

## **REAL COLORADO FESTIVE FUTSAL 2025 ONLINE CHECK-IN PROCESS**

## **TEAM CHECK-IN MUST BE COMPLETE BY 12/16 for your team to be scheduled!**

- 1. Complete the required <u>Festive Futsal Roster</u>. Also found on our <u>website</u>. Scan it as pdf so you can upload it into your application.
- 2. Fully executed Medical Release/Waiver is required to be available for all players at all times during tournament play -- hard copy or electronically.
  - No medical releases are required to be uploaded.
  - Medical release/waiver as required for all players as part of USYS club registration for all players is acceptable. These can be found via PlayMetrics.
- 3. To get to the upload spot, go back into your futsal team GotSport account from your personal GotSport account. Select Team Management, select your futsal team, select Team Registrations and then select Festive Futsal. This should take you into the team application.
- 4. Continue through the Information Page (click save at the bottom left, even though you won't change anything). This will put you on the page where you had to answer all the questions when you first applied.
- 5. The top 2 boxes now address team check-in, including instructions and the spot where you upload the roster.
- 6. We will see that you have uploaded your roster and approve your team as ready to play.
- 7. You will receive an email notifying you.
- 8. Team coach or team rep must have Festive Futsal Roster available at all times during tournament play hard copy or electronically. The Roster on the sideline must match the Roster uploaded during team online check-in.
- 10. Questions: <a href="mailto:cindyt@realcolorado.net">cindyt@realcolorado.net</a>