Challenger Sports Team Check-In

1. Online Check-In (instructions in red below) – Can be completed anytime up to the Wednesday prior to the tournament.
2. Onsite Check-In (hours and location emailed to teams) – Takes place on the Friday evening of the tournament.

At check-in, teams will need to provide the following:

USYSA registered teams

- USYSA State Roster (we will keep a copy)
- USYSA Player Cards
- USYSA Guest Player Form (only if using guest players)
- USYSA Travel Permit (only for teams registered outside the state of Kansas)

USSSA registered teams

- USSSA Roster (we will keep a copy)
- USSSA Player Cards
- USSSA Guest Player Form (only if using guest players)

US Club Soccer registered teams

- US Club Roster (we will keep a copy)
- US Club Player Cards
- Guest player form
  - If within club, just submit player card
  - If outside club, use this form along with player card

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

1. Login at www.htgsports.net. If you have never logged in before, use the team manager's email address as the user ID and password.
2. Click your name in the top right corner of the page, then the My Sports button.
3. At the bottom of the page under the "My Teams" section you will see your team listed for the tournament. Click the "Not Paid" link in the Online Check-In column to submit payment ($20 fee for Online Team Check-In).
4. 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).
5. Click the Add Documents link in the middle of the page to upload all of your documents.
6. 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.
7. Click on each document name (Official Roster, Player Cards, etc.) to move the document 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, select "Submitted" from the drop down menu, 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 save 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 column. 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 player card).