

## Entering a TEAM in a Tournament and, when required, Applying for Permission to Travel (e-Travel)

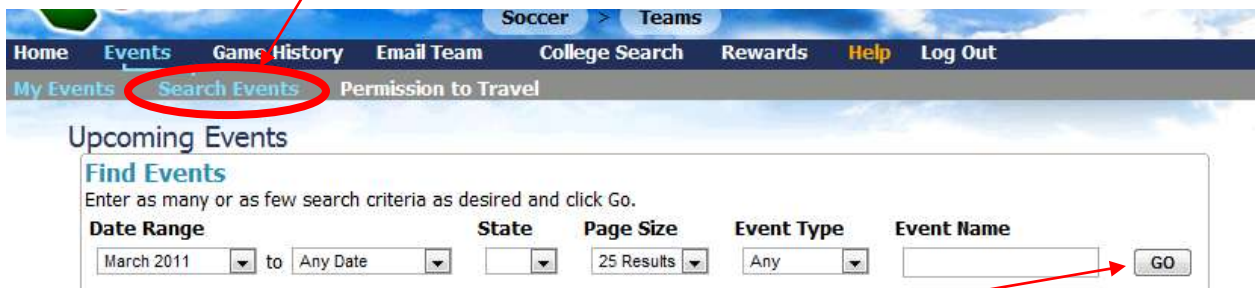
1 - Go to Gotsport.com and log in to the TEAM account.

The account will open at the team's Overview page. This page shows all of the events the team is registered for and participating in plus general team information.

2 - Click on EVENTS



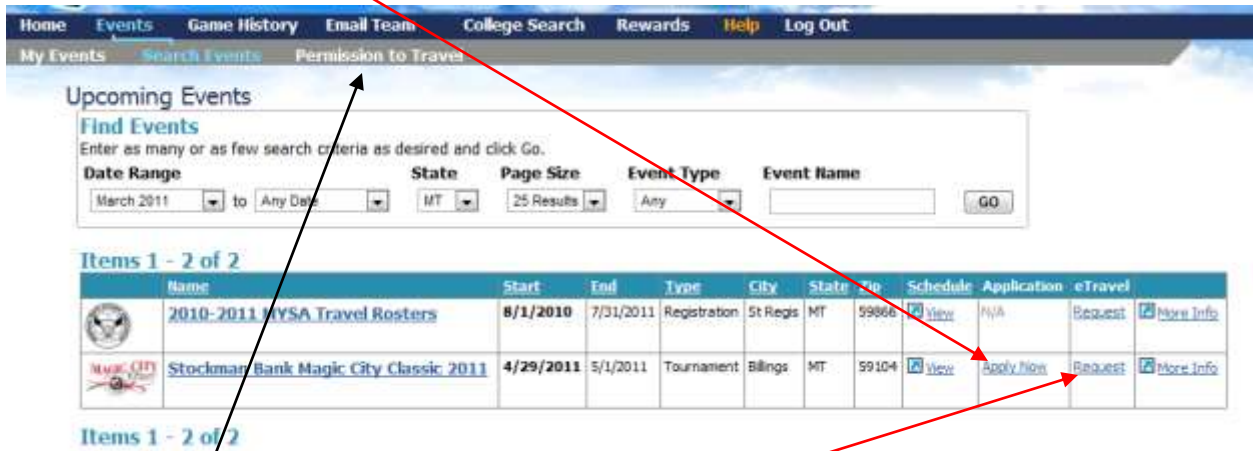
3 - Then click on SEARCH EVENTS and enter your search criteria:



4 - Click on the GO button to list tournaments. Any events managed by GotSoccer will be listed.

\*\*If the tournament IS NOT managed by GotSoccer (it won't show up as an upcoming event) go to item 8 below for *Permission to Travel*, if needed. You will also need to check the tournament website for application/registration instructions.

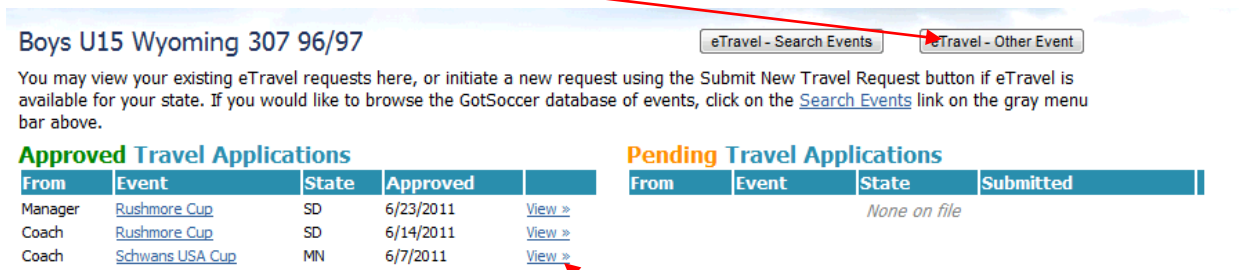
5 - Click on "Apply Now" from the list. You can also click on the event name, which will take you to an information and application page. After clicking "Apply Now" follow the instructions.



7 – If **Permission to Travel** is required click on "Request", in the eTravel column or click on PERMISSION TO TRAVEL and choose E-Travel.

**NOTE:** Permission to Travel is required by WYS for any US Youth Soccer sanctioned tournament held in a USYS region *other than* Region IV. Region IV states: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington and Wyoming.

**8 - IF THE TOURNAMENT IS NOT MANAGED BY GOTSOCCKER and you need Permission to Travel:** If the tournament is not listed under upcoming events click on PERMISSION TO TRAVEL and then choose E-Travel - Other Event



Then complete the requested information. You may find that the tournament you were looking for is listed in Upcoming Events. If so you will be given the chance to choose the event, otherwise continue to complete the e-travel notification.

9 - The state office will review and approve the permission to travel. When traveling out of region IV you will need to print the APPROVED TRAVEL APPLICATION and present when you check in. You can access the application for printing by clicking on "View" and downloading the document.