



## Online Check-in Information for 2017 Stanford Classic

**\*\*Please note that all rosters must be updated by Noon the Thursday before the tournament.**

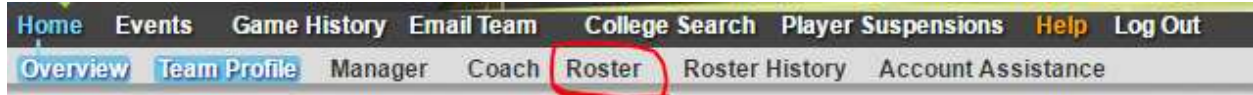
**Only players that are on your gotsoccer roster by Thursday Noon will be allowed to play in the tournament.**

Teams must follow the process described below

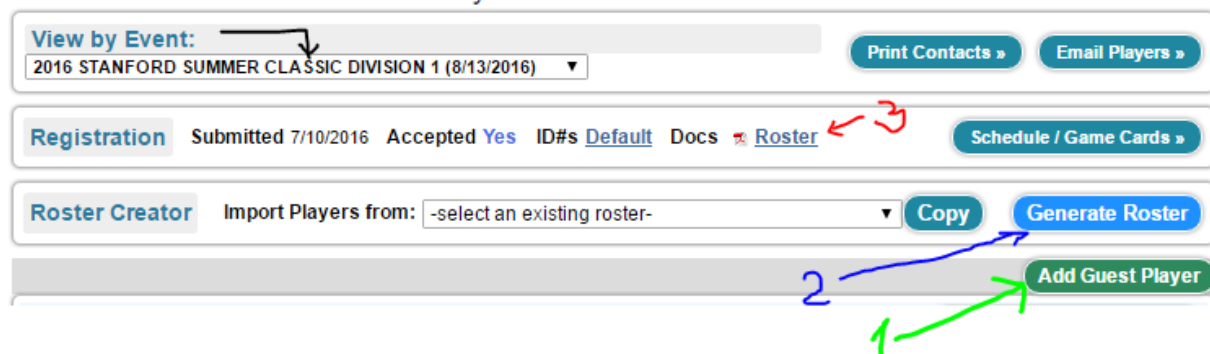
### Preparing for check-in

Login your gotsoccer team account

Click on Roster



Select Stanford Classic (D1/D3) 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 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 corresponding link below to register:

<https://www.gotsport.com/asp/players/login.asp?EventID=57824> – D1

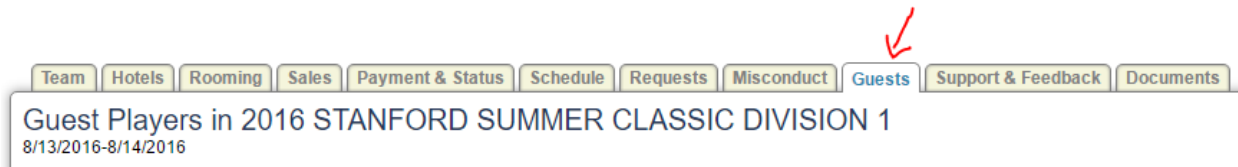
<https://www.gotsport.com/asp/players/login.asp?EventID=57825> – D3

### Your Team's Manager action

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



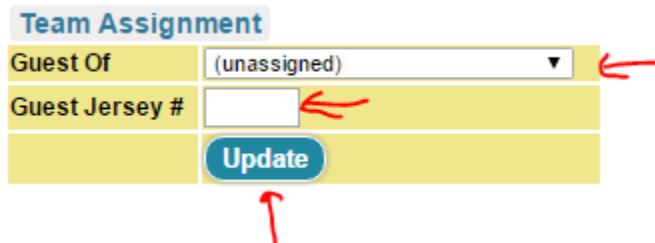
Name/Date	Type	Status	Applied	Accepted	Paid	Roster	Schedule	eTravel	Support
 2016 STANFORD SUMMER CLASSIC DIVISION 1 8/13/2016 - 8/14/2016	Tournament	Accepted	07/10/2016	Yes	Yes	Default	<a href="#">View</a>	<a href="#">Request</a>	<a href="#">Request</a>




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

Guest Players in 2016 STANFORD SUMMER CLASSIC DIVISION 1  
8/13/2016-8/14/2016

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 #:

**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.

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 – 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 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 Stanford Classic (D1/D3) Event

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

2016 STANFORD SUMMER CLASSIC DIVISION 1  
8/13/2016-8/14/2016  
No documents to list

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    Stanford Cha...reement.pdf  
Upload File

Upon Completion, your application Documents Section will reflect the status

2016 STANFORD SUMMER CLASSIC DIVISION 1  
8/13/2016-8/14/2016

Document	Created	Accessed	Verified
Signed Roster	7/31/2016 10:22:52 PM	7/31/2016 10:23:55 PM	<input checked="" type="checkbox"/>
Signed Agreement	7/31/2016 10:22:13 PM	7/31/2016 10:24:34 PM	<input type="checkbox"/>

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 Stanford Classic (D1/D3) 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
<a href="#">Crush_07_Roster</a>	8/3/2016 6:19:05 PM	8/4/2016 2:59:57 PM	<input checked="" type="checkbox"/>
<a href="#">Crush_07_Roster Check in Agreement</a>	8/3/2016 6:18:17 PM	8/4/2016 2:59:59 PM	<input checked="" type="checkbox"/>

**Team Status**

Foreign Team:  No  Yes

Medical Release (All Players)  Yes  No

Permission to Travel:  No  Yes

Official Roster Received  Yes  No

### 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.**