

# ONLINE CHECK-IN INSTRUCTIONS

## 2020 Champions Shootout

All teams must upload their documents for online checkin by Wednesday, November 11<sup>th</sup>.

Once verified, Approved Rosters will be uploaded into your GotSoccer team account by Wednesday, November 18<sup>th</sup>.

Log back into your GotSoccer team account, print 2 copies of your Approved Roster – you will NOT turn in copies to the referee at each game



# STEP BY STEP INSTRUCTIONS

1. Log into your GotSoccer TEAM ACCOUNT
2. Click on the event located under "Event Registration History"

The screenshot shows the GotSoccer team account page for "Boys U13". The "Event Registration History" table is visible, with the first item, "Soccer Tournament", circled in red. The table has columns for Name/Date, Type, Status, Applied, Accepted, Paid, Notify, Roster, Schedule, and eTravel.

Name/Date	Type	Status	Applied	Accepted	Paid	Notify	Roster	Schedule	eTravel
Soccer Tournament 6/8/2020 - 6/9/2020	Tournament	Pending	06/27/2019	No	No		Default	View	Request

3. Click on the "Documents" tab on the far right

The screenshot shows the "Soccer Tournament" event page. The "Documents" tab is selected and circled in red. The page displays application information, contact information, and a list of documents.

**Application Information**

Event: Soccer Tournament  
Confirmation#: [blank]  
Date Applied: 6/27/2019 2:20:35 PM  
Last Updated: N/A  
Group: Boys U13  
Club Name: TEST TEAM  
Team Name: [blank]  
Team State: USA  
Prev Year Record: Wins Losses Ties  
Team Colors: [blank]  
Alt. Colors: [blank]  
Preferred Flight: [blank]  
Player ID Numbers: Default

**Contact Information (This Event)**

Organization: [blank]  
Contact Name: [blank]  
Address: [blank]  
City: [blank]  
State: [blank]  
Zip: [blank]  
Country: United States  
Email: tbd@tbd.com  
Phone: [blank]  
Phone 2: [blank]  
Mobile: [blank]  
Mobile Text: [blank]  
Fax: [blank]

4. Select Roster under the dropdown on the right side of the page

The screenshot shows the "Soccer Tournament" event page. The "Documents" tab is selected. The "Roster" dropdown menu is open, and the "Roster" option is circled in red. The page also displays a "Notify Registrar" section and a "Team Document Upload" section.

**Notify Registrar**

Message: [blank]  
Team Status: [blank]  
Foreign Team: No  
Medical Release (All Players): No

**Team Document Upload**

File Name/Description (recommended)  
Roster  
Roster  
Player Passes  
Guest Player Forms  
Permission To Travel

5. Click “Choose File” and select the file of your roster on your computer, then click upload file. BE SURE TO CROSS OFF ANY PLAYERS NOT PARTICIPATING, AND HANDWRITE IN GUEST PLAYERS ON THE ROSTER BEFORE UPLOADING

Soccer Tournament  
6/8/2020-6/9/2020  
No documents to list.

**Notify Registrar** No [Notify](#)

Message  
**Team Status**

Foreign Team: No  
Medical Release (All Players) No

Permission to Travel: Official Roster Received

**Team Document Upload**

File Name/Description (recommended)  
Roster  
Select File

**Choose File** No file chosen

**Upload File**

6. Your roster will now appear on the left side of the page. Repeat Step 5 with your player passes, guest player forms (if applicable), and permission to travel (if applicable). At this point you have completed online checkin. BE SURE TO MARK THROUGH OR REMOVE PLAYER PASSES OF ANY PLAYERS NOT PARTICIPATING.

