

# Hershey Tournament Series Check-In

All teams must electronically check-in through GotSport. Check-in is due no later than Wednesday, August 2nd

**Teams will be moving up in age group August 1<sup>st</sup>, therefore, when registering please register the team for the age group they will competing for during the Fall 23 season.** For example, 2012 birth year players are currently U11 and will be considered U12 on August 1<sup>st</sup>, so they should register as U12.

## Documents Needed for Check-in:

1. 2023/24 State approved roster (please see directions for uploading the PDF below)  
**\*USYS passes expire August 31<sup>st</sup> and will be accepted. US Club passes expire July 31<sup>st</sup> and will NOT be accepted\* NO MIXING OF ROSTERS (USYS and US Club passes may not be used on the same roster)**
2. Coaches passes, Player passes and Guest Player passes (please see directions for uploading the PDFs below)  
**\*All team members attending must (a) be pictured on the state approved roster or (b) have a pass uploaded\***
3. Team Check-in Form (please see directions for uploading below)  
**\*Team Check-in Form is located on Hershey Cup webpage: <https://www.hersheysoccer.org/hersheycup>**
4. Event roster built within GotSport (please see directions on how to clone/build the event roster on the next page)
5. Tournament waiver signed and completed by all parents/guardians of each player (coach/manager will distribute link)

## How to Upload Team Check-in Form (TCF), Official Roster, Coaches Passes, Player Passes, & Guest Passes:

1. Log in to your GotSport account
2. From your Dashboard click on "Team Management"
3. Select the team you will be uploading the document for
4. Click on the "Team Registrations" tab
5. Click on "Hershey Cup 2023" and click the tab labeled "Registrations"
6. Click "Edit" and upload under the correct heading (coaches and player passes will need to be in one document)

## Other critical check-in information to note:

*1. A check-in confirmation email will not be sent. Rather, there will be a note under the 'Optional Notes' section within the event registration that will signal the check-in has been completed. **If there is a problem or issues with the check-in, you will be notified through the event within GotSport.***

*2. The maximum roster sizes per age group are as follows:*

U8-U10 (7v7): 14 players

U11-U12 (9v9): 16 players

U13-U19 (11v11): 22 players (18 players suited per match). If more than 18 players are played in a match, the result is an automatic forfeit.

*3. Players may only play for one team during the tournament. If a player is rostered for multiple teams, the coach/manager will be contacted to confirm which team the player will be playing for.*

*4. Coaches/trainers must have all team members' USYS/US Club passes available upon request of tournament officials.*

*5. **Guest players** must have a pass from the same sanctioning body as the team they are playing for (USYS or US Club) and must be added to the event roster. Instructions for how to add guest players to the event roster are available on the tournament webpage. **Guest players (up to 5 guest players per team) may be added up until Wednesday, August 9<sup>th</sup> 2023.** If adding guest players after the check-in deadline, please notify the tournament registrar.*

**For any additional help or questions please contact Madison Hemler at**  
[tournamentregistrar@hersheysoccer.org](mailto:tournamentregistrar@hersheysoccer.org)

## Hershey Tournament Series Event Roster Directions

**Mixing of rosters is not permitted! (USYS and US Club passes may not be used on the same roster)**

### How to Build (Clone) an Event/Tournament Roster:

1. Log into your GotSport account
2. From your Dashboard click on “Team Management”
3. Select the team you will be checking in
4. Click on the “Team Registrations” tab
5. Find “Hershey Cup 2023” and click on the box to the right of the name, labeled “Rosters”

The screenshot shows the 'Team Registrations' tab selected in the navigation bar. Below the navigation bar, there is a search bar for 'Event' with a 'Search' button. Underneath, a table titled 'Team Registrations' has columns for 'Event', 'Age', 'Gender', and 'Event Start Date'. A single row is visible for 'Hershey Memorial Day Challenge 2023' with a 'Rosters' button to its right.

6. From there, click on the drop-down box on the bottom right, labeled “Clone Roster From,” then select the official roster and click the “Submit” button

### 7. Your cloned roster must be your current 2023-2024 state-approved roster

The screenshot shows the 'Players' tab selected in the navigation bar. Below the navigation bar, there are buttons for 'Add Player' and 'Add Club Pass Player'. To the right, there is a 'Clone roster from' dropdown menu currently set to 'Current Team Roster' and a 'Submit' button. Below this, a table with columns for 'Name', 'Level', 'Id Number', 'Jersey', 'Position', 'Gender', 'DOB', and 'Status' is shown. The table is currently empty, with the text 'Player list is empty' centered below it.

**To add guest players, please visit the tournament webpage and click on “Guest Player Registration”**

### Important Information About Cloning Your Roster

1. If your team has an official state approved US Club or US Youth roster in GotSport, this is an easy step for you. You simply clone your roster using the above steps and you're done.
2. If your team is registered with a state organization that is not currently using GotSport, you will need to add each player individually to build your roster. The good news is that most tournaments are moving to the new GotSport platform, and you will only need to manually build your roster once. Please ensure jersey numbers have been added for each player attending.

**DO NOT add players, club pass players, or guest players until you have cloned your roster first.** You cannot clone a roster if you have already individually added players and built a roster manually.

Please note, you will NOT see the coaches and players listed on the “roster” under the Event Roster until we approve each coach and player to participate. To be approved, they must be on the GotSport Roster, and have uploaded a coach/player pass or be pictured on the state roster. They will then be “approved” and you will then be able to see them on the Event Roster.

**For GotSport’s official instructions on how to build an event roster for team coaches and managers:**  
<https://gotsport.zendesk.com/hc/en-us/articles/4406293350295-How-do-I-Build-an-Event-Roster-Coach-Manager>