



**ONLINE CHECK-IN**  
**2026 GLEN-ED SPRING KICK-OFF**  
**April 9<sup>th</sup> - April 12<sup>th</sup>**



Check-in will only be available online. The documents will be uploaded through the GOTSPORT under the tournament event. Below are the directions to upload.

**REQUIRED CHECK-IN FORMS** - To determine the required paperwork, look at your player cards for the logo to determine which State Association issued your cards. Hyperlinks in this document will download to your documents folder.

**DEADLINE: Wednesday April 3<sup>rd</sup>, 2026.** Questions: contact Chuck Hentz [Treasurer@glenedsoccer.com](mailto:Treasurer@glenedsoccer.com)  
 Help Documentation is on the second page.

**NO PICTURES** – the GotSport system only accepts **All filed must be less than 10MB.**  
 To make PDF's copy the picture into a Microsoft word file and save as PDF. Anything not in a PDF will be rejected.

**IF USYSA State Association**



1. Player Cards – upload 6-8 player passes per sheet. ***and must be brought to every game***
2. State Roster **or** IYSA Tournament Roster – NOTE: the IL tournament roster is ONLY required if players that are playing in the tournament are not listed on your state roster. [CLICK HERE](#)
3. **All players must submit Illinois Medical Release ONLY.** No other state form is acceptable. [CLICK HERE](#)
4. Guest player permits - (For players outside your club)
5. Travel Permit - For all teams EXCLUDING teams Carded by Illinois Youth Soccer Association.
6. Risk Management Certification [CLICK HERE](#) EXCLUDING teams carded by Illinois Youth Soccer Association

**IF US CLUB**



1. Player Cards – upload 6-8 player passes per sheet. ***and must be brought to every game***
2. State Roster **or** IYSA Tournament Roster – NOTE: the IL tournament roster is ONLY required if players that are playing in the tournament are not listed on your state roster. [CLICK HERE](#)
3. **All players must submit Illinois Medical Release ONLY.** No other state form is acceptable. [CLICK HERE](#)
4. Guest player permits - (For players outside your club)
5. Form NT [IYSA FORM NT LINK](#)
6. IYSA Risk Management Certification [CLICK HERE](#) (All teams registered by US Club Soccer)

If you do not fall into one of the categories above, **contact Chuck Hentz** [Treasurer@glenedsoccer.com](mailto:Treasurer@glenedsoccer.com)

**CHECK-IN VERIFICATION PROCEDURES**

- ONCE ALL DOCUMENTS ARE LOADED, please email **Chuck Hentz** [Treasurer@glenedsoccer.com](mailto:Treasurer@glenedsoccer.com) and inform him you have completed the upload.
- The tournament will verify the check-in documents and communicate through email when you are approved to participate.



# ONLINE CHECK-IN

## 2026 GLEN-ED SPRING KICK-OFF

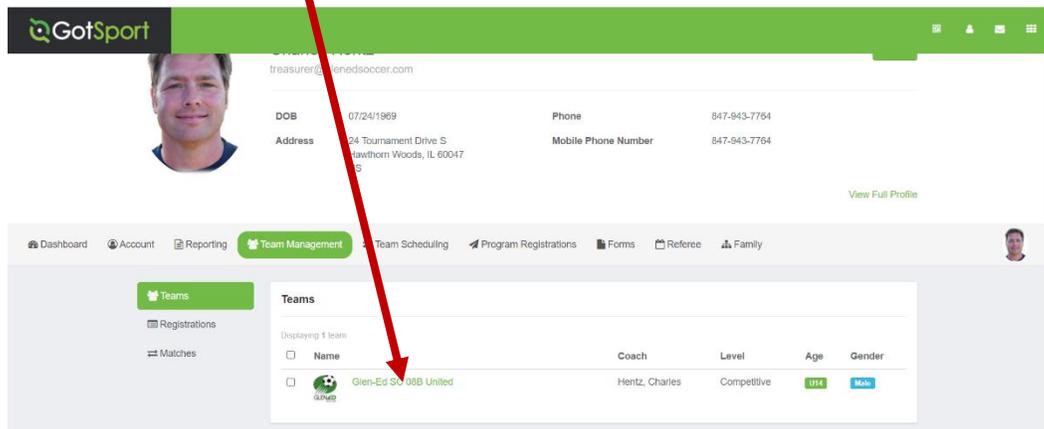
April 9<sup>th</sup> - April 12<sup>th</sup>



