

# ONLINE CHECK-IN INSTRUCTIONS

## 2021 Florida Extreme Cup

All teams must upload their documents for online checkin by Wednesday, September 15<sup>th</sup>.

Once verified, Approved Rosters will be uploaded into your GotSoccer team account by Wednesday, September 22<sup>nd</sup>.

Log back into your GotSoccer team account, print 4 copies of your Approved Roster – you will turn in 1 copy to the referee at each game



**LAKEWOOD RANCH, FL**

# STEP BY STEP INSTRUCTIONS

1. Log into your GotSoccer TEAM ACCOUNT
2. Click on the event located under "Event Registration History"

The screenshot shows the GotSoccer Team Account page for "Team - Boys U13". The navigation bar includes links like Home, Events, Game History, Email Team, College Search, Player Suspensions, Help, and Log Out. Below the navigation bar, there are links for "Universal Account" and "Create your Universal Account". A sidebar on the left contains a message about the "Account Merge Tool". The main content area features the "Event Registration History" section with a table of items. The first item, "Soccer Tournament", is circled in red. The table has columns for Name/Date, Type, Status, Applied, Accepted, Paid, Notify, Roster, Schedule, and eTravel.

Name/Date	Type	Status	Applied	Accepted	Paid	Notify	Roster	Schedule	eTravel
Soccer Tournament 6/8/2020 - 6/9/2020	Tournament	Pending	06/27/2019	No	No		Default	<a href="#">View</a>	<a href="#">Request</a>

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

The screenshot shows the GotSoccer Team Account page with the "Documents" tab selected. The page displays "Application Information" for the "Soccer Tournament" event, including details like Confirmation#, Date Applied, Last Updated, Group, Club Name, Team Name, Team State, and Prev Year Record. There are also sections for "Team Colors", "Alt. Colors", "Preferred Flight", and "Player ID Numbers". On the right side, there is a "Contact Information (This Event)" section with fields for Organization, Contact Name, Address, City, State, Zip, Country, Email, Phone, Mobile, and Fax. The "Documents" tab is circled in red.

4. Select Roster under the dropdown on the right side of the page

The screenshot shows the GotSoccer Team Account page with the "Documents" tab selected. The page displays "Application Information" for the "Soccer Tournament" event. On the right side, there is a "Team Document Upload" section. A dropdown menu is open, showing options like "Roster", "Player Passes", "Guest Player Forms", and "Permission To Travel". The "Roster" option is circled in red. Below the dropdown, there is a "chosen" button and an "Upload File" button.

5. Click “Choose File” and select the file of your roster on your computer, then click upload file. BE SURE TO CROSS OFF ANY PLAYERS NOT PARTICIPATING, AND HANDWRITE IN GUEST PLAYERS ON THE ROSTER BEFORE UPLOADING

The screenshot shows the 'Soccer Tournament' page for the period 6/8/2020-6/9/2020. The 'Documents' tab is selected in the top navigation bar. On the left, it says 'No documents to list.' On the right, there is a 'Notify Registrar' section with a 'No' status and a 'Notify' button. Below that is a 'Team Document Upload' section. It includes a dropdown menu for 'File Name/Description (recommended)' with 'Roster' selected. There is a 'Select File' link, a 'Choose File' button (circled in red), and a message 'No file chosen'. At the bottom right of this section is an 'Upload File' button (also circled in red).

6. Your roster will now appear on the left side of the page. Repeat Step 5 with your player passes, guest player forms (if applicable), and permission to travel (if applicable). At this point you have completed online checkin. BE SURE TO MARK THROUGH OR REMOVE PLAYER PASSES OF ANY PLAYERS NOT PARTICIPATING.

This screenshot shows the 'Soccer Tournament' page with the 'Roster' document uploaded. The 'Documents' tab is still selected. On the left, a table lists the documents:

Document	Created	Accessed	Verified	
<a href="#">Roster</a>	6/27/2019 2:27:11 PM	N/A		<a href="#">Delete</a>

The 'Roster' row is circled in red. On the right, the 'Notify Registrar' section shows 'No' for 'Foreign Team' and 'Medical Release (All Players)'. The 'Team Document Upload' section is also visible, showing 'Roster' as the selected file.

