



## Online Check-in Information for Champions 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 noon Thursday will be allowed to play in the tournament. Teams must follow the process described below

### Preparing for check-in

#### Step 1. Login your getsoccer team account

Click on "Roster"

#### Step 2 – Generate Roster

Click on Generate Roster – Blue button.

You will see the list of players that will be participating in the event in the upper portion (with the option to Release) and other players in the lower portion (with the option to Add) You can Add from the lower portion and Release from the upper portion and, in the end, the upper portion will need to include the players who will be participating.

#### Step 3 – Download Check-in Roster

Click on [Roster](#) to download the PDF Check-in Roster.

### Perform on-line check-in

Please perform the following Steps

#### Step 1 – Print Check-in Forms

Print the PDF Check-in Roster

Print the PDF US Club Roster

Download and Print the Agreement Form – Download from the Website

#### Step 2 – Verify, update, sign and scan 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 and then sign form at the bottom.

#### Step 3 – Upload the Check-in signed forms

Login you getsoccer team account

Click on Champions Cup Event

Click on Documents Tab and upload the 3 forms

**US Club Roster**

**Gotsoccer Roster** (check off and signed)

**Check In Agreement** (initialed and signed)

Please give them significant names (i.e. Agreement Form/Roster)

#### Step 4 - Completion

Upon completion, please click "Yes" next to NOTIFY Registrar and add message that "Forms have been uploaded"

Once the 3 documents show as Verified, you are checked in.

Tournament Weekend 30 minutes prior to each game have the team check in with the field marshals. The passes will be checked against the roster as for any league game. Please make sure you get the goodie-bag prior to your first game. Important Note – Only players on the game card (roster) will be allowed to play.