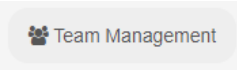




Team Check-In

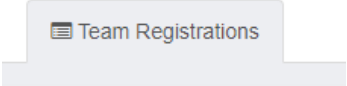
1. Coach/manager will log into their gotSPORT profile. Click on person icon in top right to access profile. 

Then Click on Team Management -

A button with a paw print icon and the text "Team Management".

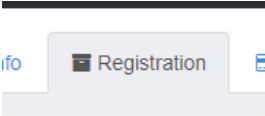
Then Click on your team name that is in the 2025 North Texas State Cup

2. After clicking into team, go to Team Registrations Tab. Then Click on the 2024 North Texas State Cup.

A button with a list icon and the text "Team Registrations".

2025 North Texas State Cup

3. Then click on the Registration tab.

A button with a document icon and the text "Registration".

4. You will click Edit.

This will allow you to upload your most **current Spring 2025 official roster** if you did not do so at time of registration.

PLEASE USE THE ONE WITH NO PICTURES

This is the roster from your home association, that has their signature. **Not your league event roster.**

Head coach of team needs to sign next to the registrar's signature to verify roster is correct. Then upload to your event registration where indicated.

NOTIFY BUTTON:

Once event roster has been generated, checked by you, and you have confirmed your signed official roster is uploaded, please notify us through the event. You do this by going to your profile, your team, Team Registrations tab, then 2025 North Texas State Cup, then the info tab. Click the Notify button on the right. You can simply state "Ready for roster check". Make sure to hit save. This is the same place you can notify us with any roster questions or roster help.

We will notify you in the event if anything needs correction or confirmation in the same place. So please check that for any communications on your roster.

You must have Team Check In documents and Roster uploaded by April 9th.

Event roster freeze and last day to add club pass players is April 16th. No exceptions.

If you need any assistance, you can also contact your club administrator and they can assist you through the club management tab, then teams, your team, team registrations.