

# Team Check-In Instructions

All teams must check-in their teams via email by midnight, Wednesday, October 27<sup>th</sup>. To check-in your team via email, please read the instructions below. Tournament Staff will go over all documents and email your approved roster back to you between October 27<sup>th</sup> and November 3<sup>rd</sup>..

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## INSTRUCTIONS

After you have gathered the documents listed on the right, please do the following:

1. If these documents are in paper format, scan the documents to your computer in PDF format so that you can email them.
2. Document #1 should contain your state approved roster.
3. Document #2 should contain all your player passes.
4. Document #3 should contain your guest player forms (if applicable).
5. Document #4 should contain your permission to travel form (if applicable).
6. Setup your email such that subject line states: Tournament- FULL CLUB AND TEAM NAME / Age Group /Gender.
7. Email the document to the address below

EMAIL: [onlinecheckin@smcsoccer.com](mailto:onlinecheckin@smcsoccer.com)

## DO NOT EMAIL INCOMPLETE CHECK-INS

**No more than 5 guest players for U9-U19!  
No player can play for more than 1 team at any point during the tournament!**

**Please read thoroughly through the rules!**

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

## ROSTERS

A team must provide an approved roster from either a US Youth Soccer affiliated state association (example – Alabama Youth Soccer) or from US Club Soccer. 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 full name, unique jersey number, player identification number and birthday below the existing rostered players.

## PLAYER PASSES

A team must email us all the player passes for all players on their roster. It is important that you send us the side of the player pass that shows picture and date of birth. All guest players must have player passes from the same sanctioning organization as the team roster. **For example, a player carded under US Youth Soccer affiliated organizations cannot guest play with a US Club sanctioned roster and vice versa.** No roster may be comprised of players with different passes from different sanctioning organizations

## MEDICAL RELEASE FORMS

You do not need to submit medical release forms for online check-in. However, you do need to have completed medical release forms for each player with you at every game.

