Southampton Cup FL CHECK-IN INSTRUCTIONS

Date of Event: December 8-9th, 2018

ALL TEAMS MUST COMPLETE MANDATORY ONLINE CHECK-IN

CHECK-IN VIA GOTSOCCER

- **Deadline**: Monday December 3rd, 2018 by 7:00 PM (Eastern Time) **NO EXCEPTIONS**

- Teams that complete online registration will receive a Confirmation Email **by Wednesday December 5th 2018 at 10:00 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):**
    - <u>Must</u> notify Dominic via email at dominic@gotsoccer.com. After confirmation of your initial check-in, your roster is locked and you will need to contact Dominic 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 1 (See Commonly Asked Questions)
    - *Do NOT upload your team's 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 Tournament name.
        - Select the "Documents" tab.
        - Select the labels from the drop-down list in the "Team Document Upload" box and upload the appropriate files.

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. No Birth Certificates will be allowed due to Sanctioning and Insurance policies. ALL PLAYERS must have a valid pass.

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

Contact Dominic via email at Dominic@GotSoccer.com to add guest players online. 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. Deadline to make changes is 10pm on Weds night prior to the start of the Tournament weekend.

Permission to travel forms are NOT required for teams in the South Region