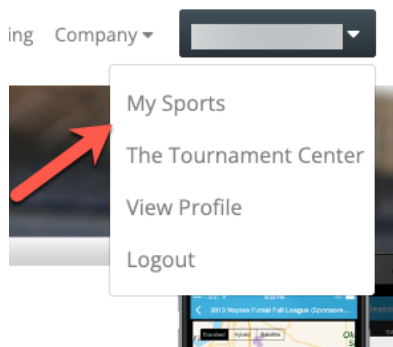


## Check-In Requirements

**Online Team Check-In (OCI)** is where you check-in by sending pictures of your documents (roster, player cards, waivers, etc.) to us. You will upload the images to the secure HTGSports site. Once you have completed this, we will check your team in prior to the tournament.

### Following are the steps to complete the Online Team Check-In process:

1. Login at <https://htgsports.net/>. If you have never logged in before, use the team manager's email address as the user ID and password. **Note:** you must login with the manager's email that was used to register the team for this tournament.
2. Click your name in the top right corner of the page, then the My Sports button in the dropdown menu.



3. Snap pictures of your check-in paperwork with your camera phone or scan them in on a copier in .pdf, .jpg or .png format (note: you can consolidate all player cards to one document and all waivers to one document). **Note:** the maximum document size is 10MB.
4. On the My Sports page there is a **My Documents** section. Click the **Add Documents** button to upload all of your documents.

### My Documents

- ▶ Click on "Add Documents" to select files for upload.
- ▶ You can also edit descriptions of files as well as delete files.
- ▶ Once documents are added you must still click on your team in the "My Teams" section below and then assign the documents.
- ▶ **Note:** - My Documents is currently only used for Online Check In (OCI).

Click on a document below to view.  Filter:

5. Once you've finished uploading your documents go back to the My Sports page. At the bottom of the page under the **"My Teams"** section you will see your team listed for the tournament. Click on your team name to view the team detail page. **Note:** if you do not

see your team listed for the tournament it means that most likely you have logged in with a different email from what the team was registered under. Please contact your tournament director to get help with this.

6. On the **Team Detail** page there will be a section titled “Online-Check\_in (OCI)”. The tournament director will have setup different categories for document collection. For each category there will be 4 stages displayed and will be color coded to show the current status.

### Online-Check-In (OCI)

Cutoff Date for Changes: 5/3/2023. **Note:** You must click each item below to assign your documents.  
Legend: \* - Required 📁 - Bring hardcopy in travel folder

#### Official Roster \* 📁

1 Not Submitted/Rejected 2 Waiting For Review 3 In Review 4 Approved

#### Travel Permit 📁

1 Not Submitted/Rejected 2 Waiting For Review 3 In Review 4 Approved

#### Guest Player Permits 📁

1 Not Submitted/Rejected 2 Waiting For Review 3 In Review 4 Approved

**Warning!** You have some required items that have not been submitted.

**Official Roster \***

1 Not Submitted/Rejected
 2 Waiting For Review
 3 In Review
 4 Approved

Created: 4/19/2023

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**Player Passes \***

1 Not Submitted/Rejected
 2 **Waiting For Review**
3 In Review
 4 Approved

Created: 4/19/2023

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**Guest Player Permits**

1 **Not Submitted/Rejected**
2 Waiting For Review
 3 In Review
 4 Approved

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**Travel Permit**

1 Not Submitted/Rejected
 2 **Waiting For Review**
3 In Review
 4 Approved

Created: 4/19/2023

**Waiting/Submitted!** Please wait as your items have been submitted but are awaiting approval.

7. Click on each category (Official Roster, Travel Permits, etc.) to go to the **Manage Docs** page where you can move documents from the master list (left column) to the tournament document list (right column). Once the document is in the right hand column and ready to be submitted for review, add any notes (e.g., Mary’s player card says she’s U13 because she’s rostered on a U13 team, but her birthdate meets the U12 age group) and click “Submit For Review” at the bottom of the page.
8. Once all documents are submitted, we will review the paperwork and either approve or notify you of changes that need to be made. You can follow the status of your documents in the status section. It will read “Submitted”, “In Review”, “Approved” or “Rejected.” If rejected, we will include notes to notify you changes that need to be made (e.g., missing Billy’s medical waiver).