



Online Check-in Information for 2020 Copa/Copita Surf Events

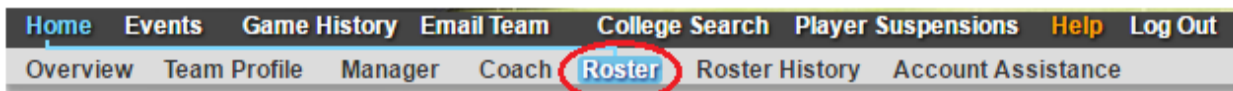
****Please note that all rosters must be updated by Noon the Thursday before the tournament. Only players that are on your getsoccer roster by Thursday Noon will be allowed to play in the tournament.**

Teams must follow the process described below

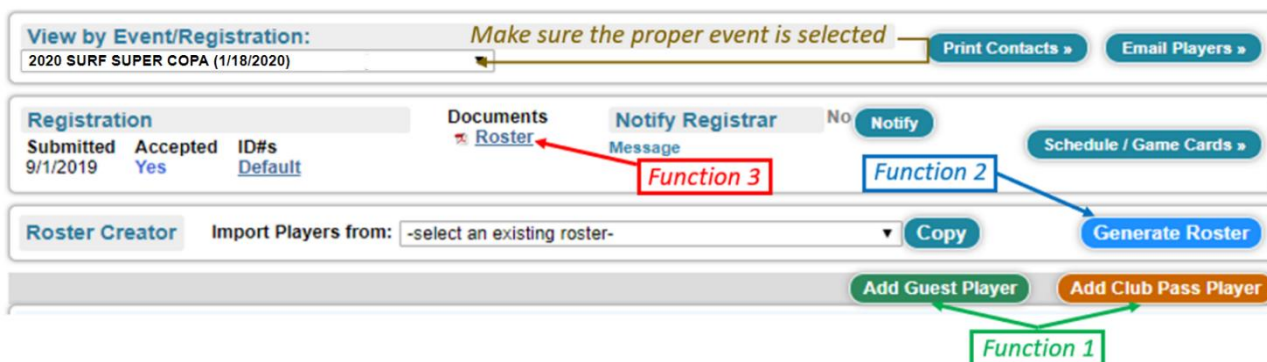
Preparing for check-in

Login your getsoccer team account

Click on Roster



Select 2020 Surf Copa Event 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 and search the Club players pool by name.

Note – use the guest’s correct age and complete Full First and Last Names in the search fields.

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 a 2020 Copa/Copita Surf Event and then on the Guests Tab.

Event Registration History											
Items 1 - 10 of 12 Select the 2020 SURF SUPER COPA from your events list below... « Previous Page Pages: 1 2 Next Page »											
Name/Date	Type	Status	Applied	Accepted	Paid	Roster	Schedule	eTravel	Support		
 2020 SURF SUPER COPA 1/18/2020 - 1/20/2020	Tournament	Accepted	09/01/2016	Yes	Yes	Default	View	Request	Request		

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

Guest Players in 2020 SURF SUPER COPA
 1/18/2020-1/20/2020

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	<input type="text" value="(unassigned)"/>	▼	
Guest Jersey #	<input type="text"/>		
	<input type="button" value="Update"/>		

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. If the Generate Roster button is missing, skip to next step.

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 to download the PDF Check-in Roster.

Documents

[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 getsoccer team account

Click on a 2020 Copa/Copita Surf Event

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

2020 SURF SUPER COPA
1/18/2020-1/20/2020
No documents to list.

Team Status	
Foreign Team:	No
Medical Release (All Players)	No
Permission to Travel:	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

2020 SURF SUPER COPA
1/18/2020-1/20/2020

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"/> Delete

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

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

Login you getsoccer team account

Click on 2020 Copa/Copita Surf Event

Click on Documents Tab

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

The screenshot shows a navigation menu at the top 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 page title is '2020 SURF SUPER COPA' with a sub-header '1/18/2020-1/20/2020'. A table lists documents with columns for Document, Created, Accessed, and Verified. The 'Verified' column contains checkboxes, both of which are checked and highlighted with a green box. To the right, a 'Team Status' section shows 'Foreign Team:' with a 'No' button and 'Medical Release (All Players)' with a 'Yes' button. 'Permission to Travel:' has a 'No' button and 'Official Roster Received' has a 'Yes' button. The 'Yes' buttons are highlighted with green boxes.

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:

Medical Release (All Players)

Permission to Travel:

Official Roster Received

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.