TEAM CHECK-IN INFORMATION

ONLINE CHECK-IN: Deadline to submit documents for online checkin is Friday, July 10th

ROSTER REQUIREMENTS

- Utah teams must create an Official UYSA Tournament Roster with player photos that lists every player, including guest players and tournament only players, and coach.
- Out of state teams must present one copy of an official player roster AND laminated photo player cards for each player and coach at tournament check-in. ***This year checkin is online ONLY.
- Guest Players: See Rules Sheet.
    - For every guest player on the roster (Utah teams and out of state teams), the following forms must be completed with all required signatures and submitted at tournament check-in: ***This year checkin is online ONLY.

1. A state approved registration form with consent for medical treatment
2. UYSA Specialty Player Action Form (Guest Player section completed). (The Specialty Player Action form is available at admin.com/assets/985/15/specialty_player_action_2011-2.pdf)
3. Out of state teams must also present a laminated photo player cards for each guest player.

- Tournament Only Players: Laminated UYSA player cards are required for tournament only players, and must be presented at tournament check-in. ***This year checkin is online ONLY.
- Registered Coaches: IT IS STRONGLY ADVISED THAT EVERY TEAM HAVE MORE THAN ONE LICENSED, REGISTERED COACH ON THEIR TEAM ROSTER. Any team playing a game without an officially rostered coach present will forfeit that game.
- <mark>Multi-Rostering of Players is not allowed.</mark> If a player is found to have played on more than one team, all games the player participated in will be forfeited.
- Medical Release Documents: Team managers must have all player medical release documents in their possession at each game.

CHECK-IN PROCEDURE

- Tournament Check-In: Upload your documents to GotSoccer by Friday, July 10th with the following information:

Utah teams:

To complete online check-in please follow these instructions:

1. Log into your GotSoccer Team Account

2. Click on the event located under "Event Registration History"

3. Click on the "Documents" tab on the far right

4. Load Documents

The following documents must be uploaded into your team's GotSoccer account no later than July 10th.

***We will go over all documents and email APPROVED ROSTERS back to you

***Please have 1 copy of the approved roster available for every game (BRING 6 COPIES)

Below are the required documents you will need to upload:

1. Official Tournament Roster (see instructions to create a Tournament Roster in Affinity)
2. UYSA player cards for any tournament only players
3. Specialty Player Action Forms for all guest players (properly completed and signed by parent, player, and coaches)
4. Covid-19 Best Practices Agreement - https://www.smcsoccer.com/wp-content/uploads/2020/07/Utah-Invitational-Covid-19-Best-Practices-Agreement-Coaches-and-Managers_.pdf

Out of state teams:

To complete online check-in please follow these instructions:

1. Log into your GotSoccer Team Account

2. Click on the event located under "Event Registration History"

3. Click on the "Documents" tab on the far right

4. Load Documents

The following documents must be uploaded into your team's GotSoccer account no later than July 10th.

***We will go over all documents and email APPROVED ROSTERS back to you

***Please have 1 copy of the approved roster available for every game (BRING 6 COPIES)

Below are the required documents you will need to upload:

1. Official team roster from your club or league registrar
2. Player cards
3. Specialty Player Action Forms for all guest players
4. Covid-19 Best Practices Agreement - https://www.smcsoccer.com/wp-content/uploads/2020/07/Utah-Invitational-Covid-19-Best-Practices-Agreement-Coaches-and-Managers_.pdf

HOW TO CREATE AN OFFICIAL TOURNAMENT ROSTER IN UYSA/AFFINITY:

1. Go to www.utahyouthsoccer.net.
2. Login in under Member Login which is located on the top right hand of the UYSA homepage.
3. You will now be on the "My Account" page. Click the Teams tab, click on the "Team Info" link to the right of the team name.
4. Click on the Tournament Roster tab, and then "Create New Request".
5. Fill out tournament information with the following:

Tournament Name: UTAH Invitational 2020

Federation: UYSA

Event Start Date: July 15, 2020 End Date: July 18, 2020

City: Orem

State: Utah

Postal Code: 84097

Director First Name: John

Director Last Name: Faircloth

Director Phone: 540-238-7638

Email: john@smcsoccer.com

1. Click on "Save".
2. Next, click on Roster below the Tournament Roster tab. You can delete administrators and players by clicking on the red X next the admin/player's name. To add a guest player click the Add Player/Admin Inside Org at the bottom right hand side of the screen. Choose the Roster Role from the drop down and enter the ID Number and click "Save & Continue." Jersey numbers can also be added along with player positions on the roster page. Always click "Save & Continue" after each addition or change.
3. Click "Save & Continue." Make sure at the upper right next to Status, it says, "Accepted."

4. If you add a guest player or a tournament player the status will say borrowed. If the player is a guest player, you must submit a completed Specialty Action Form with their coach's signature at

the tournament check in. If this player is a tournament only player the tournament only card must be submitted at check in. ***This year checkin is online ONLY. (Specialty Action Form)

1. Once you've made all the roster changes/additions, click on "Submit and Review" on the purple line.
2. Click on "Submit" and click on the "Submit Application" button.
3. Click on the "Review" Button, and select "Print Photo Roster" button to print photo roster.
4. A photo roster will be created with pictures. On the "Select a format" pull down menu at the top, select PDF, then click on "Export."
5. A formatted photo roster is now on your screen and can be printed using your print driver.

To make changes to your tournament roster:

1. Login in to your UYSA account.
2. Click the Teams tab, then the "Team Info" link to the right of the team name.
3. Click on the Tournament Roster tab, and then under "Utah Invitational 2020," click the "Edit Application" button.
4. Click Roster below the Tournament Roster tab. From this page, you can make any necessary roster changes.
5. Click "Save & Continue."
6. Follow steps 12-14 above to print the photo roster.