Soccer Tournament  
6/8/2020-6/9/2020

Document	Created	Accessed	Verified	
<a href="#">Roster</a>	6/27/2019 2:27:11 PM	N/A		<a href="#">Delete</a>

**Notify Registrar**

Message  
**Team Status**

Foreign Team:  
Medical Release (All Players)

**Team Document Upload**

File Name/Description  
Roster  
Select File

**Choose File** No file chosen

Soccer Tournament  
6/8/2020-6/9/2020

Document	Created	Accessed	Verified	
<a href="#">Player Passes</a>	6/27/2019 2:35:53 PM	N/A		<a href="#">Delete</a>
<a href="#">Roster</a>	6/27/2019 2:27:11 PM	N/A		<a href="#">Delete</a>

**Notify Registrar**

Message  
**Team Status**

Foreign Team:  
Medical Release (All Players)

**Team Document Upload**

File Name/Description  
Roster  
Select File

**Choose File** No file chosen

7. Once verified, Tournament Staff will upload your APPROVED ROSTER to your GotSoccer team account. Please log back into your GotSoccer team account, download and print 4 copies of your APPROVED ROSTER. You will turn in 1 copy of your roster to the referee at each game.

The screenshot shows the 'Documents' tab in a GotSoccer team account. A table lists the following documents:

Document	Created	Accessed	Verified	
<a href="#">APPROVED ROSTER - PRINT 4 COPIES</a>	6/27/2019 2:39:02 PM	N/A	<input type="checkbox"/>	<a href="#">Delete</a>
<a href="#">Player Passes</a>	6/27/2019 2:35:53 PM	6/27/2019 2:39:18 PM	<input checked="" type="checkbox"/>	
<a href="#">Roster</a>	6/27/2019 2:27:11 PM	6/27/2019 2:40:12 PM	<input checked="" type="checkbox"/>	

Other visible sections include 'Notify Registrar', 'Team Status', and 'Team Document Upload'.

## NECESSARY DOCUMENTS

1. Approved/Certified Roster from your State/National Association **\*\*Please list jersey numbers for all players\*\***
2. Player Passes
3. Guest Player Forms (if applicable)
4. Permission To Travel (not required for clubs in Region 1 or US Club teams)

In addition to the above documents, the team's coach must bring the **Medical Release Forms** with them to each game.

## WHAT YOU NEED AT THE FIELDS

- You must use the roster that you print from your team account with APPROVED on the bottom.
- You must have jersey numbers for all players on your roster.
- Once you have printed your APPROVED roster, you do not need to check-in your team at the HQ tent before going to fields.
- If you have any changes to your roster, please stop by HQ tent before going to fields.

*You may not make changes to your roster after your first game.*

**\*\*\*We do not need to see Medical Release Forms at registration, however it is mandatory that each player have a completed Medical Release form with them at each game.**

**\*\*\*No player can play on more than 1 team at any point during the tournament.**

# OTHER IMPORTANT INFORMATION

## MAX ROSTER SIZE

U9-U10: 14 players

U11-U12: 16players

U13-U15: 18 players

U16-U19: 22 players (18 players can dress at each match)

## GUEST PLAYERS

To add guest players to your roster, write the guest players information below the existing rostered players. The minimum required information for each player on the roster is Name, Date of Birth, player ID number, Uniform number, and Gender.

## ROSTERS

A team must provide us with an approved roster from either a US Soccer affiliated state association (Ex. Us Club, USYSA, SAY, USSSA, AYSO, etc). Rosters must include all guest players and must mark out any players not attending the tournament. To add guest players to your roster, write the guest players information below the existing rostered players. The minimum required information for each player on the roster is Name, Date of Birth, player ID number, Uniform number, and Gender.

## PLAYER PASSES

A team must have player passes for all players on their roster. All guest players must have player passes from the same sanctioning organization as the team's roster. For example, a player carded under US Youth Soccer cannot play with a US Club sanctioned roster and vice versa. No roster may be comprised of players with different passes from different sanction organizations.

## MEDICAL RELEASE FORMS

We do not need to see Medical Release Forms at registration, however it is mandatory that each player have a completed Medical Release form with them at each game.

\*\*\*Please remember to keep all documents with you all weekend!