

# Hershey Tournament Series Check-In

All teams must electronically check-in through GotSport. Check-in is due no later than Wednesday, June 7<sup>th</sup>

## Information Needed for Check-in:

1. Official roster (please see directions for uploading the PDF below, and directions for cloning roster on next page)  
**\*\*Rosters must be submitted via PDF AND cloned/built using GotSport\*\* Mixed rosters are not permitted!**
2. Coaches passes, Player passes and Guest Player passes (please see directions for uploading the PDFs below)
3. Team Information Sheet (please see directions below)

**\*\*Team Information Sheet is located on Hershey Summer Classic webpage, linked here:**

<https://www.hersheysoccer.org/summerclassic>

## How to Upload Team Information Sheet (TIS), 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 Summer Classic" 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)

## Frequently Asked Questions

### Check-in Confirmation: Will I receive an email confirming that my roster has been approved?

*No. There will be a note within the "Optional Notes" section within the registration page that will say "check-in complete." You will know a roster has been approved by visiting the "Roster" tab within the event and the players that have been approved will appear.*

### How many players can I roster? The following are the maximum roster sizes per age groups:

U8-U10 (7v7) 14 players

U11-U12 (9v9) 16 players

U13-U19 (11v11) 22 players (18 suited players per match)

### Will my player(s) be able to play for more than one team during the tournament?

*No. Players may only play for one team during the tournament. If a player is rostered on 2 rosters, the coach/manager will be contacted to confirm which team the player will be playing for during the tournament.*

### Can I still add a guest player(s) after my check-in has been completed?

*Yes. Guest players (**up to 5 guest players per team**) may be added after check-in **up until June 15<sup>th</sup>, 2023**. Please see tournament webpage for directions on registering guest players.*

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

## Hershey Tournament Series Roster Directions

Rosters will need to be submitted via PDF upload as well as cloned! 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 Summer Classic” and click on the box to the right of the name, labeled “Rosters”

Team Registrations

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

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 2022-2023 state-approved roster

Players

Clone roster from: Current Team Roster

Name	Level	Id Number	Jersey	Position	Gender	DOB	Status
------	-------	-----------	--------	----------	--------	-----	--------

Player list is empty

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. To be approved, they must be on the GotSport Roster, and have uploaded a player pass or photo on the 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>