



## Online Check-in Information for 2019 Copa/Copita Surf

**\*\*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 2019 Surf Copa Event from the View by Event drop-down menu and perform the 1-3 functions.

**View by Event/Registration:**  
2018 COPA SURF - Olders Qualifier (3/2/2018) Print Contacts » Email Players »

**Registration**  
Submitted 1/14/2018 Accepted Yes ID#s [Default](#)  
Documents [Roster](#) Notify Registrar No Notify Schedule / Game Cards »  
Message

**Roster Creator** Import Players from:  Copy Generate Roster

Add Guest Player Add Club Pass Player

## 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 getsoccer player account login credentials.

Have the player follow the link below to register:

Super Copa

<https://www.gotsport.com/asp/players/login.asp?EventID=66190>

Copita Younger – D3

<https://www.gotsport.com/asp/players/login.asp?EventID=70007>

Copita Youngers Qualifier

<https://www.gotsport.com/asp/players/login.asp?EventID=66189>

Copa Olders Qualifier

<https://www.gotsport.com/asp/players/login.asp?EventID=66188>

*Your Team’s Manager Action*

From within your getsoccer team account, click on the Copa/Copita Event and on the Guests Tab.

	Name/Date	Type	Status	Applied	Accepted	Paid
	<b>2018 COPA SURF - Olders Qualifier</b> 3/2/2018 - 3/4/2018	Tournament	Accepted	02/13/2018	Yes	Yes

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

Guest Players in 2018 COPA SURF - Olders Qualifier  
3/2/2018-3/4/2018

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
	<input type="button" value="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.

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	<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 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 Copa Event

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** Analytics

2018 COPA SURF - Olders Qualifier  
3/2/2018-3/4/2018  
No documents to list.

Notify Registrar No **Notify**

Message

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)  
Signed Agreement

Select File

**Choose File** Signed Agreement.pdf

**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**

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

Login you gotsoccer team account

Click on 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 is a table with columns: Document, Created, Accessed, and Verified. Two rows are shown: 'Signed Roster' and 'Signed Agreement'. The 'Verified' column for both rows contains a checked checkbox. To the right of the table is a 'Team Status' section with two rows: 'Foreign Team:' with a 'No' status and 'Medical Release (All Players)' with a 'Yes' status. The 'Permission to Travel:' and 'Official Roster Received' sections also show 'Yes' status.

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