



## Hershey Tournament Series Check-In

All teams must electronically check-in through GotSport. Check-in is due no later than Wednesday, May 15<sup>th</sup>



### Required Items for Check-in:

1. 2023-24 State Association Stamped Roster (please see directions for uploading the PDF below)  
**\*\*Mixed rosters are not permitted!** 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)  
**\*\*Birth Certificates will not be accepted!** All coaches and players must have a 2023-24 sanctioned pass.
3. Team Check-in Form (please see directions below)  
**\*\*Form is located on the tournament webpage:** <https://www.hersheysoccer.org/memorialday>
4. Event roster built within GotSport (please see directions on how to clone/build the event roster on the next page)

### How to Upload State Roster, Passes, Team Check-in Form:

1. Log in to your GotSport account
2. From your Dashboard click on "Team Management"
3. Select the team you will be uploading the documents for
4. Click on the "Team Registrations" tab
5. Click on "Hershey Memorial Day Challenge" 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 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, May 22nd, 2024.** If adding guest players after the check-in deadline, please notify the tournament registrar.

6. **Rosters will be frozen on Thursday, May 23<sup>rd</sup> at 10pm.**

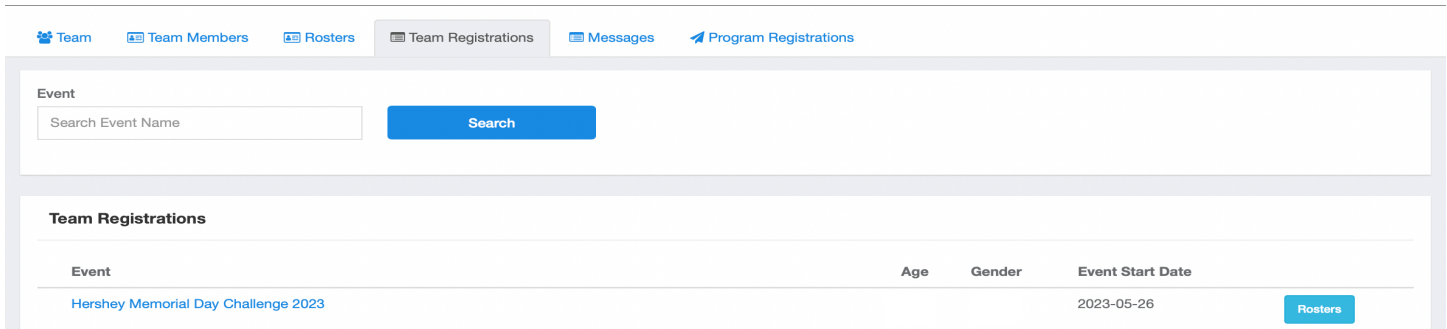
For any additional help or questions please contact Madison Hemler at  
[tournamentregistrar@hersheysoccer.org](mailto:tournamentregistrar@hersheysoccer.org)

# 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 Memorial Day Challenge” and click on the box labeled “Rosters” to the right of the event name

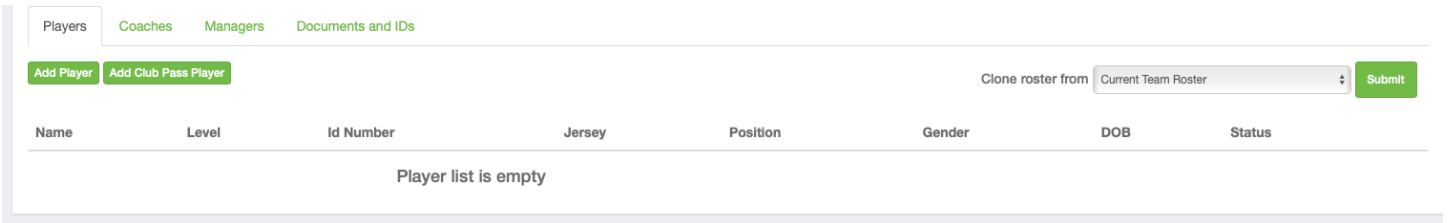


The screenshot shows the GotSport interface with the 'Team Registrations' tab selected. At the top, there are navigation tabs: Team, Team Members, Rosters, Team Registrations (active), Messages, and Program Registrations. Below the navigation is a search bar for events. The main content area is titled 'Team Registrations' and contains a table with the following data:

Event	Age	Gender	Event Start Date	Rosters
Hershey Memorial Day Challenge 2023			2023-05-26	Rosters

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 with jersey numbers



The screenshot shows the 'Players' tab in the GotSport interface. At the top, there are tabs for Players, Coaches, Managers, and Documents and IDs. Below the tabs are two buttons: 'Add Player' and 'Add Club Pass Player'. On the right side, there is a 'Clone roster from' dropdown menu set to 'Current Team Roster' and a 'Submit' button. Below this is a table with the following columns: Name, Level, Id Number, Jersey, Position, Gender, DOB, and Status. The table is currently empty, with the text 'Player list is empty' displayed 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 all players have a picture ID uploaded within their GotSport account.

**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 players listed on the “roster” under the Event Roster until we approve each player to participate.