

MSYSA Travel Policies & Procedures – Updated September 1, 2011

Explanation of MSYSA Travel Forms

Permission to Travel – The MSYSA Permission to Travel form is to be completed when a MSYSA affiliated team is traveling out of state to a US Youth Soccer sanctioned tournament.

The form is available through your team's account at

www.gotsoccer.com.

Obtaining the Permission to Travel & Notification to Travel Forms

Note: You will NOT get instant approval with the new forms. Thus, please submit your travel request no later than 1 week prior to the tournament.

Step 1: Go to www.gotsoccer.com, click on “User Login”, and click on “Team, Coaches, and Manager Login.”

Step 2: Enter your username and password, and then click “Login”. If you do not have a GotSoccer account, please contact your MSYSA Affiliated League. They should have a database of their teams and the corresponding usernames and passwords. If you are unable to get a username and password from your League, you may click on the link to create a new account.

Step 3: Click on “Events” in the dark blue bar along the top.

Step 4: Click on “Permission to Travel” in the gray bar along the top.

Step 5: Click on “E-Travel – Search Events”

Step 6: Choose a date range, state, and event type (tournament), and then click “Go”.

Step 7: Find the tournament you are going to and then click “Request” under the eTravel column and proceed to Step 11. If the tournament you are going to is not listed, proceed to Step 8.

Step 8: Hit your browser’s back button twice. This will take you to the page that you originally clicked on “E-Travel – Search Events”. This time, click on “E-Travel – Other Events”.

Step 9: Enter in the name of the tournament you are attending (Event Name), Start/End Dates, and the state where the tournament takes place. Click “Continue”.

Step 10: If GotSoccer found your tournament, click “Select this Event” and proceed to Step 11. If GotSoccer does not have your tournament listed, click “My Event is Not Listed”.

Step 11: Choose the Permission to Travel/Notification to Travel form by clicking on “Request”.

Step 12: Fill out all information on the form. If you need to find out whether a particular team is Restricted or Unrestricted, look at the tournament’s Application to Host document (should be available on their website). Click on “Submit Request”.

Step 13: Currently, teams cannot receive instant approval and MSYSA must manually approve each travel request. Give MSYSA at least 2-3 business days to approve your request. Then, log back in to your GotSoccer account. Click on “Events” and then click on “Permission to Travel”.

Step 14: Under your Approved Travel Applications, click on “View” for the tournament in question.

Step 15: Click on “E-Travel” under Documents.

Step 16: Print out that page and take with you to the tournament. This is your approved Travel Document.