Bixby Highlanders Cup 2021 Check-in Instructions

Date of Event: February 12-14th, 2021

ALL TEAMS MUST COMPLETE MANDATORY ONLINE CHECK-IN

CHECK-IN VIA GOTSOCCER

- **Deadline**: Friday, February 5th, 2021 by 10:00 PM (Eastern Time) **NO EXCEPTIONS**

- Teams that complete online registration will receive a Confirmation Email by Wednesday Feb 10th, 2021 at 10:00 p.m. A 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 GotSoccer via email at checkin@gotsoccer.com. After confirmation of your initial check-in, your roster is locked and you will need to contact GotSoccer to confirm your updated roster.

- Online registration documents must include:
    - Approved Roster (USYS or US Club)
    - Current Player Cards
    - Permission to Travel form (if needed- not required for US Club or in-state teams)
    - Guest player form (if needed)

Directions to Complete Online Check-In:

1. Fill out and save the document labeled "Team Information Sheet"
2. Teams must provide state/club approved roster and current player cards, including guest player cards.
3. Submission process:
    a. **SCAN** each document.
    b. **SAVE** each document type as an individual **PDF** as they will be uploaded separately.
        b.i. 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 Tournament name.
        - Select the "Documents" tab.
        - Select the labels from the drop-down list in the "Team Document Upload" box and upload the appropriate files.

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 (online only).

Can I have different player passes from different organizations?

Mixed rosters will **<u>NOT</u>** 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. No Birth Certificates will be allowed due to Sanctioning and Insurance policies. ALL PLAYERS must have a valid pass.

How do I add a guest player after I submitted my online registration?

Contact GotSoccer via email at Checkin@GotSoccer.com to add guest players online. You will need to upload an updated roster with the guest player's information on it (jersey #, name, birth date, player ID #) and upload their player card (either separately or with the rest). Please let me know when this has been completed. Deadline to make changes is 10pm on Weds night prior to the start of the Tournament weekend.