

How To Submit A Notification/Permission to Travel Request (First Time Users)

**If you already have a coach/team administrator account, skip to step 5.*

1. Go to www.thetournamentcenter.com
2. On the right hand side under "Site Login", click **Register**
3. Click **Register** under the left side paragraph about being a coach or team administrator
4. Fill out the information on the page completely. *To minimize potential confusion, we recommend using the same username and password you have for GotSoccer (if you have one) If you don't have a Team ID, enter "MSYSA" or "N/A"*
5. On [the main page](#), log-in using your new username and password you created.
6. Click **Notification To Travel** on the toolbar.
7. Click **Start New Travel Notification Request** link.
8. Select type of event in drop-down.
9. Read the MSYSA Travel Policy in the grey box and check the "Yes" button to signify that you agree.
10. Make sure all information about yourself and your team and the tournament is accurate and complete (if you don't have a Team ID, enter "MSYSA" or "N/A") Input information if it does not pre-populate.
11. Do NOT add any additional League Travel Dates
12. Complete information for an electronic signature
13. Click **Submit**
14. Print the approved OFFICIAL SOCCER FORM and take it with you to the tournament

If you have GUEST PLAYERS you are taking with you, click [here](#) for instructions.