



## Online Check-in Information for SURF CHAMPIONS CUP 2019

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

**Only players that are on your gotsoccer roster by Wednesday 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 SURF CHAMPIONS CUP 2019 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 (preferred) or Add Guest Player and search the Club player's pool by name. Make sure you use FULL First and Last Names in the search fields.

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 login his/her getsoccer player account:

<https://www.gotsport.com/asp/players/login.asp>

Click on Events



Events

Click on Search Event

**Search Events**

Enter a few letters of the tournament in the Tournament Name field and click on GO  
**Search for a Tournament**

Enter as many or as few search criteria as desired and click Go.

Date Range

May 2019



to

Any Date



State



Tournament Name



**Go**

Click the GO button to list tournaments.

Click on Register as Guest Player and on the next Screen on Submit Application

**Apply as a Guest Player**

**Submit Application**

*Your Team's Manager Action*

From within your gotsoccer team account, click on the SURF CHAMPIONS CUP 2019 Event and on the Guests Tab.

Name/Date	Type	Status	Applied	Accepted	Paid	Notify
 SURF CHAMPIONS CUP 2019 - A PREMIER ELITE RANKED EVENT! 9/28/2019 - 9/29/2019	Tournament	Accepted	08/21/2019	Yes	Yes	

« Previous F

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

SURF CHAMPIONS CUP 2019 - A PREMIER ELITE RANKED EVENT!  
9/28/2019-9/29/2019

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 # ← 2

Update ← 3

## Function 2 – Generate Roster

Once the guests are added, click on Generate Roster – Blue button.








If the Generate Roster button is not available, disregard and continue.

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 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 SURF CHAMPIONS CUP 2019

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

The screenshot shows the 'Documents' tab selected in the navigation menu. The main content area displays 'No documents to list'. Below this is the 'Team Document Upload' section, which includes a form for uploading a signed agreement. The form has a text input field with the placeholder '2. Enter name of file' containing 'Signed Agreement', a 'Select File' button, and a 'Choose File' button with 'signed agreement.pdf' selected. There is also an 'Upload File' button.

Upon Completion, your application Documents Section will reflect the status

The screenshot shows the 'Documents' tab with a list of documents. The 'Signed Roster' document is highlighted with a blue circle, and the 'Signed Agreement' document is highlighted with a red circle. The 'Team Status' section shows 'Medical Release (All Players)' as 'No' and 'Permission to Travel: Official Roster Received' as 'Yes'. The 'Documentation Notes' section shows 'The Agreement is not signed'.

Document	Created	Accessed	Verified
Signed Roster	8/15/2018 8:42:42 PM	8/15/2018 8:42:48 PM	<input checked="" type="checkbox"/>
Signed Agreement	8/15/2018 8:42:29 PM	8/15/2018 8:43:01 PM	<input type="checkbox"/>

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

Log in

Click on SURF CHAMPIONS CUP 2019 in you gotsoccer team account Event

Click on Documents Tab

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

The screenshot shows the 'Documents' tab for the event 'SURF CHAMPIONS CUP 2019 - A PREMIER ELITE RANKED EVENT!'. It displays a table of documents and a 'Team Status' section.

Document	Created	Accessed	Verified
Waiver Consent	8/15/2018 8:42:42 PM	8/15/2018 8:42:49 PM	<input checked="" type="checkbox"/>
Waiver Acknowled	8/15/2018 8:42:28 PM	8/15/2018 8:43:01 PM	<input checked="" type="checkbox"/>

**Team Status**

Foreign Team:	<input type="checkbox"/>	Permission to Travel:	<input type="checkbox"/>
Medical Release (All Players)	<input checked="" type="checkbox"/>	Official Roster Received	<input checked="" type="checkbox"/>

## 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.**