

# Check In Procedures

- ★ Each participating team must be affiliated with the USSF, either US Youth Soccer (USYS) or US Club Soccer (USCS).
- ★ Teams must provide the items listed below for electronic registration/check in and follow the procedures outlined below.
- ★ **Check in must be completed by SATURDAY, JULY 20 @ 11:59PM.**

## REQUIRED DOCUMENTS

1. **state approved rosters**
  - a. The roster must be an official, signed/stamped roster provided by USCS or USYS.
  - b. Referees and/or Tournament Officials may and will examine player passes and the Tournament roster prior to, during, or after any match.
  - c. All players must have a number listed on the roster.
  - d. Any players not attending should be crossed off (pen/pencil) the roster.
  - e. A maximum of 18 players may participate per game.
2. **player and coach passes**
  - a. Player and Coach passes must have a photo.
  - b. Any adult in the team area must have a pass.
  - c. *Primary* passes are required for all players.
3. **team info sheet**
4. **permission to travel** forms if required by your state association

## SUBMITTING DOCUMENTS

1. [Login](#) to your GotSoccer account used to register for the tournament.
2. Click on "Lititz Summer Showcase 2019" under "Event Registration History"
3. Click on the "Documents" tab on the page that opens.
4. Under "Team Document Upload" choose a "File Name/Description" from the dropdown.
5. Click "Choose File" and select the file that matches what you selected in the dropdown.
6. Click "Upload File"
7. Repeat steps 4-6 for all required files.

- ★ Do NOT upload individual files for each pass. Scan them as a group and save as a PDF.
- ★ Do NOT email your documents. Submit through GotSoccer.

## CHECKING DOCUMENTS/APPROVAL

- ★ We will check documents throughout the week. You will know your documents were viewed because there either be a message (in GotSoccer) that they were approved or what corrections are needed.
- ★ **If there are corrections to make,**
  - you will receive a generic email instructing you to login to GotSoccer.
  - in GotSoccer, there will be details on what we may need.
- ★ **If your documents are approved,**
  - there will be a green check mark beside those documents in GotSoccer
  - you will receive an email saying so.
- ★ **The emails are generic.**

# Check In Procedures

- They are sent to all approved teams or teams with corrections.
- They are not specific to your team and will not detail any changes you need to make in the email. You need to login to GotSoccer.
- If you have more than one team, you need to login and check.

## **ADDING GUEST PLAYERS**

1. Write the name/ID #/jersey # of any guests at the bottom of the roster.
2. Obtain their player pass and include it with the other passes.

## **MAKING CHANGES**

- ★ **If your documents were already checked**, email Nate.
  - Do NOT make any changes without notifying the tournament.
  - You may be required to re-upload documents to GotSoccer.
- ★ **If your documents were not already checked**, upload the latest version of the documents.

**QUESTIONS? Nate Davis ([nathaniel.omar.davis@gmail.com](mailto:nathaniel.omar.davis@gmail.com))**