

USC SHOWCASE CENTRAL CHECK-IN INSTRUCTIONS

Date of Event: April 21-22, 2018

ALL TEAMS MUST CHOOSE ONE OF THE TWO OPTIONS TO COMPLETE MANDATORY CHECK-IN

Option 1: CHECK-IN VIA GOTSOCCER

- **Deadline:** Monday, April 16, 2017 by 9:00 AM (Eastern Time) **NO EXCEPTIONS**
- Teams that complete online registration will receive a Confirmation Email **by Wednesday, April 18, 2017 at 5:00 p.m.** Confirmation Email will be sent to the email address listed as "Primary Contact" for this specific event. Please do not send individual inquiries prior to the deadline.
- **ROSTER UPDATES (If applicable):**
 - Must notify Jessica via email at jgillespie@elitetournaments.com. After confirmation of your initial check-in, your roster is locked and you will need to contact Jessica to confirm your updated roster.
- Online registration documents must include:
 - Team Information Sheet
 - State/Club Approved Roster (NOT the GotSoccer roster)
 - Current Player Cards
 - Permission to Travel form – If outside of Region 2 (See Commonly Asked Questions)

Directions to Complete Online Check-In:

1. Fill out and save the PDF labeled "Team Information Sheet" [[CLICK HERE](#)]
 - a. NOTE: Mac users - Please fill out form using Adobe Reader and NOT Preview
2. Teams must provide state/club approved roster and current player cards, including guest player cards [SCAN FRONT].
3. Submission process:
 - a. **SCAN** each document.
 - b. **SAVE** each document type as an individual **PDF** as they will be uploaded separately.
 - i. Please use descriptive titles so you will know which files to upload.
 - ii. Please upload all player cards as one PDF document.
 - c. **UPLOAD** the documents to GotSoccer
 - Log in to your team's GotSoccer page with your username and password.
 - Select USC Showcase Central.
 - Select the "Documents" tab.
 - Select the labels from the drop-down list in the "Team Document Upload" box and upload the appropriate files.

Option 2: CHECK-IN ON-SITE

- **Date:** Saturday, April 21, 2017
- **Time:** ONE (1) hour prior to the start of your team's first game
- **Location:** Headquarters Room at Elizabethtown Sports Park
- **Address:** 1401 West Park Road, Elizabethtown, KY 42701

On-site Check-In Required Documents:

- **Two** copies of your State Association, League, or US Club approved roster
- Current player passes for all members of the team (including guest players)
- Medical release forms for all members of the team (including guest players)
- Guest players full name, unique jersey number, player identification number and date of birth to the bottom of the existing approved roster
- Permission to Travel form, IF OUTSIDE OF REGION 2 (SEE COMMONLY ASKED QUESTIONS)

Commonly Asked Questions

How do I add a guest player?

Step 1: OBTAIN the guest player's card and medical release form.

Step 2: ADD the guest player by handwriting full name, unique jersey number, player identification number, and date of birth to the bottom of the existing approved roster.

Step 3: SCAN and COMBINE into a PDF document (online only).

Can I have different player passes from different organizations?

Mixed rosters will **NOT** be allowed – NO exceptions. US Club teams may only take a guest player registered under US Club Soccer. USYSA teams may only take guest players registered with properly stamped USYSA player pass cards.

How do I add a guest player after I submitted my online registration?

Contact Jessica at jgillespie@elitetournaments.com to add guest players online. If the online check-in deadline has passed, a team manager or coach must attend on-site check-in to add a guest player to their team's roster. You will need to upload an updated roster with the guest player's information on it (jersey #, name, birth date, player ID #) and upload their player card (either separately or with the rest). Please let me know when this has been completed.

Permission to travel forms are NOT required for teams in Region 2, which includes the following states:

Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin

What if I cannot personally make it to on-site check-in?

Any representative of the team (coach, assistant coach, manager, or parent) may complete the check-in process.