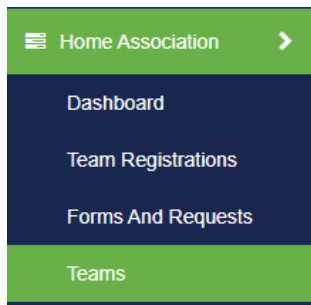


# TOC CHECK-IN

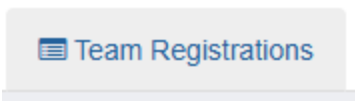
## (From Association Side)

These instructions are for any NTSSA home association to assist their teams with uploading their TOC team check in items from the association side in GotSport. Can only do this after team is added in TOC.

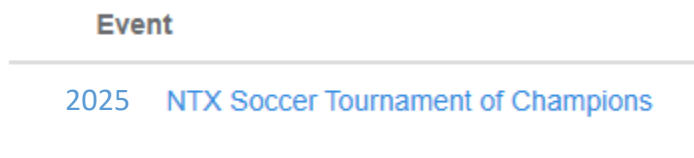
1. Log in to GotSport and go to your association role.
2. Go to Home Association Tab, then Teams.



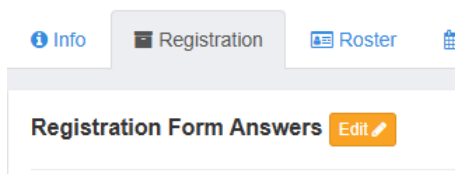
3. Find your TOC team. Click on their team name. Then click on the Team Registrations Tab.



4. Click on the 2025 NTX Soccer Tournament of Champions event.



5. Click on the Registration Tab. Here you can hit Edit to add the required check in forms. Please see following page for the forms/examples.



## NTSSA OFFICIAL ROSTER – Use the one with **NO PHOTOS** please

Must be the GotSport generated official roster from your home association recreational official roster event.  
Must show correct Season or seasonal year. Must have correct gender, age group, and competitive level.

Example:



2025 - 2026 North Texas Soccer Association Roster  
North Texas Soccer Association  
North Texas Soccer Association NTX Test Rec Team 1AB



Association: TXN  
Season: Fall 2025  
Division:  
Team Number: 220419

Age: U13  
Gender: Male  
Level: Recreational  
Color: ☒ ☐

The top of the roster should have your association name generated on it with the team name. It will have the NTSSA logo on the top right and your association logo (if you have one uploaded) on the top left.

Your association signature should show on the bottom right on the roster automatically.

**It should not show the NTSSA Jim Mills signature.**

**Coach needs to verify the roster is correct and sign next to that registrar signature. Then that is the one that should be uploaded.**

**If not signed by the coach, it will not be accepted.**

Only NTSSA will be generating the players onto the event roster. We will go by the uploaded and signed official roster only. If player is not on that official roster document, they will NOT be allowed to participate in TOC.

Any issues or questions on the official roster, please email [brittany@ntxsoccer.org](mailto:brittany@ntxsoccer.org)

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### TEAM MEDICAL RELEASE CONFIRMATION FORM

Each player should have a completed medical release form and the coach/manager should have a copy of those with them at all times at TOC. Do NOT upload the individual forms.

This is the form that the team needs to have uploaded to confirm they have the forms completed:

[CLICK HERE FOR MEDICAL RELEASE CONFIRMATION FORM](#)

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### TEAM INFORMATION FORM

[CLICK HERE FOR TEAM INFORMATION FORM](#)

Must be completely filled out by each team.