Phoenix Rising Fall Classic CHECK-IN INSTRUCTIONS

Date of Event: October 22-25, 2026

ALL TEAMS MUST COMPLETE MANDATORY ONLINE CHECK-IN

Step 1: CHECK-IN UPLOADED Documents VIA GOTSOCCER

- **Upload Deadline**: **October 10, 2026, by 9:00 PM MST – NO EXCEPTIONS!**
- **ROSTER FREEZE**: **October 16, 2026, by 9:00 PM MST – NO EXCEPTIONS!**
    - Teams that complete online registration will receive a Confirmation Email **by October 14, 2026, 10:00 PM MST**. The Confirmation Email will be sent to the email address listed as "Primary Contact" for this specific event. Please do not send individual inquiries prior to the deadline.

- **ROSTER UPDATES (If applicable):**
    - *IF there are changes to your Roster after documents have been verified, teams MUST notify* tournamentdirector@prfcyouthsoccer.com
- Supporting documents you need to keep on hand for your records include:
    - Medical Release Form
    - Permission to Travel form - If outside of the Western Region 4.
- Online registration documents to be uploaded must include:
    - **#1 Player Passes:** All Players Current Player Passes/Cards, Coach, and Team Manager Passes/Cards (All must be on one document of multiple pages and can be multiple passes per page)
    - **#2 PRFC Fall Classic Team Acknowledgement Sheet & Zero Tolerance Policy Form**
    - Guest Player Forms (If applicable)

Directions to Complete Online Check-In:

1. **PLAYER PASSES**: Teams must upload all current player cards, including guest and club pass player cards [SCAN FRONT] along with the Coach and Team Manager on one document which could take multiple pages.

2. Submission process:
    a. **SCAN or take a picture of** each document. JPG, PNG, or PDF formats are acceptable.
    b. **SAVE** each document type as an individual **PDF** as they will be uploaded separately.
        i. Please use descriptive titles so you will know which files to upload (ex. Team Name, Player's names, Roster numbers) ii. Please upload all player cards as one PDF document.
    c. **UPLOAD** the documents to GotSport
        i. Log in to your team's GotSport page with your username and password.
        ii. Select Tournament name (Fall Classic).
        iii. Select the "Documents" tab.
        iv. Select the labels from the drop-down list in the "Team Document Upload" box and upload the appropriate files.

GotSport Help/Support Article to Upload Documents for Online Check In - CLICK HERE

Commonly Asked Questions

How do I add a guest player?

Step 1: OBTAIN the guest player's card and medical release form.
Step 2: Upload the image of the guest player card(s) with the others into GotSport.
Step 3: SCAN into a PDF document and upload. (Details can also be found in step 2).

How do I add a guest player after I submitted my online registration?

You will need to upload their player pass into GotSport with the others. As well as a guest player form (if needed). Then you will need to add them to the GotSport Roster in your team's account under the Phoenix Rising Fall Classic so the player matches the uploaded player card(s). The deadline to make changes is 9:00 PM on (10/19/26) prior to the start of the Tournament weekend. More details can be found in Step 2.

Permission to Travel Forms are NOT required for teams in the Western Region (4) OR ANY team checking in with US Club Soccer rosters/passes.

STEP 2: **Matching your GotSport Roster to your Official US Club Soccer / USYS / AYSO / MLS Next (Youth) Roster.**

The players on your GotSport roster for the Phoenix Rising Fall Classic must match the current season's official US Club Soccer (State Association), USYS, AYSO, or MLS Next (Youth) roster. Below are instructions on how to do that, but please note that different States and clubs have different settings so please try to find the help area that pertains to you. The help documents are broken into two different categories, and cover these topics:

Determine if your Club/League/State allows you to add/remove players from your team, or if you can only edit the event roster.

To do this, contact your club registrar for help.

Here is a GotSport Help/Support article **CLICK HERE** to build an event roster.

"LOCKED TEAM INSTRUCTIONS"

Your club likely maintains the players on your team account, so it should be mostly correct. If you are unable to adjust your roster, you should contact your Club Registrar.

Step 3 - **Double Check Your Team Roster –