**Easy Check-in**

Hurst United is pleased to offer our Easy Check-in service as an extended benefit of playing in our tournaments.  Please follow the steps below to ensure the Registrar receives your team's check-in paperwork electronically via GotSoccer.

You may download the Support Document in pdf [here](https://docs.wixstatic.com/ugd/1a11dd_c2c1ed94c53647f4a06f294c49714a71.pdf).

***\* Easy Check-in deadline is: Monday, May 17th by 5pm***

STEP 1

[Log Into Your GotSoccer Account](Log%20Into%20Your%20GotSoccer%20Account%20https%3A//www.gotsport.com/asp/users/login_menu.asp)

STEP 2

From the Team Overview Page, select the event you are uploading documents for

STEP 3

From the “MY EVENTS” Page, select the DOCUMENTS tab

STEP 4

On the DOCUMENTS tab, label and upload all required documents

1. Name the document you are uploading
2. Search for / locate the file you are uploading on your computer
3. Choose (double-click) that specific file
4. Once chosen, click “Upload File” button
5. \*Continue this process for every file that you are required to upload
	* Certified Roster
	* All Guest Player forms
6. If / when the documents are uploaded successfully, they will appear in the listing area
7. Tournament staff will verify all documents are uploaded for your team

\*Documentation Notes

If you are receiving notifications that your Check-In is incomplete, see the "Documentation Notes" in GotSoccer

1. Click on the DOCUMENTS tab
2. Look in the “Documentation Notes” section for missing requirements

***All players on the event roster MUST have a photo uploaded to their player profile***

**GENERATE A GOTSOCCER EVENT ROSTER**

**UPLOADING REQUIRED INFORMATION / DOCUMENTATION**

STEP 1

[Log Into Your GotSoccer Account](http://www.gotsoccer.com/%22%20%5Ct%20%22_blank)

STEP 2

From the Team Overview Page, click on the "Default" link in the Roster Column of the HUSA SPRING SHUTOUT Tournament you are participating in

STEP 3

Once re-directed to the Team Player List and Rosters page, click on the Blue Button that says "Generate Roster"

- Confirm players on the generated roster are playing in the event

- If not, Deactivate those players not playing