

# EMPIRE CUP SPRING CLASSIC CHECK-IN INSTRUCTIONS

Date of Event: May 18-19, 2019

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

### Option 1: CHECK-IN VIA GOTSOCCER

- **Deadline:** Monday, May 13, 2019 by 9:00 AM (Eastern Time) **NO EXCEPTIONS**
  
- Teams that complete online registration will receive a confirmation email **by Wednesday, May 15, 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](mailto: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 15, 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 Spring Classic
    - 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 18, 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](mailto: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.