



## Hershey Tournament Series Check-In

All teams must electronically check-in through GotSport. Check-in is due no later than Friday, August 2<sup>nd</sup>



Teams will be moving up in age group August 1st, therefore, when registering please register the team for the age group they will be competing for during the Fall 2024 season. For example, 2012 birth year players are currently U12 and will be considered U13 on August 1st, so they should register as U13.

### Required Items:

1. 2024-25 State Association Stamped Travel 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.  
\*\*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.
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 2024-25 sanctioned pass.
3. Team Check-in Form (please see directions below for uploading the document below)  
\*\*Form is located on the tournament 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)

### 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 August Cup" 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)

### 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 dressed per 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 the pass must be uploaded in GotSport. 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 7th, 2024.** If adding guest players after the check-in deadline, please notify the tournament registrar.

6. Rosters will be frozen on Thursday, August 8th at 10am.

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

# Hershey Tournament Series Event Roster Directions

## 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 August Cup 2024” 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 (selected), 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 columns: Event, Age, Gender, and Event Start Date. A single row is visible for 'Hershey Memorial Day Challenge 2023' with an event start date of '2023-05-26'. A blue 'Rosters' button is located at the bottom right of the table.

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 2024-25 state-approved roster with jersey numbers

The screenshot shows the GotSport interface with the 'Players' tab selected. At the top, there are navigation tabs: Players (selected), Coaches, Managers, and Documents and IDs. Below the navigation are two buttons: 'Add Player' and 'Add Club Pass Player'. To the right, there is a 'Clone roster from' dropdown menu set to 'Current Team Roster' and a green 'Submit' button. Below this is a table with columns: Name, Level, Id Number, Jersey, Position, Gender, DOB, and Status. The table is currently empty, with the text 'Player list is empty' centered below it.

## 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.
3. Players will not appear within the 'Rosters' tab of the event until they are approved. In order for players to be approved, they must be listed on the state travel roster and their player pass must be included.

**DO NOT add players, club pass players, or guest players until you have cloned your roster first.**