







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 gotsoccer roster by Thursday Noon will be allowed to play in the tournament.

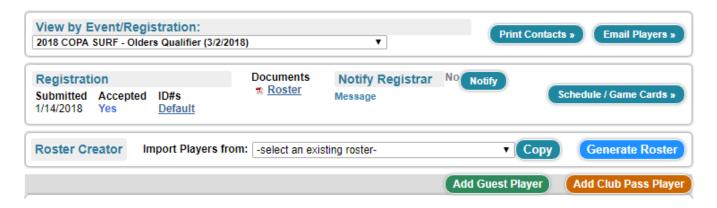
Teams must follow the process described below

Preparing for check-in

Login your gotsoccer team account Click on Roster



Select 2019 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 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 gotsoccer team account, click on the Copa/Copita Event and on the Guests Tab.

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



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.

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 <mark>♣ (V)</mark>	6/5/2016 7:10:19 PM	Release
Girls	7/7/1998 <mark>≜(V)</mark>	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 A (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 A (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 A (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.	Lo
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	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

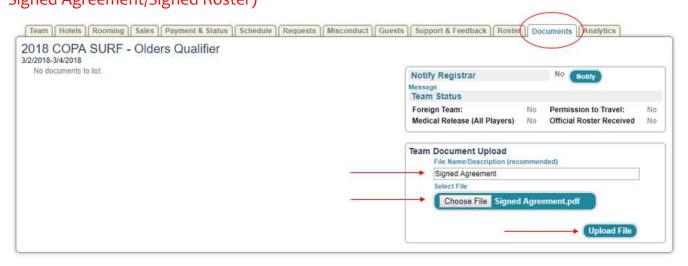
On the Check-in Roster please check-mark the fact that you have the waiver (Medical Release form) and, if applicable, the Guest Players.

Step 3 – Upload the Check-in signed forms

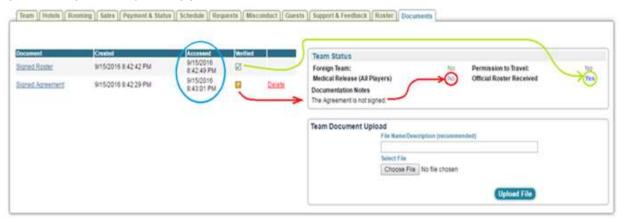
Login you gotsoccer team account

Click on Copa Event

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



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

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:



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.