



# Electronic Registration Instructions

## Boys Weekend Timeline

- Rosters must be uploaded before
  - Feb 22<sup>nd</sup> (Boys)
  - Feb 29<sup>th</sup> (Girls)
- You may add guest players and correct rosters until the Tuesday before tournament weekend. Any changes after that date must be communicated with the Tournament Director

1. Review the rules - <http://arlingtonsoccer.com/tournaments/asist>
2. Get your manual rosters updated within GotSoccer. Having player names / DOB / Jersey #s is very helpful because what's in GotSoccer is what gets printed on the game cards. This information should match the official roster that you will use for the weekend
3. Upload your sanctioned roster to your GotSoccer documents tab for the tournament.
  - a. Log into GotSoccer:  
[https://www.gotsport.com/asp/users/login\\_menu.asp?tab=member](https://www.gotsport.com/asp/users/login_menu.asp?tab=member)
  - b. Select the Arlington tournament in the "Event Registration History" section
  - c. Go to the "Documents" tab on the top at the far right of the screen
  - d. In the "Team Document Upload" area you can upload your documents
    - Rosters must be stamped by your registrar (your official league roster)
    - You CANNOT mix and match USYS and US Club players, all players but be sanctioned by the same organization
  - e. Follow the same instructions for uploading copies of your player passes
    - Please order your player pass copies as they are listed on your roster
  - f. Note that you will have until the Tuesday before the tournament weekend to add guest players
    - Please write in guest players at the bottom of your roster including name, DOB and jersey number
    - To add Guest Players to your manual list within your GotSoccer Team account

- **Sign into GotSoccer Team account**
- **On the main page, click the “Roster” tab on top**
  - **• Select “Register New Player” to add Guest Player o If you want to keep that player on your roster for future use but not keep them “active” after the tournament, select the players name, select the “Event Attendance” tab and remove that player from events where they won’t guest for you**

**g. Once you've uploaded your rosters, we will review them and add an approved stamp to them and upload them back to the Documents tab. You should print this approved version as it will serve as your official roster for the tournament weekend. A green check next to your roster in GotSoccer signifies that the approved roster has been added.**