



Online Check-in Information for SAN JOSE CITY CUP

**** Please note that all rosters must be updated by Noon the Thursday before the tournament.**
****Only players that are on your getsoccer roster by Thursday Noon will be allowed to play in the tournament.**

A. Preparing for check-in

1. Log into your GotSoccer TEAM ACCOUNT
2. Click on the event located under “Event Registration History”

The screenshot shows the GotSoccer website interface. The 'Event Registration History' table is visible, with the following data:

Name/Date	Type	Status	Applied	Accepted	Paid	Notify	Roster	Schedule	eTravel	Support	Misconduct/YR
San Jose City Cup 3/21/2020 - 3/22/2020	Tournament	Applied	02/16/2020	No	Yes		Default	View	Request	Request	

A red arrow points to the 'San Jose City Cup' event in the table.

3. Click on the “Roster” tab on the far right

The screenshot shows the GotSoccer website interface with the 'Roster' tab selected. The 'Roster' tab is circled in red, and a red arrow points to it. The page displays the 'San Jose City Cup' event details and the 'Contact Information (This Event)' form.

Application Information

Event: San Jose City Cup

Confirmation#: [Redacted]

Date Applied: [Redacted]

Last Updated: [Redacted]

Group: [Redacted]

Club Name: [Redacted]

Team Name: [Redacted]

Team State: [Redacted]

Prev Year Record: Wins Losses Ties

Team Colors: [Redacted]

Alt. Colors: [Redacted]

Preferred Flight: [Redacted]

Player ID Numbers: Default

Team Communication Preferences

At least one contact below must be made available for the Team Chat and Team Contact function.

Team Contact

Team Coach

Team Manager

Contact Information (This Event)

Copy from Team Contact

Organization: [Redacted]

Contact Name: [Redacted]

Address: [Redacted]

City: [Redacted]

State: [Redacted]

Zip: [Redacted]

Country: United States

Email: [Redacted]

Phone: [Redacted]

Phone 2: [Redacted]

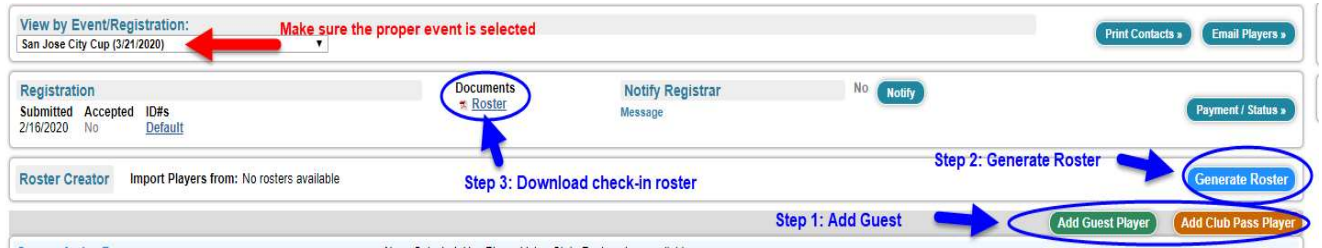
Mobile: [Redacted]

Mobile Text: [Redacted]

Fax: [Redacted]

Save

4. Select San Jose City Cup from the View by Event drop-down menu and perform Step 1,2 & 3



Step 1 – Add Guests – only if applicable

From within your Club – these players will no need guest/loan forms

Click on Add Guest Player and search the Club player’s pool by name.

Note – use the guest’s correct age

From outside the Club – guest/loan form needed

Player’s must go through their individual player account and register for the event as a guest before you will be able to add them. For help on that visit the GotSoccer help article [here](#): Once the player has registered as a guest, [click here](#) to view how to find them and add them to your tournament roster.

Step 2 – Generate Roster

Once the guests are added, click on Generate Roster – Blue button.

Now that you have all the players added, you may need to remove one or two that are not playing for you in this tournament, or that are no longer on the team.

You will see a “Deactivate” button to remove any player from the tournament roster only.

Player ID	L.Name	F.Name	ID#	Jrsy#	Gender	DOB*	Date Added	Release	Deactivate	Status
					Boys		2/17/2020 1:54:34 AM	Release	Deactivate	P
					Boys		2/17/2020 1:54:33 AM	Release	Deactivate	P
					Boys		2/17/2020 1:54:33 AM	Release	Deactivate	P
					Boys		2/17/2020 1:54:34 AM	Release	Deactivate	P
					Boys		2/17/2020 1:54:33 AM	Release	Deactivate	P
					Boys		2/17/2020 1:54:33 AM	Release	Deactivate	P
					Boys		2/17/2020 1:54:33 AM	Release	Deactivate	P
					Boys		2/17/2020 1:54:33 AM	Release	Deactivate	P
					Boys		2/17/2020 1:54:34 AM	Release	Deactivate	P
					Boys		2/17/2020 1:54:34 AM	Release	Deactivate	P
					Boys		2/17/2020 1:54:33 AM	Release	Deactivate	P

between player age and team age shown in parentheses if applicable.

Step 3 – Download Check-in Roster

Click on Roster – see blue arrow (Step 3) above – to download the PDF Check-in Roster.

B. Perform Online Check-In

Please perform the following Steps

Step 1 – Print Check-in Forms

Print the PDF Check-in Roster

Download and Print the Agreement Form – Download from the Website

Step 2 – Verify, update, sign and scan or take a photo of the forms

On the Check-in Roster please check-mark the fact that you have the waiver (Medical Release form) and, if applicable, the Guest Players.

Step 3 – Upload the Check-in signed forms

Login your getsoccer team account

Click on San Jose City Cup

Click on “Document” tab and upload the two forms – **please give them significant names (i.e. Signed Agreement/Signed Roster)**

The screenshot shows the 'Documents' tab in the team management system. The page title is 'San Jose City Cup' with the date range '3/21/2020-3/22/2020'. Below the title, it says 'No documents to list.' To the right, there is a 'Notify Registrar' section with a 'Notify' button. Below that is a 'Team Status' table:

Message	No	Notify
Team Status		
Foreign Team:	No	Permission to Travel:
Medical Release (All Players)	No	Official Roster Received

Below the table is the 'Team Document Upload' section. It includes a 'Document Upload cutoff is: 3/21/2020'. There is a text input field for 'File Name/Description (recommended)'. Below the input field is a 'Select File' button with a 'Choose File' button next to it. The text 'No file chosen' is displayed. To the right of the 'Choose File' button is an 'Upload File' button. Red arrows and numbers indicate the steps: '1. Choose File' points to the 'Choose File' button, '2. Enter file name (i.e. Signed Agreement/ Signed Roster)' points to the text input field, and '3. Upload File' points to the 'Upload File' button.

Step 4 - Completion

Once both documents show as Verified, you are checked in.

The verification is done by a person and it will not happen once you submit the forms.

Please check periodically and do not call/email as soon as you upload the docs.

To make sure you are OK following these steps to...

Verify your Check-in Status

1. Login your getsoccer team account
2. Click on San Jose City Cup Event
3. Click on “Documents” tab
4. You should see the Verified check-boxes marked and the Status for MR and Roster = Yes

C. Tournament Weekend

30 minutes prior to each game have the team check in with the field marshals or referees. The passes will be checked against the roster as for any league game.

Important Note – Only players on the game card (roster) will be allowed to play.