

EMPIRE CUP COLLEGE SHOWCASE - GIRLS WEEKEND CHECK-IN INSTRUCTIONS

Date of Event: May 11-12, 2019

Option 1: CHECK-IN VIA GOTSOCCER

- **Deadline:** Monday, May 6, 2019 by 10:00 AM (Eastern Time) **NO EXCEPTIONS**
- Teams that complete online registration will receive a confirmation email **by Wednesday, May 8, 2019 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 Alison via email at akrizmanich@elitetournaments.com. After confirmation of your initial check-in, your roster is locked, and you will need to contact Alison to confirm your updated roster. Deadline to make changes is **Wednesday, May 8, 2019 at 12:00 pm.**
- Online registration documents must include:
 - Team Information Sheet
 - State/Club Approved Roster
 - Current Player Cards
 - Permission to Travel form – If outside of Region 1 (See Commonly Asked Questions)
 - *Do NOT upload team Medical Releases

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 Empire Cup College Showcase (Girls)
 - 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, May 11, 2019
- **Time:** ONE (1) hour prior to start of your team's first game
- **Location:** Headquarters Tent at Batavia Sports Park
- **Address:** 8069 Bank Street Road, Batavia, NY 14020

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 1 (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.

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?

Prior to the check-in deadline, an updated roster with the guest player's information on it (jersey #, name, birth date, player ID #) and their player card (either separately or with the rest) will need to be uploaded to GotSoccer. You MUST inform Alison at akrizmanich@elitetournaments.com when this has been completed.

Permission to travel forms are NOT required for teams in Region 1, which includes the following states:

Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York East/West, Pennsylvania East/West, Rhode Island, Vermont, Virginia, West Virginia

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.