

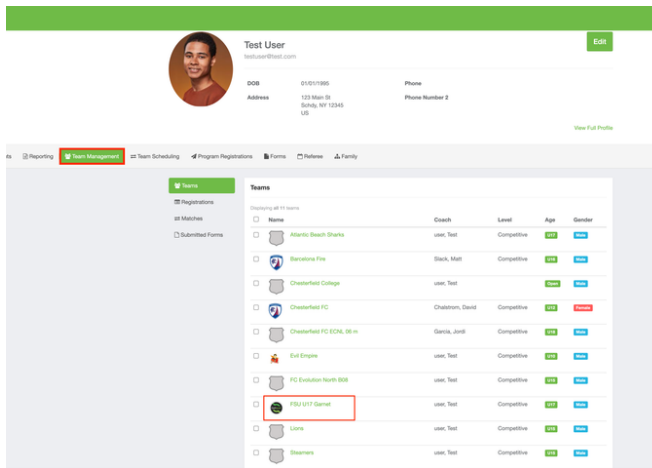
GENERAL REGISTRATION INSTRUCTIONS



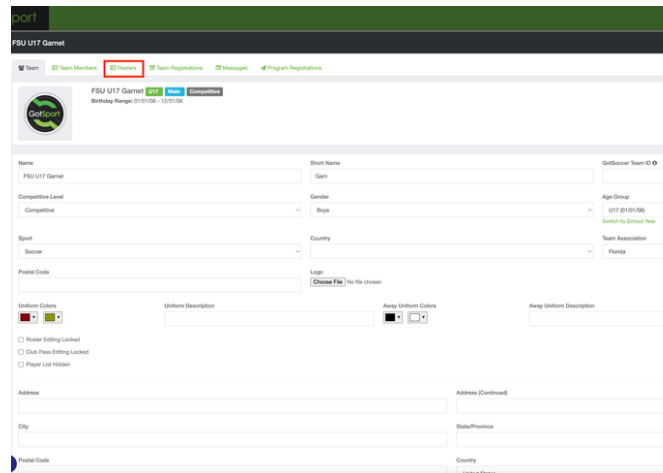
1. Creating an event Roster

- a. After registering you as a Coach/Manager for a specific team, you should login in your account and go to **Team Management**. Then, click on the team name you are wanting to create a roster for;
- b. Once the team page pops up, select the **Rosters** tab;
- c. In the "**Select Event Roster**" drop-down, select **Orlando Cup** and click "**Search**". Once you have selected our event, begin to add players by clicking the "Add Player" button.
- d. A new window will appear. Enter the **First Name, Last Name, and DOB** of the player you want to add and click "**search**".
 1. If player exists in the database, just **add** them to your roster;
 2. If player doesn't exist, manually type his information, **jersey number**, and click **create**;

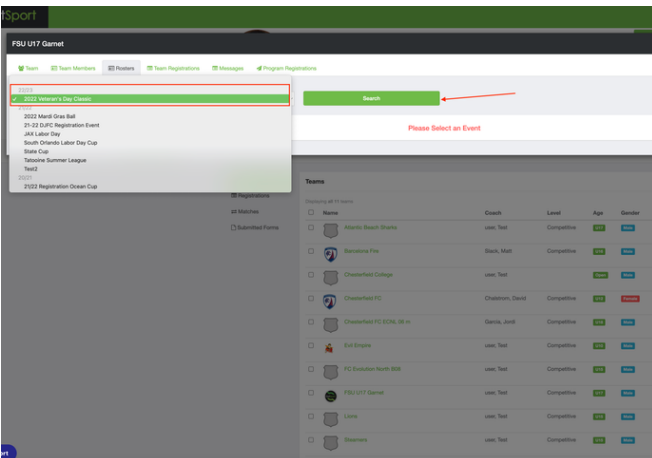
a.



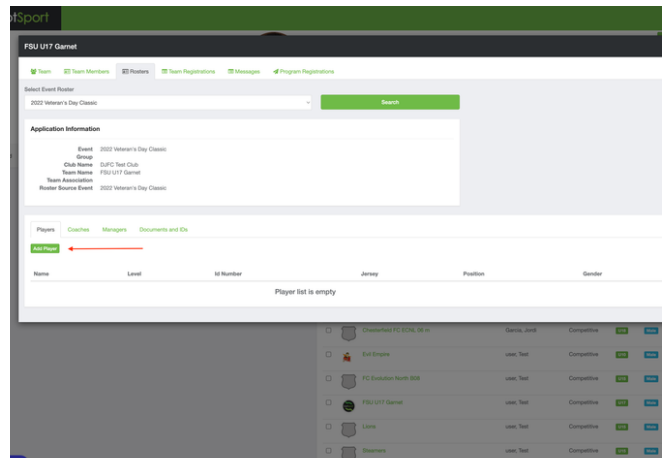
b.



c.



d.





2. Uploading Passports/Passes

- a. After adding/creating player profiles on your roster, you can share this link (<https://system.gotsport.com/forms/425L30090>) to parents, so they can upload player passport;

3. Uploading Tournament Waiver (Minor and Adult)

- a. Every coach/manager/player must fill out the waiver form;
 - i. Minor Waiver: <https://system.gotsport.com/forms/9874499R9>
 - ii. Adult Waiver: <https://system.gotsport.com/forms/7A3800260>

4. Uploading Proof of Insurance

- a. Every coach/manager/player must provide proof of insurance and should upload it at the following link: <https://system.gotsport.com/forms/L72570281>

5. Uploading Permission to Travel

- a. Out-of-state and international coaches/managers must upload a permission to travel issued by your federation at this link <https://system.gotsport.com/forms/419H55466>