

# ONLINE CHECK-IN INSTRUCTIONS

## 2020 Virginia Cup

All teams must upload their documents for online checkin by Wednesday, August 28<sup>th</sup>.

Once verified, Approved Rosters will be uploaded into your GotSoccer team account by Wednesday, September 2<sup>nd</sup>.

Log back into your GotSoccer team account, print 4 copies of your Approved Roster – you will turn in 1 copy 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"

Home Events Game History Email Team College Search Player Suspensions Help Log Out

Overview Team Profile Manager Coach Roster Roster History Account Assistance

Team - Boys U13  
GotSoccer TeamID # 1390993


Update Team Age and More  
View Team Rankings Page  
Team Fundraising

View/Print Team Contacts Team Info

Universal Account Create your Universal Account

Get the most out of your account  
Account Merge Tool is Now Available!  
Click Here to get started.

Event Registration History  
Items 1 - 1 of 1

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

Items 1 - 1 of 1

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

My Events Search Events Analytics

Team Hotels Rooming Sales Payment & Status Schedule Requests Misconduct Guests Support & Feedback Roster Documents Analytics

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

Application Information

Event Soccer Tournament

Confirmation#

Date Applied 6/27/2019 2:20:35 PM

Last Updated N/A

Group Boys U13

Club Name TEST TEAM

Team Name

Team State USA

Prev Year Record Wins Losses Ties

Team Colors

Alt. Colors

Preferred Flight

Player ID Numbers Default

Team Communication Preferences  
At least one contact below must be made available for the Team Chat and Team Contact function.

Team Contact

Team Coach

Team Manager

Contact Information (This Event)  
Copy from Team Contact

Organization

Contact Name

Address

City

State

Zip

Country United States

Email tbd@tbd.com

Phone

Phone 2

Mobile

Mobile Text

Fax

Save

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

My Events Search Events Analytics

Team Hotels Rooming Sales Payment & Status Schedule Requests Misconduct Guests Support & Feedback Roster Documents Analytics

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

No documents to list.

Notify Registrar No

Message

Team Status

Foreign Team: No Permission to

Medical Release (All Players) No Official Roster

Team Document Upload

File Name/Description (recommended)

Roster

Roster chosen

Player Passes

Guest Player Forms

Permission To Travel

Upload File

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      Permission to Travel: Official Roster Received  
Medical Release (All Players) No

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 No [Notify](#)

Message  
Team Status

Foreign Team: No      Permission to Travel: Official Roster Received  
Medical Release (All Players) No

Team Document Upload

File Name/Description (recommended)  
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 No [Notify](#)

Message  
Team Status

Foreign Team: No      Permission to Travel: Official Roster Received  
Medical Release (All Players) No

Team Document Upload

File Name/Description (recommended)  
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 team account. A table lists documents with columns for Document, Created, Accessed, Verified, and a Delete button. The 'APPROVED ROSTER - PRINT 4 COPIES' document is circled in red. To the right, there is a 'Notify Registrar' section with a 'Team Status' dropdown and options for 'Foreign Team' and 'Medical Release (All Players)'. Below that is a 'Team Document Upload' section with a file name field set to 'Roster', a 'Select File' button, and a 'Choose File' button.

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 2:36:53 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"/>	

## 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!