

# Lititz Summer Showcase July 28 & 29 2018 TEAM CHECK IN OPTIONS

(ALL ROSTERS AND PLAYER PASSES MUST BE 2017/2018!!)

## ELECTRONIC CHECK IN ONLY:

Check in by: Wednesday July 25, 2018 by 5pm latest

- We will not accept electronic check in after 7/25/2018 at 5pm. There will be no exceptions and extensions allowed! In case of an emergency that interferes with using this method – please contact our Coordinator at [robeth01@ptd.net](mailto:robeth01@ptd.net)
- Teams that are missing registration documents will be notified.
- You do not need to submit your Medical Release Forms, however you should have them with you during the tournament.
- To add a Guest Player, see bottom of page before choosing an option to complete.

## OPTION 1 - CHECK IN VIA ONLINE AT GOTSOCCKER.COM:

Documents that must be included for online check in: Approved/Stamped EPYSA Roster, & PDF of player passes) – see below:

1. Log into your Team Account using [GotSoccer.com](http://GotSoccer.com)
2. Click “Lititz Summer Showcase 2018” from list of Events
3. Click on the Documents tab (located to the right on the tournament page)
4. In the Team Document Upload section, choose a type of document to upload, browse to your PDF, select Upload.

File Name/Description (recommended)

Roster

Select File

Browse... No file selected.

Upload File

5. Repeat for other required documents (in File Name dropdown select)

## **OPTION 2 - CHECK IN VIA EMAIL:**

Once your team's check in is complete, you will receive a confirmation email.

Documents that must be included in each email: Team Information Sheet, Approved/Stamped EPYSA Roster, & PDF of player passes – see below:

1. Complete **Team Information Form** which you can find under "Team Check In" at <http://www.lititzsummershowcase.org/team-check-in-process/>. Save changes as a PDF.
2. Gather the following documents:
  - a. A copy of each player's pass and each carded coach pass (*front only*)
  - b. A copy of each guest player's player passes (*ONLY front must be copied*)
  - c. Preferably in the same order as listed on the EPYSA roster
3. After you have gathered the appropriate documents to register your team, please follow the following instructions:
  - a. Scan each document and save the files as a PDF.
  - b. Combine all files before sending into ONE document.
  - c. Email the document to [checkin@lititzsummershowcase.org](mailto:checkin@lititzsummershowcase.org)
    - i. In the subject line of the email include the following: Club Name, Team name, and Gender/Age Group.

## **How do I add a guest player?**

**Step 1:** Obtain the guest player's current player card and medical release form

**Step 2:** Manually write the guest player at the bottom of the roster. Please include their full name, unique jersey number (if available), player ID number and birthday below the existing rostered players.

**Step 3:** Scan and combine into a single PDF document.

**\*\* NOTE:** Since we are offering electronic check in, there will be NO in-person check ins on Saturday.

PLEASE CONTACT Team Check in Coordinator, Bob Sandkuhler at [robeth01@ptd.net](mailto:robeth01@ptd.net) with any questions.