

## MetroFest 2024 Tournament Check In Instructions

All Tournament Registration will be done in **GotSport!**.  
There is nothing to email and there will be NO onsite registration!

**ALL REGISTRATION DOCUMENTS MUST BE UPLOADED TO GOTSPORT BY: MIDNIGHT  
October 11, 2024**

### INSTRUCTIONS FOR UPLOADING REGISTRATION DOCUMENTS TO GOTSPORT:

1. Log in to **GotSport** and your coach/manager account and click on the "**Team Management**" button
2. Click on the name of the team you are Registering for the Tournament
3. Open the "**Team Registrations**" tab
4. Click on the "**STLDA MetroFest 2024**" Event that you are wanting to Upload Documents to
5. Open the "**Registration**" tab once inside the event.
6. Next click on the "**Edit**" button
7. Upload the required files for your USYS team or US Club team (See **Documents Required To Be Uploaded** below). You will be able to click on the "**choose file**" button and upload accordingly and click "**Save**" on the bottom left
8. Once this is complete, then the STLDA staff will be able to view your documents for the online check in process.
9. You ***DO NOT*** need to clone your roster to the event in order for game cards to populate!  
We have set up the registration to automatically clone from your ***state roster***.

Click on this **GotSport** link with illustrations on how to upload documents if you need further assistance:

[How do I Upload Documents for Online Check In? – GotSport \(zendesk.com\)](#)

### DOCUMENTS REQUIRED TO BE UPLOADED:

1. PDF of official State Roster (with registrar stamp/signature)
2. PDF of Coaches & Player ID cards
3. PDF of **signed** Guest Player Form & Guest Player ID
4. PDF of travel permit (Only USYS teams OUTSIDE of the state of Missouri)

ANY DOCUMENT COMMUNICATION WILL COME FROM [STLDAtournaments@gmail.com](mailto:STLDAtournaments@gmail.com)

### QUESTIONS

Registration questions should be directed to [STLDAtournaments@gmail.com](mailto:STLDAtournaments@gmail.com)

Please include your ***team name, age group and gender IN THE SUBJECT LINE*** with your questions.