



## Online Check-in Information for Breakers Memorial Day Shootout 2019

**\*\*Please note that all rosters must be updated by Noon the Thursday before the tournament.**

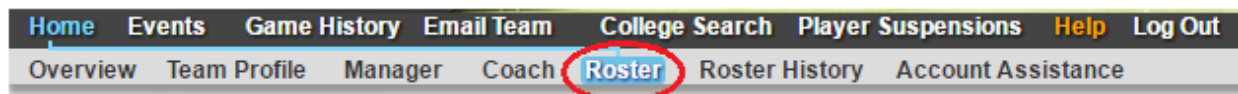
**Only players that are on your getsoccer roster by Thursday Noon will be allowed to play in the tournament.**

Teams must follow the process described below

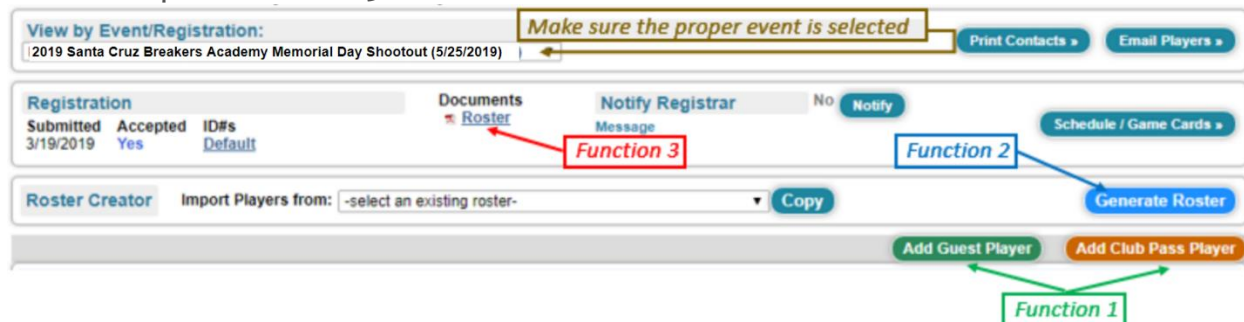
### Preparing for check-in

Login your getsoccer team account

Click on Roster



Select Breakers Memorial Day Shootout 2019 from the View by Event drop-down menu and perform the 1-3 functions.



## Function 1 – Add Guests – only if applicable

**From within your Club - these players will not need guest/loan forms**

Click on Add Guest Player and search the Club player's pool by name.

Note – use the guest's correct age

**From outside the Club – guest/loan form needed**

Guest player action

The guest player must register as a guest with the tournament.

Note - player will need his/her getsoccer player account login credentials.

Have the player follow the link below to register:

<https://www.gotsport.com/asp/players/login.asp?EventID=70534>

Your Team's Manager Action

From within your getsoccer team account, click on the Breakers Memorial Day Shootout 2019 Event and on the Guests Tab.

The screenshot shows the 'Event Registration History' page. At the top, there is a navigation bar with 'Previous Page', 'Pages: 1 2', and 'Next Page'. Below this is a table with columns: Name/Date, Type, Status, Applied, Accepted, Paid, Roster, Schedule, eTravel, and Support. The first row shows '2019 Santa Cruz Breakers Academy Memorial Day Shootout' with a status of 'Accepted' and an applied date of '09/01/2016'. Below the table is a navigation bar with tabs: Team, Hotels, Rooming, Sales, Payment & Status, Schedule, Requests, Misconduct, **Guests** (circled in red), Support & Feedback, Roster, and Documents. Below the navigation bar, the text reads 'Guest Players in 2019 Santa Cruz Breakers Academy Spring Cup' with a date range of '3/16/2019-3/17/2019'.

Identify the player, click on his/her name and under Team Assignment select your team, assign a Jersey # (not mandatory) and click the Update button

The screenshot shows the 'Team Assignment' form. It has three main sections: 'Guest Of' with a dropdown menu showing '(unassigned)', 'Guest Jersey #' with an empty text input field, and an 'Update' button. Red arrows labeled '1', '2', and '3' point to the dropdown menu, the text input field, and the 'Update' button respectively.

## Function 2 – Generate Roster

Once the guests are added, click on Generate Roster – Blue button.

You will see the list of players that will be participating in the event in the upper portion (with the option to Release) and other players in the lower portion (with the option to Add)

You can Add from the lower portion and Release from the upper portion and, in the end, the upper portion will need to include the players who will be participating.

Gender	DOB*	Date Added	
Girls	1/5/1998  (V)	6/5/2016 7:10:19 PM	<a href="#">Release</a>
Girls	7/7/1998  (V)	6/5/2016 7:10:20 PM	<a href="#">Release</a>
Girls	8/26/1998  (V)	6/5/2016 7:10:20 PM	<a href="#">Release</a>
Girls	2/22/1998  (V)	6/5/2016 7:10:19 PM	<a href="#">Release</a>
Girls	5/7/1998  (V)	6/5/2016 7:10:20 PM	<a href="#">Release</a>
Girls	6/20/1998  (V)	6/5/2016 7:10:20 PM	<a href="#">Release</a>
Girls	5/3/1999 (-1)  (V)	6/5/2016 7:10:20 PM	<a href="#">Release</a>
Girls	1/11/1998  (V)	6/5/2016 7:10:19 PM	<a href="#">Release</a>
Girls	5/27/1998  (V)	6/5/2016 7:10:20 PM	<a href="#">Release</a>
Girls	6/15/1998  (V)	6/5/2016 7:10:20 PM	<a href="#">Release</a>
Girls	1/18/1998  (V)	6/5/2016 7:10:19 PM	<a href="#">Release</a>
Girls	4/23/1998  (V)	6/5/2016 7:10:20 PM	<a href="#">Release</a>
Girls	2/13/1998  (V)	6/5/2016 7:10:19 PM	<a href="#">Release</a>
Girls	2/19/1998  (V)	6/5/2016 7:10:19 PM	<a href="#">Release</a>

