

# MVLA BAY AREA WINTER CUP



## Online Check-in Information for 2018 MVLA Bay Area Winter Cup

**\*\*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

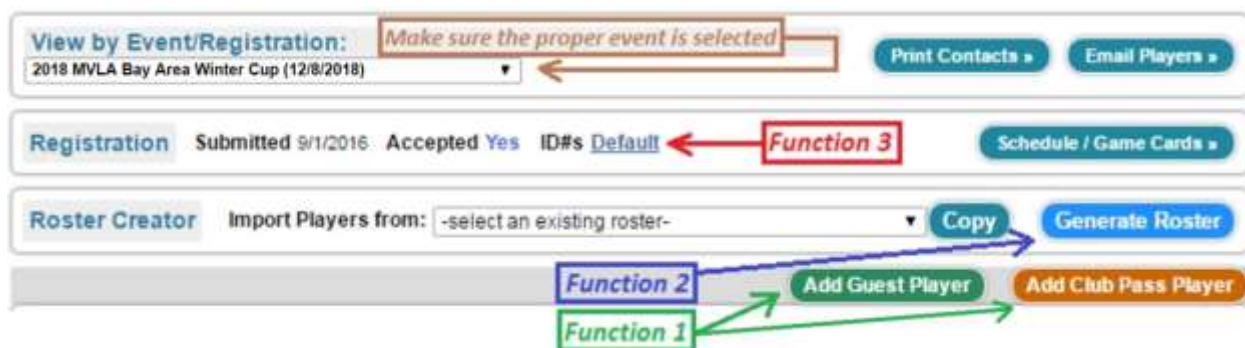
### Preparing for check-in

Login your gotsoccer team account

Click on Roster



Select 2018 MVLA Bay Area Winter Cup 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) or Add Guest Player and search the Club player's 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 getsoccer player account login credentials.

Have the player follow the link below to register:

<https://www.gotsport.com/asp/players/login.asp?EventID=65482>

#### Your Team's Manager Action

From within your getsoccer team account, click on the 2018 MVLA Bay Area Winter Cup Event and on the Guests Tab.

The screenshot shows the 'Event Registration History' page. At the top, there is a search bar with the text 'Select the 2018 MVLA Bay Area Winter Cup from your events list below...'. Below this is a table with columns: Name/Date, Type, Status, Applied, Accepted, Paid, Roster, Schedule, eTravel, and Support. The first row shows '2018 MVLA Bay Area Winter Cup' with a date of '12/8/2018 - 12/9/2018', Type 'Tournament', Status 'Accepted', Applied '09/01/2016', Accepted 'Yes', Paid 'Yes', Roster 'Default', and buttons for 'View', 'Request', and 'Request'. Below the table is a navigation bar with tabs: Team, Hotels, Rooming, Sales, Payment & Status, Schedule, Requests, Misconduct, **Guests** (circled in red with an arrow pointing to it), Support & Feedback, Roster, and Documents. Below the navigation bar is the heading 'Guest Players in 2018 MVLA Bay Area Winter Cup' with the date '12/8/2018-12/9/2018'.

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

The screenshot shows the 'Team Assignment' form. It has three rows: 'Guest Of' with a dropdown menu showing '(unassigned)', 'Guest Jersey #' with an empty input field, and an 'Update' button. Red arrows with numbers 1, 2, and 3 point to the dropdown menu, the input field, and the Update button respectively.

## Function 2 – Generate Roster – if Function is not available skip to Function 3

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.

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

Verify all the players are on the 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 2018 MVLA Bay Area Winter Cup

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

2018 MVLA Bay Area Winter Cup  
12/8/2018-12/9/2018  
No documents to list.

Team Status	Yes	No
Foreign Team:	No	Yes
Medical Release (All Players)	No	Yes
Permission to Travel:	Yes	No
Official Roster Received	Yes	No

Team Document Upload

File Name/Description (recommended)

1. Enter name of file → Signed Agreement

Select File

2. Choose File → Choose File: signed agreement.pdf

3. Upload File

Upload File

Upon Completion, your application Documents Section will reflect the status

2018 MVLA Bay Area Winter Cup  
12/8/2018-12/9/2018

Document	Created	Accessed	Verified
Signed Roster	9/15/2018 8:42:42 PM	9/15/2018 8:42:49 PM	Yes
Signed Agreement	9/15/2018 8:42:29 PM	9/15/2018 8:43:01 PM	No

Team Status

Foreign Team:	Yes	No
Medical Release (All Players)	No	Yes
Permission to Travel:	Yes	No
Official Roster Received	Yes	No

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 2018 MVLA Bay Area Winter Cup Event

Click on Documents Tab

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



Document	Created	Accessed	Verified
Roster/Roster	9/15/2018 8:42:42 PM	9/15/2018 8:42:49 PM	<input checked="" type="checkbox"/>
Roster/Agreement	9/15/2018 8:42:29 PM	9/15/2018 8:43:01 PM	<input checked="" type="checkbox"/>

Team Status	
Foreign Team:	<input type="checkbox"/> No
Medical Release (All Players)	<input checked="" type="checkbox"/> Yes
Permission to Travel: Official Roster Received	<input checked="" type="checkbox"/> 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.**