

# SAC COLUMBUS DAY CHECK-IN INSTRUCTIONS

Date of Event: October 7-8, 2017

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

### Option 1: CHECK-IN VIA GOTSOCCER

- **Deadline:** Monday, October 2, 2017 by 9:00 AM (Eastern Time) **NO EXCEPTIONS**
- Teams that complete online registration will receive a Confirmation Email **by Wednesday, October 4, 2017 at 5:00 p.m.** Confirmation Email will be sent to the email address listed as "Primary Contact" for this specific event.
- **ROSTER UPDATES (If applicable):**
  - Must notify Scott via email at [sniles@elitetournaments.com](mailto:sniles@elitetournaments.com). After initial check-in, your roster is locked and you will be unable to update your roster if you do not contact Scott.
- 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)

### **Directions to Complete Online Check-In:**

1. Fill out and save the PDF labeled "SAC Columbus Day 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 SAC United Premier Columbus Day Tournament.
    - 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:** Friday, October 6 2016
- **Time:** 4:00-9:00pm
- **Location:** Elite Tournaments Office
- **Address:** 9160 Rumsey Road, Suite B3, Columbia, MD 21045

### **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 players 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 Scott at [sniles@elitetournaments.com](mailto:sniles@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 order to add a guest player to their team's roster.

### **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.