ONLINE CHECK-IN INSTRUCTIONS

All teams must upload their documents for online check in by Thursday, January 18th 2024. Once verified, confirmation of your Approved Roster will be emailed to you on. Please print 4 copies of your Approved Roster – you will turn in 1 copy to the referee at each game

1. Log in to your GotSport account
2. Click "Club Management" on the Left-Hand side
3. Click "Teams" on the Left Hand side and choose your team
4. Click on "Team Registrations" tab at the top
5. Click on the Event Name do not click on Rosters
6. Click on the "Registration" tab at the top
7. In the section labeled Official Roster, click the Yellow EDIT button
8. Click "Choose File" and upload your roster
9. Follow steps 7 and 8 for your Player Cards

N.B Guest Player Forms may not be applicable to your team

Once you have uploaded your documents, tournament staff will go in and approve your roster. You will receive an email informing you that your roster has been approved no later than Thursday, January 18th 2024 ***Please print 4 copies***"

1 copy of your approved roster will be turned in to the referee at each game. You must use the roster that matches up to the roster APPROVED by the tournament.

NECESSARY DOCUMENTS

1. Certified Roster from your State/National Association ****Please list jersey numbers for all players****
2. Player Passes
3. Guest Player Forms (if applicable)
4. Permission To Travel (not required for clubs in Florida or US Club teams)

WHAT YOU NEED AT THE FIELDS

You may not make changes to your roster after your first game.
***We do not need to see Medical Release Forms at registration; however, it is mandatory that each player have a completed Medical Release form online prior to the tournament commencing. The online form can be found at https://iconz.link/iconzcupdisclaimer
***No player can play on more than 1 team at any point during the tournament.

OTHER IMPORTANT INFORMATION

GUEST PLAYERS
To add guest players to your roster, write the guest players information below the existing rostered players. The minimum required information for each player on the roster is Name, Date of Birth, player ID number, Uniform number, and Gender. Max of 5 guest players per team.

ROSTERS
A team must provide us with an approved roster from a US Soccer affiliated state association (Ex. Us Club, USYSA, SAY, USSSA, AYSO, etc). Rosters must include all guest players and must mark out any players not attending the tournament. To add guest players to your roster, write the guest players information below the existing rostered players. The minimum required information for each player on the roster is Name, Date of Birth, player ID number, Uniform number, and Gender.

PLAYER PASSES
A team must have player passes for all players on their roster. All guest players must have player passes from the same sanctioning organization as the team's roster. For example, a player carded under US Youth Soccer cannot play with a US Club sanctioned roster and vice versa. No roster may be comprised of players with different passes from different sanction organizations.

MEDICAL RELEASE FORMS
We do not need to see Medical Release Forms at registration; however, it is mandatory that each player have a completed Medical Release form online prior to the tournament commencing. The online form can be found at https://iconz.link/iconzcupdisclaimer ***Please remember to keep all documents with you all weekend!

If you encounter any issues, then please contact us at info@iconzexperience.com