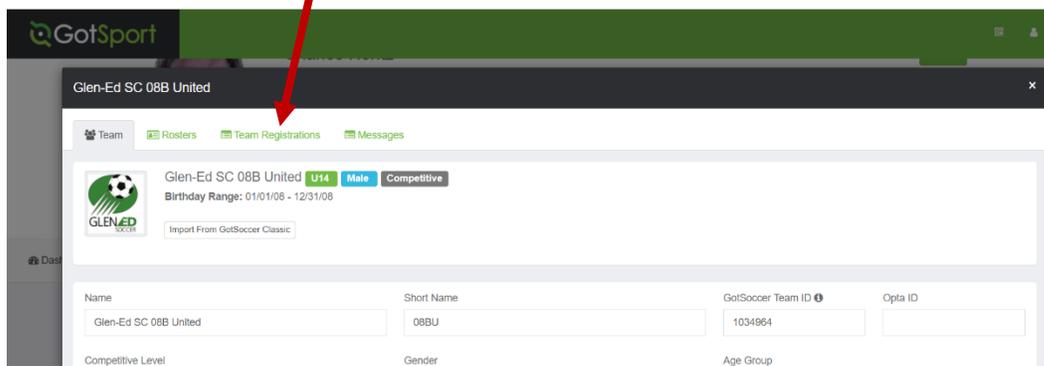
**DEADLINE: FRIDAY April 3<sup>rd</sup>, 2026. Questions: contact Chuck Hentz [Treasurer@glenedsoccer.com](mailto:Treasurer@glenedsoccer.com)**

### DIRECTIONS TO UPLOAD DOCUMENTS INTO GOTSPORT

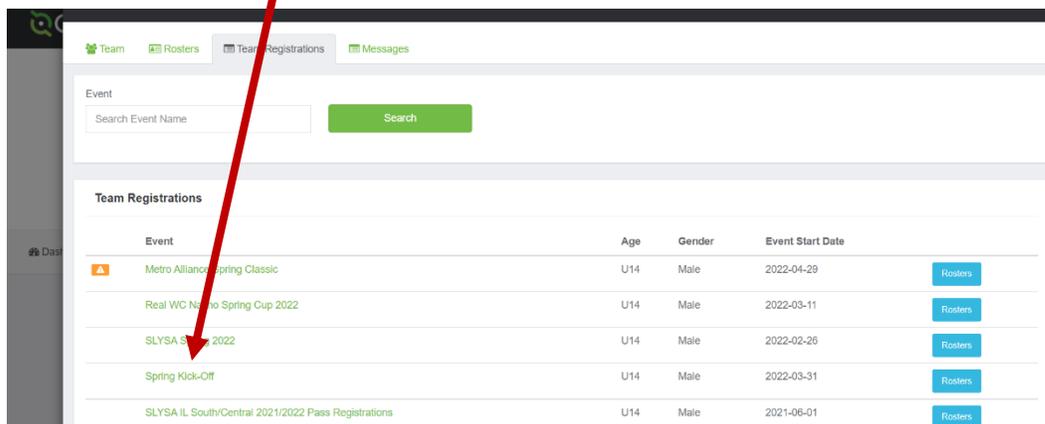
1. Access your GotSport account used to register your team for tournament.
2. Click on the team account



