Online Check-in Information for Sunnyvale Medina

**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.

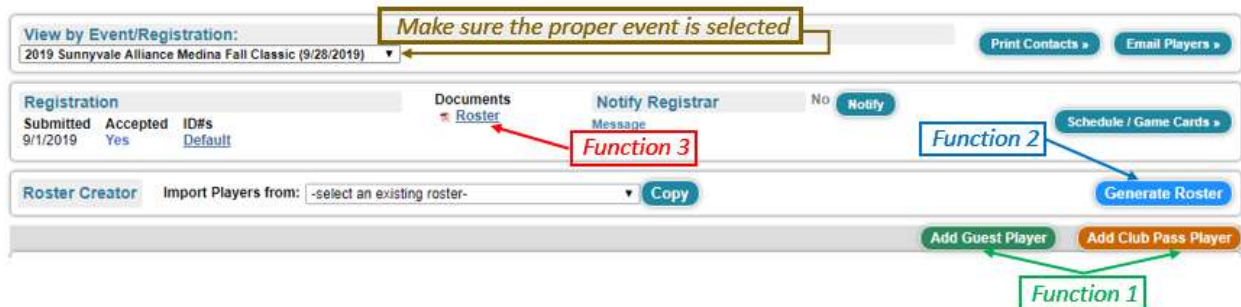## Teams must follow the process described below

Preparing for check-in

Login your gotsoccer team account
Click on Roster

Select Medina Fall Classic 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 Club Pass Player (preferred) and search the Club player's pool by name.
Note – use COMPLETE First, Last Name and 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	State	Tournament Name	
September 2019 ▼ to Any Date ▼	▼	Medina	Go

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 Medina Event and on the Guests Tab.

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

2019 Sunnyvale Alliance Medina Fall Classic
9/28/2019-9/29/2019

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

Function 2 – Generate Roster

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

If the Generate Roster button is not available, disregard and continue.

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

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

Upon Completion, your application Documents Section will reflect the status

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 Medina Fall Classic 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:

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.