This screenshot shows the 'Soccer Tournament' page with multiple documents uploaded. The 'Documents' tab is selected. On the left, a table lists the documents:

Document	Created	Accessed	Verified	
<a href="#">Player Passes</a>	6/27/2019 2:35:53 PM	N/A		<a href="#">Delete</a>
<a href="#">Roster</a>	6/27/2019 2:27:11 PM	N/A		<a href="#">Delete</a>

The entire table is circled in red. On the right, the 'Notify Registrar' section shows 'No' for 'Foreign Team' and 'Medical Release (All Players)'. The 'Team Document Upload' section is also visible.

7. Once verified, Tournament Staff will upload your APPROVED ROSTER to your GotSoccer team account. Please log back into your GotSoccer team account, download and print 4 copies of your APPROVED ROSTER. You will turn in 1 copy of your roster to the referee at each game.

Soccer Tournament  
6/8/2020-6/9/2020

Document	Created	Accessed	Verified	
<a href="#">APPROVED ROSTER - PRINT 4 COPIES</a>	6/27/2019 2:39:02 PM	N/A		<a href="#">Delete</a>
<a href="#">Player Passes</a>	6/27/2019 2:35:53 PM	6/27/2019 2:39:18 PM		
<a href="#">Roster</a>	6/27/2019 2:27:11 PM	6/27/2019 2:40:12 PM		

**Notify Registrar**

Message  
**Team Status**

Foreign Team: No  
Medical Release (All Players) No

**Team Document Upload**

File Name/Description (recommended)  
Roster

Select File  
[Choose File](#) No file chosen

[Upload File](#)

## NECESSARY DOCUMENTS

1. Approved/Certified Roster from your State/National Association **\*\*Please list jersey numbers for all players\*\***
2. Player Passes
3. Guest Player Forms (if applicable)
4. Permission To Travel (not required for clubs in Florida or US Club teams)

In addition to the above documents, the team's coach must bring the **Medical Release Forms** with them to each game.

## WHAT YOU NEED AT THE FIELDS

- You must use the roster that you print from your team account with APPROVED on the bottom.
- You must have jersey numbers for all players on your roster.
- Once you have printed your APPROVED roster, you do not need to check-in your team at the HQ tent before going to fields.
- If you have any changes to your roster, please stop by HQ tent before going to fields.

*You may not make changes to your roster after your first game.*

**\*\*\*We do not need to see Medical Release Forms at registration, however it is mandatory that each player have a completed Medical Release form with them at each game.**

**\*\*\*No player can play on more than 1 team at any point during the tournament.**

# OTHER IMPORTANT INFORMATION

## MAX ROSTER SIZE

U9-U10: 12 players

U11-U12: 16 players

U13-U19: 22 players

## GUEST PLAYERS

To add guest players to your roster, write the guest players information below the existing rostered players. The minimum required information for each player on the roster is Name, Date of Birth, player ID number, Uniform number, and Gender.

## ROSTERS

A team must provide us with an approved roster from either a US Soccer affiliated state association (Ex. Us Club, USYSA, SAY, USSSA, AYSO, etc). Rosters must include all guest players and must mark out any players not attending the tournament. To add guest players to your roster, write the guest players information below the existing rostered players. The minimum required information for each player on the roster is Name, Date of Birth, player ID number, Uniform number, and Gender.

## PLAYER PASSES

A team must have player passes for all players on their roster. All guest players must have player passes from the same sanctioning organization as the team's roster. For example, a player carded under US Youth Soccer cannot play with a US Club sanctioned roster and vice versa. No roster may be comprised of players with different passes from different sanction organizations.

## MEDICAL RELEASE FORMS

We do not need to see Medical Release Forms at registration, however it is mandatory that each player have a completed Medical Release form with them at each game.

\*\*\*Please remember to keep all documents with you all weekend!