2024 TOC Team Online Check-In

Required Documents

Please have all required forms completed and saved to your computer as a PDF file before starting your online check-in. (NTSSA Official Roster (signed), Medical Release Confirmation Form, Team Information Form)

Please be sure all documents uploaded are clear PDFs. Photos are <u>not</u> preferred.

1. <mark>Official NTSSA Team Roster.</mark> **The official NTSSA roster must have the Home Association registrar's signature and the Head Coach's Signature.** Coach and registrar should thoroughly go over the roster to ensure it is accurate. <u>By signing, you are stating that the roster is correct and what we will go by for TOC.</u> The Head Coach will sign in the space to the left of the registrar's signature. Please physically sign or use a program like DocuSign. Do not just type your coach's signature. Contact your association's Registrar to obtain a copy of your team's official roster. <mark>**<u>Please use the official roster with no photos.</u>**</mark>

2. <mark>**Medical Release Confirmation Form:**</mark> Upload only the confirmation form, <u>not</u> the Medical Release forms, when completing the Online Check-in. You may download the Medical Release Confirmation Form from the North Texas Soccer website on the TOC page.

   (Each team is required to have a valid Medical Release form for every player on the team. A team representative must always have all players' Medical Release forms available during TOC. Medical Release forms do not need to be notarized. You may download the [Medical Release Form](#) from the North Texas Soccer website.)

3. <mark>**Team Information Form.**</mark> You may download the Team Information form from the North Texas Soccer Website on the TOC page.

<u>See next page for How to Submit Check in Documents in Gotsport:</u>

Check-In Procedure

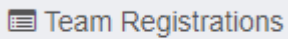1. Coach will log into their gotsport profile. Click on person icon in top right to access profile.

   Then Click on Team Management -

   Then Click on your team name that is in TOC.

2. After clicking into team, go to Team Registrations, then click on North Texas Soccer Tournament of Champions 2024. (If you don't see it, please make sure your association has added you to TOC)

   North Texas Soccer Tournament of Champions 2024

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3. Click on the Registration Tab

4. Click on "Edit" and then you will be able to upload your required documents in each designated field.

   Registration Form Answers Edit ✏️

   Upload NTSSA official Roster - Must have Home As:

   Upload Medical Release Confirmation Form - Do no

   Upload Team Information Form

5. Make sure you hit Save after adding required documents.

   Save   Cancel