

LEAGUE DOCUMENTS IN GOTSOCCER

Required Documents for Upload:

1. US Club Soccer Official Roster

- From KYCK account
- All participating players and coaches must have a valid "passcard expires date" listed

2. US Club Soccer Player Loan Forms (if applicable)

- TEAMS MAY NOT MIX US CLUB SOCCER PLAYERS AND ROSTERS WITH PLAYERS FROM OTHER ORGANIZATIONS
- Between the official roster and guest players, you may NOT exceed the game day roster maximum

To Upload Documents:

1. Log in to your GotSoccer team account
2. Click on the **Home** tab
3. Under **Event Registration History**, click on league name
 - a. In **My Events** (highlighted in Blue) there will be 11 tabs to select
 - b. Select **Documents** (far right)
 - c. In **Team Document Upload** section (bottom right)
 - i. Select File Name / Description of Document in drop down menu
 - ii. Click **Choose File**
 - iii. Search your computer for the document and select document for upload
 - iv. Click **Upload File** (blue box)
 - d. Document will appear in left window under the League Name when uploaded

Documents are to be uploaded 48 hours prior to the first game of the league.** When uploads are complete, send an email to soccer@primetimesportz.com stating documents have been uploaded. Please include your team name and age group in either the title of email or in the body of the email. Within two business days, PrimeTime Sports staff will review uploaded documents and send to the team an approval of documents or a list of missing or incomplete documents.

At each league game, teams must have copy of all uploaded documents, medical releases (consent to treatment), a league game report to give to referees before each game, and US Club Soccer player and coach ID cards.

** = If you add a player or coach to your team through KYCK after the first game of the season, you must upload your revised US Club Soccer Official Roster to your GotSoccer team account and notify us to review it PRIOR to the new player(s) participating in a league game. Always have the most current version of your US Club Soccer Official Roster and ID cards with you at all games.