



Online Check-in Information for Foothill Classic

****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

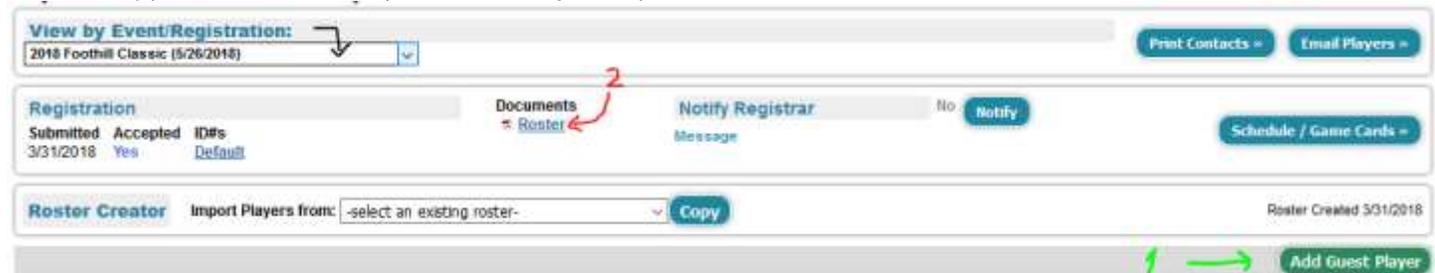
Preparing for check-in

Login your gotsoccer team account

Click on Roster



Select Foothill Classic from the View by Event drop-down menu and perform function 1 (if necessary) and function 3(which is required).



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 players 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 register:

<https://www.gotsport.com/asp/players/login.asp?EventID=65472>

Your Team’s Manager action

From within your gotsoccer team account, click on the Foothill Classic and on the Guests Tab.

Name/Date	Type	Status	Applied	Accepted	Paid	Notify	Roster	Schedule	eTravel	Support	Misconduct/V.R.
2018 Foothill Classic 5/26/2018 - 5/27/2018	Tournament	Accepted	03/31/2018	Yes	Yes		Created (TB)	View	Request	Request	

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[Misconduct](#)
[Guests](#)
[Support & Feedback](#)
[Roster](#)
[Documents](#)
[Analytics](#)

Guest Players in 2018 Foothill Classic

5/26/2018-5/27/2018

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) ▼
Guest Jersey #	<input type="text"/>
Update	

Verify Guests are added

Once the guests are added, scroll down to make sure they are not left below the line.

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

DOB	State	Updated		Last Reg.
12/25/1997 (V)	CAN	5/1/2015	Add	N/A
8/28/1997 (V)	CAN	5/2/2015	Add	8/3/2014
12/15/1997 (V)	CAN	12/17/2014	Add	N/A
11/11/1997 (V)	CAN	6/30/2015	Add	N/A
10/13/1999 (V)	CAN	3/7/2016	Add Guest	N/A
10/12/1997 (V)	CAN	4/30/2015	Add	9/18/2014
6/15/1998 (V)	CAN	2/22/2016	N/A	N/A

Function 2 – Download Check-in Roster

Click on Roster – see red arrow(#2) 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 picture 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 – See [Sample Check-in Roster](#).