ie official roster. This information can be modified from within the team or player account.

DOB	State	Updated		Last Reg.	L
12/25/1997  (V)	CAN	5/1/2015	<a href="#">Add</a>	N/A	Ok
8/28/1997  (V)	CAN	5/2/2015	<a href="#">Add</a>	8/3/2014	Ok
12/15/1997  (V)	CAN	12/17/2014	<a href="#">Add</a>	N/A	Ok
11/11/1997  (V)	CAN	6/30/2015	<a href="#">Add</a>	N/A	Ok
10/13/1999  (V)	CAN	3/7/2016	<a href="#">Add Guest</a>	N/A	Ok
10/12/1997  (V)	CAN	4/30/2015	<a href="#">Add</a>	9/18/2014	Ok
6/15/1998  (V)	CAN	2/22/2016	N/A	N/A	Ok

### Function 3 – Download Check-in Roster

Click on Roster – see red arrow (#3) above – to download the PDF Check-in Roster.

## Perform on-line check-in

Please perform the following Steps

### Step 1 – Print Check-in Forms

Print the PDF Check-in Roster

Download and Print the [Agreement Form](#) – Download from the [Website](#)

### Step 2 – Verify, update, sign and scan or take a photo of the forms

On the Check-in Roster please check-mark the fact that you have the waiver (Medical Release form) and, if applicable, the Guest Players.

### Step 3 – Upload the Check-in signed forms

Login you gotsoccer team account

Click on Breakers Memorial Day Shootout 2019

Click on Documents Tab and upload the two forms – **please give them significant names (i.e. Signed Agreement/Signed Roster)**

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

2019 Santa Cruz Breakers Academy Memorial Day Shootout  
5/25/2019-5/26/2019  
No documents to list.

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

**Team Document Upload**  
File Name/Description (recommended)  
2. Enter name of file → Signed Agreement  
Select File  
1. Choose File → Choose File signed agreement.pdf  
3. Upload File    Upload File

Upon Completion, your application Documents Section will reflect the status

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

2019 Santa Cruz Breakers Academy Memorial Day Shootout  
5/25/2019-5/26/2019

Document	Created	Accessed	Verified
<a href="#">Signed Roster</a>	9/15/2016 8:42:42 PM	9/15/2016 8:42:49 PM	<input checked="" type="checkbox"/>
<a href="#">Signed Agreement</a>	9/15/2016 8:42:29 PM	9/15/2016 8:43:01 PM	<input type="checkbox"/> Delete

**Team Status**  
Foreign Team: No    Permission to Travel: No  
Medical Release (All Players): No    Official Roster Received: Yes  
Documentation Notes  
The Agreement is not signed.

**Team Document Upload**  
File Name/Description (recommended)  
Select File  
Choose File No file chosen  
Upload File

In the example above, your Roster has been verified but the agreement you uploaded was not signed – a note will point out the problem. We'll use the Medical Release Status for the Agreement. You can also see if we got to Accessing/Verifying your docs by looking at the Accessed Time Stamp (circled in Blue).

**Please do not call/email before you check the status online.**

## Step 4 – Completion

Once both documents show as Verified, you are checked in.

*The verification is done by a person and it will not happen once you submit the forms. Please check periodically and do not call/email as soon as you uploaded the docs.*

To make sure you are OK follow these steps to...

### Verify your Check-in Status

Log in

Click on Breakers Memorial Day Shootout 2019 in you gotsoccer team account Event

Click on Documents Tab

You should see the Verified check-boxes marked and the Status for ML and Roster = Yes:

2019 Santa Cruz Breakers Academy Memorial Day Shootout  
5/25/2019-5/26/2019

Document	Created	Accessed	Verified
<a href="#">Signed Roster</a>	9/15/2016 8:42:42 PM	9/15/2016 8:42:49 PM	<input checked="" type="checkbox"/>
<a href="#">Signed Agreement</a>	9/15/2016 8:42:29 PM	9/15/2016 8:43:01 PM	<input checked="" type="checkbox"/>

**Team Status**

Foreign Team:	<input type="checkbox"/> No	Permission to Travel:	<input type="checkbox"/> No
Medical Release (All Players)	<input checked="" type="checkbox"/> Yes	Official Roster Received	<input checked="" type="checkbox"/> Yes

## Tournament Weekend

30 minutes prior to each game have the team check in with the field marshals or referees. The passes will be checked against the roster as for any league game.

**Important Note – Only players on the game card (roster) will be allowed to play.**