



## How to Upload Online Check-In Documents

### For Managers and Coaches

#### Event Roster:

Instructions on how to build and complete your event roster can be found below.

If you need to create a GotSport roster for the first time:

[Building a GotSport Event Roster](#)

If you have already created a GotSport roster for a previous event:

[Cloning a GotSport Event Roster](#)

[Updating Player Profile Information \(College Showcase Only\): CLICK HERE](#)

#### Uploading Files (Player Passes, Travel Paperwork and Team Acknowledgement Form):

1. Login to your **GotSport** account. \*Make sure you are using the email you used to register for the event.\*
2. On the top menu bar click the **Team Management** tab for your account.
3. To the left of the big white box, click on **REGISTRATIONS**
4. Locate the team and event you are wanting to upload your online check-in documents for.
5. Click on the "**Event Name**".
6. Click the **REGISTRATION** tab on the top menu bar.
7. Click the **orange** edit bottom on the top of the page and scroll down to the bottom to upload your documents.
8. Click **SAVE**