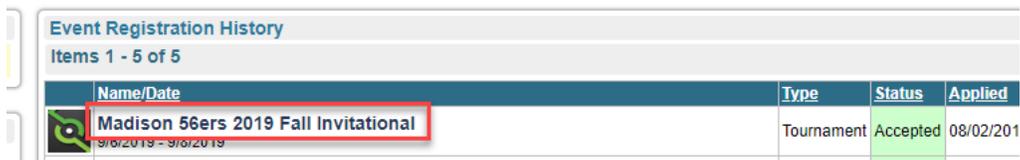# Instructions for submitting documentation for Madison 56ers Tournament

The Madison 56ers are using GotSoccer to collect all of the required documents for the Fall Invitational. All of the steps outlined below are done from your *Team Login* page in GotSoccer.

Tournament Roster

The first step in completing your required documents is to ensure that the GotSoccer roster is updated and accurate for the players who are going to participate in the tournament. This step is VERY important because we use it as a checklist for all of your other documents.

After logging in to your GotSoccer account, click on the tournament name under your *Event Registration History*:
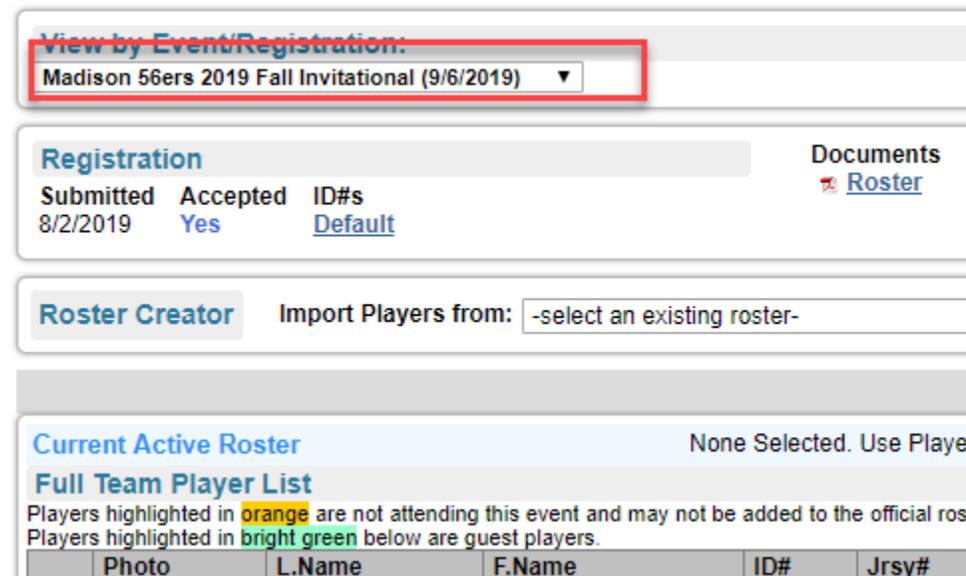

When there, using the tabs along the top, navigate to the *Roster* page:

Make sure that the correct event is selected (it should default):

The bottom of the screen will list all of the players that have been entered into your GotSoccer roster. From there you can add or remove players. Just click on a player to open them up and from there you can remove them. Verify that the information for all players is correct. And then move on to the next step.

Note: This step is MUCH easier if your GotSoccer roster is correct on your regular (non event) team page.

Other documents

The following additional documents are required in order to play in the Fall Invitational:

1. ***Official State Roster*** (for club pass or guest players, you will need their team roster as well)
2. ***Medical Waiver*** for **EVERY PLAYER** on your tournament roster.
3. Copy of ***player cards***.

4. ***Permission to Travel*** form for out-of-state teams.

To upload these, you will navigate to the *Documents* tab after completing your tournament roster:

| Team | Hotels | Rooming | Sales | Payment & Status | Schedule | Requests | Misconduct | Guests | Support & Feedback | Roster | Documents | Analytics |

Select the appropriate document from the drop down menu:

Team Document Upload
Document Upload cutoff is: 9/5/2019

File Name/Description (recommended)

Official State Roster

- Official State Roster
- Player Cards
- Signed Medical Releases
- Permission to Travel (Non-WI Teams)

Then select your file and click upload file.

Repeat this process for each of the required documents.

That's it!

You will receive a confirmation that your documents are complete once they have been reviewed and verified.