



Online Check-in Instructions for Breakers Halloween Cup

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

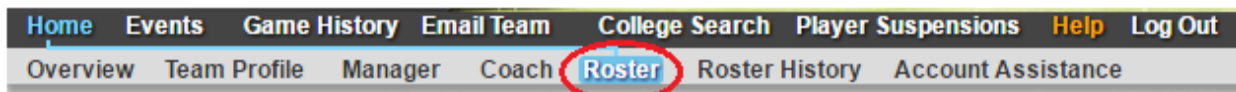
Only players that are on your gotsoccer roster by Thursday Noon will be allowed to play in the tournament.

Teams must follow the process described below

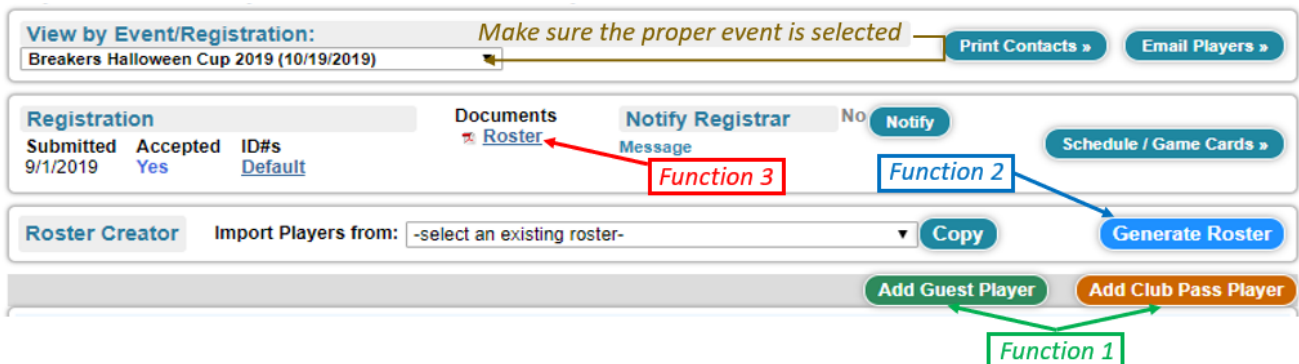
Preparing for check-in

Login your gotsoccer team account

Click on Roster



Select Breakers Halloween Cup 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 gotsoccer player account login credentials.

Have the player follow the link below to login his/her gotsoccer player account:

<https://www.gotsport.com/asp/players/login.asp>

Click on Events



Events

Click on Search Event

Search Events

Enter a few letters of the tournament in the Tournament Name field and click on GO
Search for a Tournament

Enter as many or as few search criteria as desired and click Go.

Date Range

May 2019



to Any Date



State



Tournament Name



Go

Click the GO button to list tournaments.

Click on Register as Guest Player and on the next Screen on Submit Application

Apply as a Guest Player

Submit Application

Your Team's Manager Action

From within your gotsoccer team account, click on the Breakers Halloween Cup Event and on the Guests Tab.

Name/Date	Type	Status	Applied	Accepted	Paid	Notify	Roster	Schedule	eTravel	Support	Misconduct:Y/R
Breakers Halloween Cup 2019 10/19/2019 - 10/20/2019	Tournament	Accepted	09/01/2019	Yes	Yes		Default	View	Request	Request	

[Team](#)
[Hotels](#)
[Rooming](#)
[Sales](#)
[Payment & Status](#)
[Schedule](#)
[Requests](#)
[Misconduct](#)
[Guests](#)
[Support & Feedback](#)
[Roster](#)
[Documents](#)
[Analytics](#)

Breakers Halloween Cup 2019
10/19/2019-10/20/2019

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

Team Assignment

Guest Of	(unassigned) ▼	← 1
Guest Jersey #	<input type="text"/>	← 2
	Update	← 3

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	Release
Girls	7/7/1998 (V)	6/5/2016 7:10:20 PM	Release
Girls	8/26/1998 (V)	6/5/2016 7:10:20 PM	Release
Girls	2/22/1998 (V)	6/5/2016 7:10:19 PM	Release
Girls	5/7/1998 (V)	6/5/2016 7:10:20 PM	Release
Girls	6/20/1998 (V)	6/5/2016 7:10:20 PM	Release
Girls	5/3/1999 (-1) (V)	6/5/2016 7:10:20 PM	Release
Girls	1/11/1998 (V)	6/5/2016 7:10:19 PM	Release
Girls	5/27/1998 (V)	6/5/2016 7:10:20 PM	Release
Girls	6/15/1998 (V)	6/5/2016 7:10:20 PM	Release
Girls	1/18/1998 (V)	6/5/2016 7:10:19 PM	Release
Girls	4/23/1998 (V)	6/5/2016 7:10:20 PM	Release
Girls	2/13/1998 (V)	6/5/2016 7:10:19 PM	Release
Girls	2/19/1998 (V)	6/5/2016 7:10:19 PM	Release

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	Add	N/A	Ok
8/28/1997 (V)	CAN	5/2/2015	Add	8/3/2014	Ok
12/15/1997 (V)	CAN	12/17/2014	Add	N/A	Ok
11/11/1997 (V)	CAN	6/30/2015	Add	N/A	Ok
10/13/1999 (V)	CAN	3/7/2016	Add Guest	N/A	Ok
10/12/1997 (V)	CAN	4/30/2015	Add	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 Halloween Cup

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**

Breakers Halloween Cup 2019

10/19/2019-10/20/2019
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

Upon Completion, your application/Documents Section will reflect the status

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

Breakers Halloween Cup 2019

10/19/2019-10/20/2019
No documents to list.

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

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

Team Document Upload

File Name/Description (recommended)

Select File

Choose File No file chosen

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 Halloween Cup in you gotsoccer team account Event

Click on Documents Tab

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

The screenshot shows a navigation menu with tabs: Team, Hotels, Rooming, Sales, Payment & Status, Schedule, Requests, Misconduct, Guests, Support & Feedback, Roster, and Documents. The 'Documents' tab is active. Below the menu, the title 'Breakers Halloween Cup 2019' is displayed with the dates '10/19/2019-10/20/2019' and the text 'No documents to list.' Below this is a table with columns: Document, Created, Accessed, and Verified. The 'Verified' column contains checkboxes, which are highlighted with a yellow box. The table lists two documents: 'Signed Roster' and 'Signed Agreement'. To the right of the table is a 'Team Status' section with two rows: 'Foreign Team:' and 'Medical Release (All Players)'. Each row has two columns with 'Yes' or 'No' buttons. The 'Medical Release (All Players)' row has 'Yes' buttons in both columns, which are highlighted with a yellow box.

Document	Created	Accessed	Verified
Signed Roster	9/15/2016 8:42:42 PM	9/15/2016 8:42:49 PM	<input checked="" type="checkbox"/>
Signed Agreement	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.