



### **FOR TEAM MANAGERS/COACHES: HOW TO REQUEST A TRAVEL PERMIT (as of July 22, 2021)**

- Log in to GOTSPORT.
- Go to the DASHBOARD for your account.
- Click on FORMS on the top menu bar.
- To the left of the white box, click on AVAILABLE FORMS.
- Click on the words TRAVEL PERMIT REQUEST (xxxx-xxxx)
- Click on REGISTER for yourself, you are the person submitting the form.
- Confirm your profile information is correct and SAVE (this is a standard procedure for Gotsport every time anyone registers for anything.)
- Enter your full team name including club name, age, and gender
- Enter the event name
- Enter the event start date
- Enter the state the event is taking place
- Click SAVE
- Click CHECKOUT on the next page then REGISTER to complete the request.
- You will receive an email stating the request has been submitted to Indiana Soccer.
- Once APPROVED or DENIED, you will receive a second email.
- The email with APPROVED is your travel permit. Use this as your permission to travel document.

NOTE: If the automated messages are not in your inbox, please check “clutter” or your junk mail.

RECOMMENDATION: if GOTSPORT emails are going to your “clutter” or junk mail, it might be a good idea to set an email rule to accept these messages to your inbox so you don’t miss any information.

### **FOR CLUB ADMINSTATORS: HOW TO REQUEST A TRAVEL PERMIT (as of July 22, 2021)**

- Log in to GOTSPORT.
- Go to the DASHBOARD for your club account.
- Click on AFFILIATION on the top menu bar.
- To the far right of the screen, click on AVAILABLE FORMS for Indiana Soccer.
- To the far right of the screen, click on SELECT for the PLAYER EXCEPTION APPLICATION FORM.
- Click on REGISTER for yourself – from here on the instructions are the same as above
- You can see a list of your club travel permits by clicking on CLUB MANAGEMENT
- Then click on FORMS AND REQUESTS.