

# HOW TO CHECK-IN ONLINE

The screenshot shows a web browser with multiple tabs open, including 'My Drive - Google Drive', '2021-2022 COMP STAFF - Go...', 'GotSport', 'Registration Season Setup', 'Nykelia Jackson, Ph.D. - Teach', and 'Total Global Sports'. The active tab is 'clubbilling.totalglobalsports.com/team-admin/team/dashboard'. The dashboard features a dark sidebar with a 'My Teams' menu where 'Dashboard' is highlighted with a blue arrow. The main content area displays the team logo for 'Arkansas Rising' and the coach's name 'Michelle Cox'. Below this, a statistics table shows 'WINNING %' at 0.00%, 'WINS' at 0, 'LOSSES' at 0, and 'DRAWS' at 0. A section titled 'NEXT 5 UPCOMING GAMES' contains a message: 'Below are your teams upcoming games. Please make sure you have added your players to the game rosters for the event along with your staff that will be coaching.' Below this message, it states 'No upcoming games found'. On the right side, there are buttons for 'My Messages' and 'TGS Support', and a 'PRODUCTS' section listing 'Sideline Check In Product', 'Team All In Product', and 'Team Billing Product'.

WINNING %	WINS	LOSSES	DRAWS
0.00%	0	0	0

**NEXT 5 UPCOMING GAMES**  
Below are your teams upcoming games. Please make sure you have added your players to the game rosters for the event along with your staff that will be coaching.

No upcoming games found

**PRODUCTS**

- Sideline Check In Product**  
Automate in real time college attending your games
- Team All In Product**  
College Recruiting, Player Profiles & Video
- Team Billing Product**  
Collect Dues online for your team

1) Login to your team account that you registered for the tournament with.

2) Go to **DASHBOARD**

My Drive - Google Drive | 2021-2022 COMP STAFF - Go | GotSport | Registration Season Setup | Nykela Jackson, Ph.D. - Teac | Total Global Sports

clubbilling.totalglobalsports.com/team-admin/team/players/60908

TGS TOTAL GLOBAL SPORTS

Arkansas Rising - - 09B Hom

ADD Player Q Search More

PLAYERS

ALL PLAYERS 1 FIRST TEAM PLAYERS 1 GUEST PLAYERS 0 INVITED PLAYERS 0

ALL TEAM PLAYERS LIST

<input type="checkbox"/>	MEMBER NAME	AGE	DOB	GENDER	PLAYER TYPE	ACTIVE PROGRAMS
<input type="checkbox"/>	Fersti, Dawson	11	Oct 14, 2009	Male	First Team Player	NONE

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3) Next Click on **PLAYER POOL**

4) Click on **ADD PLAYER**

- Add each of your players that will participate in the Tournament
- Each player will be primary unless they are a guest player to your team.

My Drive - Google Drive | 2021-2022 COMP STAFF - Go | GotSport | Registration Season Setup | Nykela Jackson, Ph.D. - Teach | Total Global Sports

clubbilling.totalglobalsports.com/team-admin/events

**TGS**  
TOTAL GLOBAL SPORTS

My Teams

- Dashboard
- Events**
- Player Pool
- Staff
- Schedules
- Statistics
- Health & Fitness
- College Center
- Billing
- Tryout Registration
- Video Center
- Communication Center
- News
- Evaluations

**Arkansas Rising -- 09B Hom**

EVENTS

UPCOMING EVENTS: 1

MY PAST EVENTS: 0

FIND AN EVENT: 37

MY UPCOMING EVENTS

EVENT INFORMATION	DATES	PAYMENT	STATUS
 <a href="#">28th Annual Capital City Cup</a>	Sep 25 - Oct 3, 2021	Paid	ACCEPTED

Show 25 items per page

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5) Go to EVENTS, then click on the **CAPITAL CITY CUP**

The screenshot shows the TGS website interface for the 28th Annual Capital City Cup. The page is titled "Arkansas Rising - - 09B Hom" and "28TH ANNUAL CAPITAL CITY CUP". The main content area is divided into two sections: "TEAM CHECK-IN DOCUMENTS" and "PLAYER CHECK-IN".

**TEAM CHECK-IN DOCUMENTS**  
The event requires Online Check-In before you can create your event roster. Please add required documents below to the players that will be playing in this event.

Official Roster **Upload** Player Cards **Upload**

**PLAYER CHECK-IN**

PLAYER CHECK-IN	STATUS
<input type="checkbox"/> Ferstl, Dawes First Team Pla	<b>Documents Needed</b>

Submit For Review

Show 10 items per page

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6) Click on **SUBMIT FOR REVIEW**

7) Click on **UPLOAD official Roster and Player Cards**

This will be one document for each, it can be multiple pages within the same document.

8) If you are coming in from out of state and have a travel permit (USYSA teams) Please email travel permit to [michelle@arkansasunited.com](mailto:michelle@arkansasunited.com)