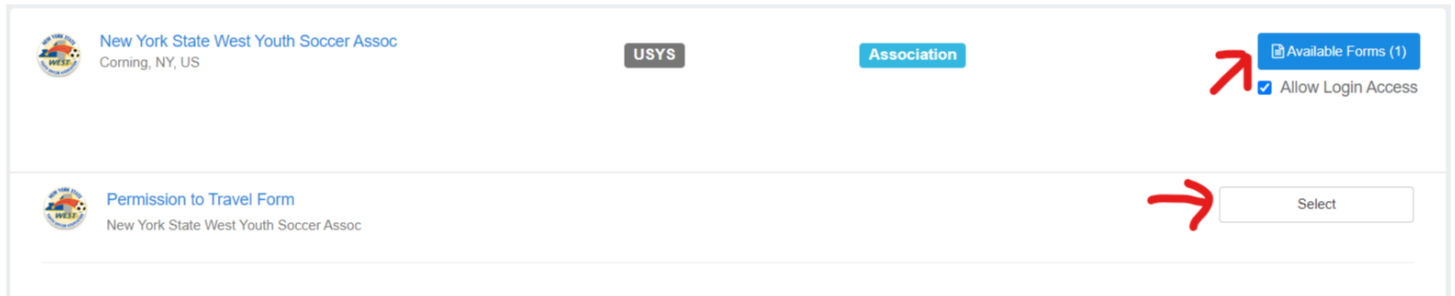


Permission to Travel Form Process – GotSport

When participating in a tournament located outside of the East Region, a Permission to Travel form is required to be completed. Following are the details for completing the process:

Club Administrator: <https://gotsport.zendesk.com/hc/en-us/articles/16095920660759-As-a-club-admin-How-to-search-complete-any-available-forms>

- From your club dashboard – click on Affiliations.
- Go down to New York State West and click on Available Forms, Select Permission to Travel Form



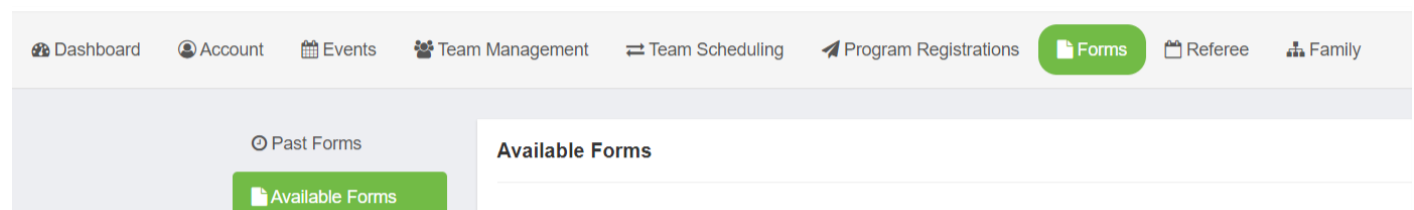
The screenshot shows the club dashboard for 'New York State West Youth Soccer Assoc'. The top navigation bar includes the club name, location 'Corning, NY, US', and buttons for 'USYS' and 'Association'. A red arrow points to the 'Available Forms (1)' button, which has a checked 'Allow Login Access' option. Below, a card for 'Permission to Travel Form' is shown with a red arrow pointing to a 'Select' button.

- Click Register next to Your Name, complete the details and submit the form. If you are listed as manager on a roster, you can select the team otherwise you can continue past that option to the form.
- The form will be submitted to NYSW for approval.

Coaches/ Team Managers: As long as you are listed as a coach/ team manager within the team in GotSport, you have access to complete this form on behalf of your team.

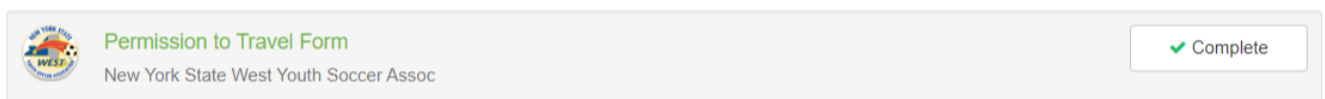
<https://gotsport.zendesk.com/hc/en-us/articles/6720554016919-How-to-complete-a-required-forms-Club-and-managers->

- From your personal profile, click on Forms and Available Forms



The screenshot shows the personal profile dashboard. The top navigation bar includes 'Dashboard', 'Account', 'Events', 'Team Management', 'Team Scheduling', 'Program Registrations', 'Forms', 'Referee', and 'Family'. The 'Forms' button is highlighted in green. Below, the 'Available Forms' section is shown with a green button labeled 'Available Forms'.

- If you haven't submitted the form previously, it will say Start. If you've submitted a previous form, it will say complete, however you can click on the form name to start another submittal.
- Fill out the form and submit to NYSW for approval.



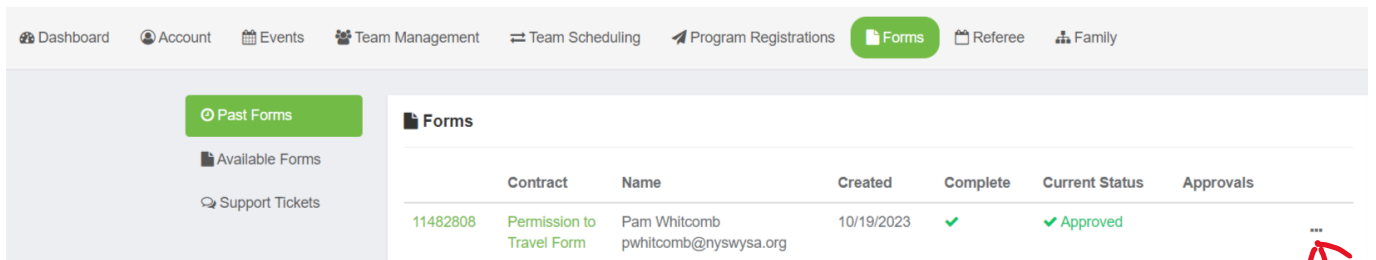
The screenshot shows the personal profile dashboard. The top navigation bar includes 'Dashboard', 'Account', 'Events', 'Team Management', 'Team Scheduling', 'Program Registrations', 'Forms', 'Referee', and 'Family'. The 'Forms' button is highlighted in green. Below, the 'Available Forms' section is shown with a green button labeled 'Available Forms'.

Printing Approval as Club Official or Coach/ Team Manager

- Once approved, you will receive an email stating that the form has been approved and is available.
- The approved form can be accessed from your individual profile.
 - Click on the icon on the top of your dashboard to take you to your personal profile.



- Select Forms from your personal profile. Click on Past Forms and it will show all forms that you have filled out and the status.



- Once approved, click on the 3 dots next to the form and download the PDF to print for your records.

Contact Pam Whitcomb, Operations Manager, at pwhitcomb@nyswysa.org with any questions.