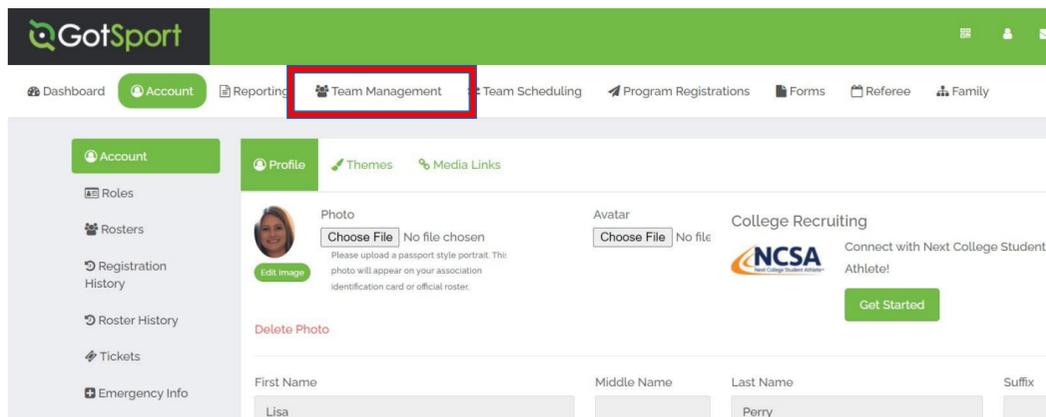
STEP 2

• Select the team that is participating in the tournament

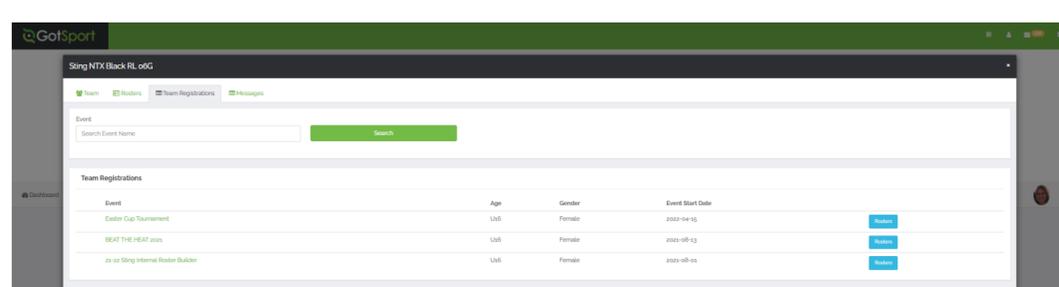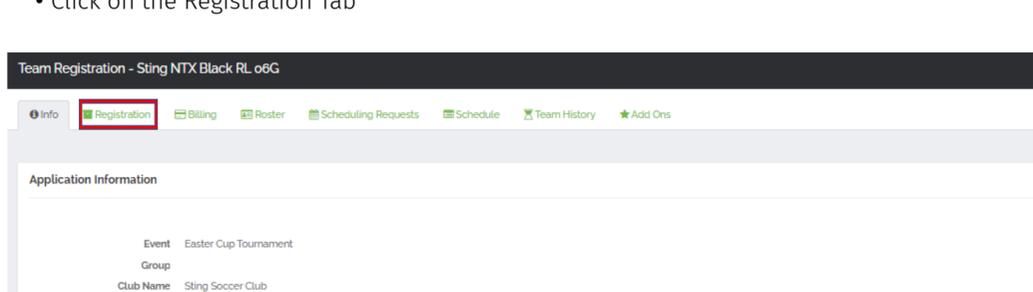
STEP 3

• Click on the Team Registrations Tab

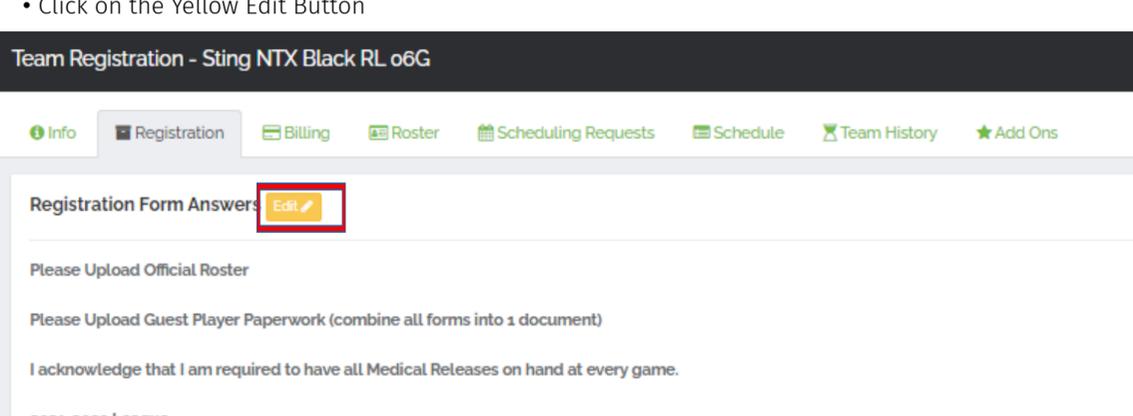## STEP 4

• Select the event by clicking on the event name

STEP 5

• Click on the Registration Tab

STEP 6

• Click on the Yellow Edit Button

STEP 7

- Upload your Official Roster
- If you have Guest Players - upload Guest Player forms - they all must be uploaded into 1 document. *here is a good website to use if you need to combine documents into 1 file https://tools.pdf24.org/en/ - Just click on Merge Documents and follow prompts from there.