



2024 AUTUMN CLASSIC CHECKLIST

Online Registration Instructions



1. Team Information Input

Fill out Coach & Admin Information, Add any other bench personnel.

If Admin will not be on bench, please select the "No" box to clarify.

2. Official Team Roster

Upload US Youth Soccer or US Club Roster, roster needs to be the official, signed roster by approving league (Proof of registration) *Teams cannot combine the two*

3. Out of State?

If your team is from out of state and not a US Club team, approved permission to travel paperwork must be uploaded here. [Out of State Information](#)

4. Liability Release Form

Must be electronically signed by a Parent/Guardian for each rostered player. **NO EXCEPTIONS!**

5. Risk Management Cards (background check)

RM cards must be current and uploaded for **ALL** Bench Personnel

*cards cannot expire before the completion of the event.

6. Bench Personnel Concussion Certificates

Heads-Up Concussion Certificate must be current and uploaded for **ALL** Bench Personnel listed. (Located on the [CDC website](#))

*certificate needs to be uploaded, photo of gotSPORT account is not accepted

*certificate cannot expire before the completion of the event.

7. Bench Personnel SafeSport Certificates

SafeSport Certificate must be current and uploaded for **ALL** Bench Personnel listed.

*certificate needs to be uploaded, photo of gotSPORT account is not accepted

*certificate cannot expire before the completion of the event.

8. SportsForms Roster Submission

Enter in **ALL** information (Names, DOB, Jersey #) for each player participating in the tournament.

Club Pass (Player is from within the club): Will be required to upload the players original teams roster to prove governing body registration.

Guest Players (Player from outside of club): Will be required to upload the players original teams roster to prove governing body registration as well as [Guest Player Loan Form](#)

9. Player Passcards

Upload a copy of your official player passcards - must be clear and photos on all player cards

IMPORTANT: The above information inputted & uploaded into SportsForms will be printed out and used as your Tournament Roster - Any players or bench personnel left off the SportsForms roster will **NOT** be accounted for during the tournament!!

Questions regarding online registration, please email tournaments@tbays.org