



Hershey Tournament Series Check-In

All teams must electronically check-in through GotSport. Check-in is due no later than Sunday, June 7th.



Required Items for Check-in:

1. 2025-26 Official Sealed Roster (please see directions for uploading the PDF below)
****Mixed rosters are not permitted! USYS and US Club passes may not be used on the same roster.**
2. Coaches passes, Player passes and Guest Player passes (please see directions for uploading the PDFs below)
****Birth Certificates will not be accepted! All coaches and players must have a 25-26 sanctioned pass or be pictured on the official roster provided.**
3. Team Check-in Form (please see directions for uploading PDF below)
****Form is located on the tournament webpage: <https://www.hersheysoccer.org/memorialday>**
4. Event roster built within GotSport (please see directions on how to clone/build the event roster on the next page)
****Only players and coaches whose passes were submitted will be approved.**

How to Upload State Roster, Passes, Team Check-in Form:

1. Log in to your GotSport account
2. From your Dashboard click on "Team Management"
3. Select the team you will be uploading the documents for
4. Click on the "Team Registrations" tab
5. Click on "Hershey Summer Classic" and click the tab labeled "Registrations"
6. Click "Edit" and upload under the correct heading (coaches and player passes will need to be in one document)

Other critical information to note:

1. **A check-in confirmation email will not be sent.** There will be a note within the 'Optional Notes' section in the event registration that will look like: "Check-in complete with x-number players on (date)." This confirms the team has been checked in.
2. The maximum roster sizes per age group are as follows:
U8-U10 (7v7): 14 players
U11-U12 (9v9): 16 players
U13-U19 (11v11): 22 players (18 players suited per match). If more than 18 players are suited for a match, the result is an automatic forfeit.
3. Please cross off players listed on the roster that will not be attending or will not be playing for that team. Players may only play for one team during the tournament.
4. Coaches/trainers must have all team members' (including coaches'/managers') USYS/US Club passes available upon request of tournament officials during the tournament weekend.
5. **Guest players** must have a pass from the same sanctioning body as the team they are playing for (USYS or US Club) and their pass must be uploaded in GotSport. **Guest players (up to 5 guest players per team) may be added up until Wednesday, June 17th.** If adding guest players after the check-in deadline, please notify the tournament registrar.
6. **Rosters will be frozen on Thursday, June 18th at 12:00pm.**

For any additional help or questions please contact
tournamentregistrar@hersheysoccer.org



Event Roster Directions & GotSport Help Articles

The help articles below are provided by GotSport and will explain how to manage the event roster, and different scenarios regarding adding/removing players and coaches.



How to clone an event roster as a coach or manager: <https://support.gotsport.com/as-a-coach/manager-how-to-clone-an-event-roster-when-event-has-a-require-clone-setting-enabled>

- This can be done if you have already submitted an event roster for a previous event, or league.
- Once your official roster has been submitted to a state association it will be available to clone.

How to build an event roster as a coach or manager: <https://support.gotsport.com/how-do-i-build-an-event-roster-coach/manager>

- This should be done if the team does not have a roster option to clone from.

How to add club pass players to event roster: <https://support.gotsport.com/as-a-coach/manager-how-to-add-a-club-pass-player-to-an-event-roster>

- Club pass players are players from within your own club and they will be treated as guest players – this means a player pass must be provided for them to be approved on the event roster.

How to add a coach to the event roster (as club admin): <https://support.gotsport.com/add-a-coach-or-manager-to-an-event-roster>

- The coach attending with the team must be added on the event roster and pass must be provided. The club admin will need to add the coach to the event roster if they are already not listed.

How to add jersey numbers to players: <https://support.gotsport.com/adding-jersey-numbers-to-players-as-a-coach-or-manager>

- Please make sure the jersey numbers listed for players are the numbers they will be wearing during the tournament weekend.