



SCHEELS Rushmore Cup Online Check-in Instructions

1) Documents needed for online check-in:

- PDF of official approved roster.
 - If you have any guest players, please handwrite their names and DOB on the roster before uploading.
- PDF copy of ALL player cards including guest players.
- PDF of travel papers if applicable.
- PDF of the Coach Code of Conduct.
- PDF of guest player form(s) if applicable
 - **USYS required docs are** 1) Permission to Travel from home state association if coming from outside Region IV/West Region, 2) Player Loan Forms if required by home state association (obtained from home state assn.)
 - **US CLUB required docs are** 1) Player Loan Form for any guest players. 2) Travel papers are not required for US Club teams.

2) Upload documents to your GotSport Event Registration.

- Here is a link about how to upload your check-in documents:
- [How do I Upload Documents for Online Check In? – GotSport \(zendesk.com\)](#)

3) HIGH SCHOOL AGED TEAMS ONLY – Create your Rushmore Cup EVENT ROSTER in your GotSport team application. See instructions below. DEADLINE IS May 31st TO BE INCLUDED IN COLLEGE COACH BOOKLET.

Club admin building Event Roster:

- [Creating an Event Roster as an Admin – GotSport \(zendesk.com\)](#)

- Creating an Event Roster as a Coach/Manager:
- [How do I Build an Event Roster- Coach/Manager – GotSport \(zendesk.com\)](#)

4) **Online Check-in Approval**

- Once all documents have been verified you will see a green check mark by your documents.
- If something else is needed, you will receive an email requesting the necessary documents.
- If you don't receive an email from us, then you are all checked in and set for the event.
- DO NOT EMAIL asking if you are all checked in. You will be notified if something else is needed.

OTHER KEY INFORMATION FOR ONLINE CHECK -IN

- If there are players on your roster not attending the event, please cross those players off the roster before you upload it. Same with player cards.
- Roster and player cards must be in your possession at the event. These may be checked throughout the event.

SCHEELS Rushmore Cup DEADLINE TO CHECK-IN:

- Deadline to complete online check-in is 5 PM, **Tuesday, June 3.**

Questions: bhrtournaments@blackhillsrapids.com