

CHESAPEAKE KICKOFF CHECK-IN INSTRUCTIONS

Date of Event: August 17-18, 2019

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

Option 1: CHECK-IN VIA GOTSOCCER

- **Deadline:** Monday, August 12, 2019 by 9:00 AM (Eastern Time) **NO EXCEPTIONS**

- Teams that complete online registration will receive a confirmation email **by Wednesday, August 14, 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 initial check-in, your roster is locked, and you will be unable to update your roster if you do not contact Alison. Deadline to make changes is **Wednesday, August 14, 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)

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 7th Annual Chesapeake Kickoff.
 - 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, August 17, 2019
- **Time:** ONE (1) hour prior to start of first game
- **Location:** Headquarters at Covenant Park
- **Address:** 4560 Centennial Lane, Ellicott City, MD 21042

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 Alison via email at akrizmanich@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. You will need to upload an updated roster with the guest player's information on it (name, jersey #, date of birth, player ID #) and upload their player card (either separately or with the rest). Please let Alison know 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.