Step 3 – Upload the Check-in signed forms

Login you gotsoccer team account

Click on Foothill Classic Event

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

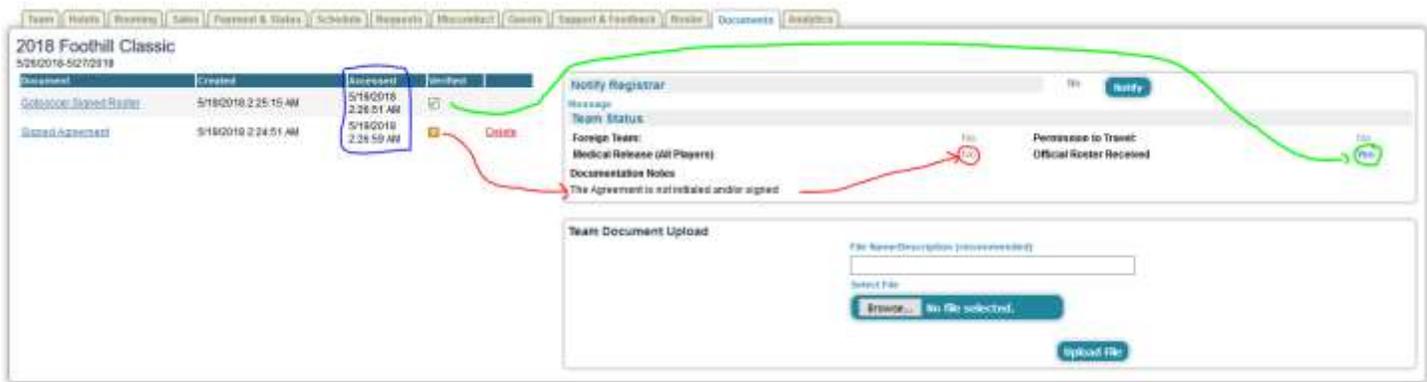
The screenshot shows the '2018 Foothill Classic' interface. At the top, there are navigation tabs: Teams, Rosters, Rosters, Teams, Payment & Status, Schedule, Requests, Miscellaneous, Events, Support & Feedback, Roster, Documents (highlighted in red), and Analytics. Below the tabs, the page title is '2018 Foothill Classic' with the dates '5/26/2018-02/27/2018' and 'No documents to list'. The main content area is divided into two sections. The top section is 'Notify Registrar' with a 'Notify' button. Below it is a table with columns for 'Foreign Team' and 'Medical Release (All Players)'. The bottom section is 'Team Document Upload' with a 'File Name/Description (recommended)' input field containing 'Signed Agreement', a 'Select File' button, a 'Browse...' button with the file name 'Foothill_Check-in_Agreement.pdf', and an 'Upload File' button. Red arrows and numbers 1, 2, and 3 point to the 'Browse...' button, the 'Signed Agreement' text, and the 'Upload File' button respectively.

Upon Completion, your application Documents Section will reflect the status – initially with  in the Verified Column.

At this point, give us time to verify the documents – do not call/email as soon as you uploaded them.

You can follow the verification process by visiting the Documents Section of your application periodically. We'll do verifications once or twice/day.

In the example below, 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).



Step 4 – Completion

Once both documents show as Verified, you are checked in.

Rehashing! - 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 ..

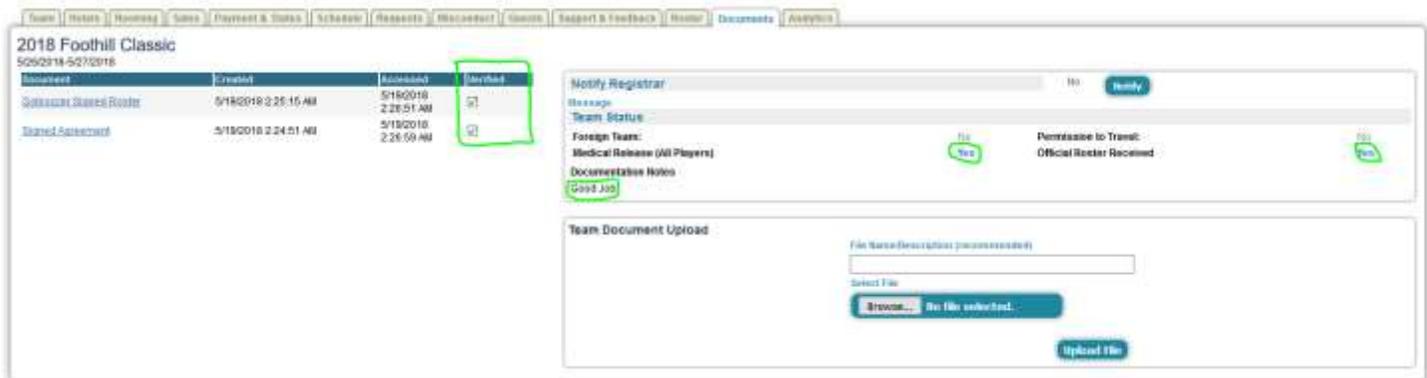
Verify your Check-in Status

Login you gotsoccer team account

Click on Foothill Classic Event

Click on Documents Tab

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



Step 5 (If needed) – Updates/Corrections

You can update your roster all the way through the Thursday deadline. If you need to do it, repeat the steps described above and upload the updated roster or the corrected document – Please name it in a suggestive way – i.e. Updated Roster, Corrected Agreement.



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.