

Potomac Presidents' Day Tournament

Team Check-In Instructions

ALL QUESTIONS ABOUT ON-LINE CHECK-IN CAN BE EMAILED DIRECTLY TO
TOURNAMENT@POTOMACSOCCER.ORG

Teams need to complete the online check-in by Thursday, February 5, 2026
THERE IS NO ON FIELD CHECK-IN.

On-Line through GotSport

On-line check-in deadline: Thursday, February 5th

E-mail confirmation of team on-line check-in completion will be sent no later than
February 12th

US Club Soccer ("USCS") Teams need to provide the following:

- 1 copy of the US Club Roster (see "Frequently Asked Questions" below about adding guest players - no guest form needed)·

- A copy of each US Club Player's Pass (ONLY front must be copied)·

- A copy of each of guest player's US Club Player Pass (ONLY front must be copied)·

- Complete and sign the [Team Information Sheet](#)

US Youth Soccer ("USYS") Teams need to provide the following:·

- Copy of the State Approved Roster (see "Frequently Asked Questions" below about adding guest players – no form needed)·

- A copy of each US Youth Soccer Player Passes (ONLY front must be copied)·

- A copy of each guest players US Youth Soccer Player Passes (ONLY front must be copied)·

- Complete and sign the [Team Information Sheet](#).

Note: USYS Rostered teams outside of the East Region need to provide a signed permission to travel form Check with your State association for the appropriate form. (East Region teams include ME, NH, VT, MA, RI, PAE, PAW, NJ, NYE, NYW, CT, MD, DE, VA, WV)

After you have gathered the appropriate documents to register your team, please scan and create PDF files for each document type. Each document must be uploaded as separate files. Please use the following as a naming convention: [Age Group] [Club] [Team name] [Form Name]

For example: "U16 Boys Potomac Soccer Association Black Roster" and "U16 Boys Potomac Soccer Association Black Player Cards" etc...

Note: Please scan multiple player cards on a single page of 8.5" x 11" paper to reduce the number of attachments.

Instructions for Uploading Documents:

- Login to www.gotsoccer.com with your team's username and password.
- Select the Potomac Memorial Tournament
- Select "Documents" on the top navigational bar – far right
- Select the labels from the drop-down list and upload the appropriate files. Once the files have been uploaded they will appear in a box on the left side of your browser window.

All teams will receive a confirmation email stating that their registration documents were complete no later than February 12, 2026.

YOU MUST PRINT 3 COPIES YOUR APPROVED TOURNAMENT ROSTER TO BRING WITH YOU! THESE WILL BE YOUR GAME ROSTERS. IF YOUR TEAM HAS MORE THAN 18 PLAYERS, YOU WILL NEED TO CROSS OFF PLAYERS TO GET TO THE 18 PLAYER LIMIT.

ALL QUESTIONS ABOUT ONLINE CHECK-IN CAN BE EMAILED DIRECTLY TO TOURNAMENT@POTOMACSOCCER.ORG

FREQUENTLY ASKED QUESTIONS

Check-In Confirmation:

Q: If I checked my team in on-line, will I receive an email confirming that my roster has been approved?

A: Yes - all teams will receive an email confirming their roster has been approved as well as a stamped copy of your "Tournament" roster. This will be your official Tournament Roster. Please bring a copy of your official game roster and player cards as well as your stamped Tournament Roster to the tournament with you. You must present your 18-man Game Tournament Roster to the Field Marshal at the field prior to every game.

Players not attending the event:

Q: If a player is not attending the event do I leave their name on the roster?

A: No, if a player is not attending the event; you need to cross their name off of the roster.

Number of Guest players:

Q: What is the maximum number of guest players a team can bring to the event?

A: A max of five (5) guest players will be allowed.

The following are the maximum roster size per age groups:

U15 - U19 (11v11) - 22 players, but only 18 may dress for any given game.

How to Add Guest Players:

Q: How do I add a guest player?

A: Step 1: Obtain the guest players current player card and medical release form (must match roster - US Club Roster = US Club Player Pass; USYSA Roster = USYSA Player pass)

Step 2: Photocopy your original roster. Please hand write the guest player's full name, unique jersey number, player identification number and birthday below the bottom of the existing rostered players.

Note: US Club Soccer teams may only take guest players registered under US Club Soccer, and USYS teams may only take guest players registered with properly stamped USYSA player pass cards. No roster may be comprised of players with different passes from different organizations (no "mixed rosters"). NO EXCEPTIONS