3. Click on Team Registration



4. Select Spring Kick-Off





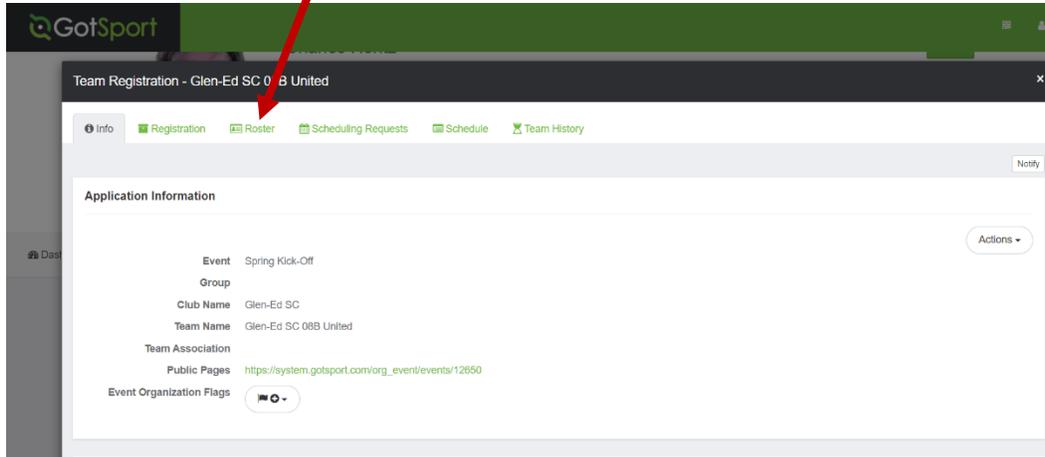
# ONLINE CHECK-IN

## 2026 GLEN-ED SPRING KICK-OFF

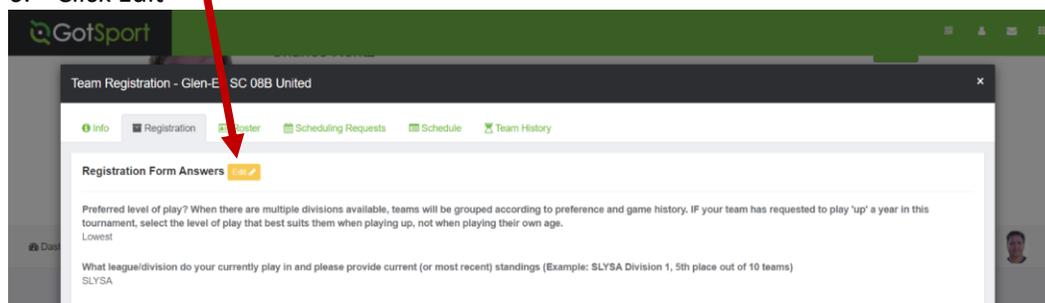
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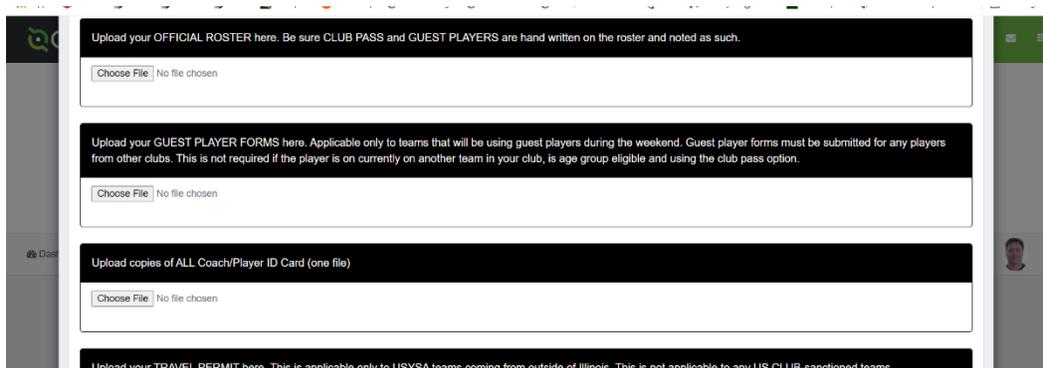
### 5. Click on Registration



### 6. Click Edit



### 7. Scroll down to locate the dropdown to upload the documents. **IMPORTANT:** Due to a software requirement by GotSport, all questions must have answers but not all uploads if not required from above.



### 8. Click Choose File to browse your computer and upload the PDF File.

### 9. Please send an email confirming you have uploaded all documents to [treasurer@glenedsoccer.com](mailto:treasurer@glenedsoccer.com)