



MANDATORY TEAM ON-LINE CHECK-IN

*****All Teams Must Complete Team Check-in Online*****

DEADLINE TO SUBMIT DOCUMENTS: Documents need to be submitted by noon Thursday March 27, 2025.

TEAMS NEED TO PROVIDE the following Required Documents:

- **Event Roster:** once you have updated your event roster, you can print this by click on rosters, selecting this event and then go to Documents and IDs tab and click roster pdf. Please make sure you have included any loan or club pass players. Print this from your team account, click rosters, select the event, scroll down and click IDs & Documents.
- **Contact Info Form:** Please download and complete the team contact form so that we know who to call if we need to reach you during the event. The Team Contact form can be found on our webpage:
<https://www.copaatx.com/info>

SUBMISSION PROCESS:

1. Upload all documents into your Team's COPA ATX registration in

1. Log in to System@gotsport.com
 2. Click Team Management
 3. Select your team
 4. Click Team Registrations
 5. Select COPA ATX
 6. Click Edit on your registration. Save (at the bottom) after you upload each form.
- **IMPORTANT: You must physically bring a valid player pass or have access to them electronically at all times during the event.**

GUEST PLAYERS: To add a guest player outside your club. Please have the player register in the Guest Player Pool and then you can add them to your event roster. [Help Link](#)

- Add electronically to your event roster. Reach out to your club's registrar if you need help.
 - Include Guest Players' player card with the rest of your team information.
 - Do not email medical release forms for guest players but you are required to have them present at all games.
- Link to guest player pool registration: [Click Here](#)

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