



The Five (5) Steps to Complete Online Team Registration

These steps must be completed by:

Girls Teams –Wednesday, November 6, 2024 @ 8:00pm

Boys Teams –Wednesday, November 13, 2024 @ 8:00pm

Step 1: **Build Your Roster In GotSport**

- Directions for how to build your roster in GotSport: [CLICK HERE](#)
- Notes regarding roster building:
 - Your team will be responsible for building an event roster that is specifically for the Hempfield Fall Classic.
 - If you are “Cloning a Roster” for this event you can only Clone your official and approved 2024-25 Roster from your State Association or US Club Soccer.
 - Your players names and jersey numbers will not show up in the College Coach Book if the players are not built into the event roster for the Hempfield Fall Classic.
 - Coaches’ names and contact information should also be updated on your rosters.
 - If there is even a remote chance a player will be participating in the tournament, add them to the roster. You do not want a player show up to play and not be eligible because they were not put on the roster.
 - Rosters are not to be emailed to the event and they will not be accepted. Your official event roster is created in GotSport.

Step 1A: **Roster Updates – If Applicable**

- IF there are changes to your roster after the online registration deadline then teams **MUST** notify the tournament staff via email at: bjakobson@paclassics.org
- After your initial check-in is confirmed, your roster will become locked. You will need to contact the tournament for changes and to confirm your updated roster. Email bjakobson@paclassics.org

Step 2: Adding Guest Players to your now built (cloned) GotSport Roster

- How to add guest players? *Please see the document titled “How to Add a Guest Player” on the Team Check in page*
 - Notes regarding guest players:
 - Guest Players are players who are not on your primary roster. That includes “club pass” players who are already registered within your own organization but on a different team, as well as players who do not play for your organization.
 - Guest players, and the carding system for which they are playing under, must be of the same affiliation (USYS or US Club). Mixed rosters (where guest players have USYS passes but the team is registering under US Club passes, or vice versa) will not be permitted.
 - If you will be using guest players, upload an image of your guest player passes and (if required by association) their guest player permission form.
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Step 3: Download and complete the Team Info Form

- Download the [form linked here](#). **Save it after completing it** to your device or computer.
 - Read the Safety Document [linked here](#) and share with your team.
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Step 4: Uploading a PDF of your Roster and Player Passes and Team Info Form to the Application

- How do I upload PDFs into my application for online check in? [Click Here](#)
- Notes regarding document uploading:
 - ***In order to approve your players, you will need to upload ONE of the following documents.***
 1. An **Official Roster**, as approved by your State Association or US Club Soccer, for the 2024-2025 Seasonal Year.
 - If you are utilizing a roster that has player pictures on it then you do not need to worry about photo ID player passes as it will be uploaded with your roster.
 2. **Player Passes** containing photo IDs for each **Primary** player.
 - If you are using a roster that does not have photo IDs on it (typically a state association that is not using GotSport to set up its rosters) then

you will need to create a PDF document that has all PRIMARY passes on it.

- Lay out your player passes (of the Primary Players only) in the order they appear on your roster. Take a picture of the passes and save it as a PDF.

3. **Team Info Form** you saved to your device.

- ***You will need to upload the following for Guest Players:***

1. **Player Passes** containing photo IDs for each **Guest** player.

- Lay out your **guest player passes** in alphabetical order on 1 sheet of paper. Take a picture of the passes and save it as a PDF.
- GotSport will only permit the uploading of one (1) document into the guest player application form field, so you must combine all guest player passes into one (1) PDF and upload that document. You cannot upload multiple, individual, pictures of guest player passes as only the most recent upload will be saved in the system and the previous one deleted.
- Uploading player passes does not make a player eligible to participate in the event. Only players listed on the Hempfield Fall Classic roster are eligible, and only after they have been verified.
- All player passes must match your roster. If a player is not on the roster, do not include their pass.
- All passes must be from the same association. We accept passes from USYS, US Club, USSSA, AYSO and SAYS. We do not accept Canadian or International teams.

Step 5: The Player-Coach-Manager E-Waiver Form

- Email invitations to sign the E-Waiver, with instructions for team coaches and managers, will be emailed directly to each team point of contact **on these dates:** Between Oct 19 and 22 for **girls teams** and Oct 26 and 29 for **boys teams**.
- Every participating player, coach, and team manager is required to complete this e-signature document. It is merely check boxes along with an e-signature. Upon completion, a participant simply hits “submit,” and they are done. There is nothing to upload or email
- Non-compliant players or coaches will not be allowed to participate in the event, with those that do participate without completion risk a forfeiture of all matches.
- Parents or legal guardians are to complete this E-Waiver for all minor participants.