ONLINE CHECK-IN INSTRUCTIONS

2020 Coulee Cup

All teams must upload their documents for online check in by Wednesday, Sep 7th.

Once verified, Approved Rosters will be uploaded into your GotSoccer team account by Wednesday, Sept 14th.

Log back into your GotSoccer team account, print 4 copies of your Approved Roster – you will turn in 1 copy to the referee at each game

STEP BY STEP INSTRUCTIONS

1. Log into your GotSoccer TEAM ACCOUNT

2. Click on the event located under "Event Registration History"

3. Click on the "Documents" tab on the far right

4. Select Roster under the dropdown on the right side of the page

5. Click "Choose File" and select the file of your roster on your computer, then click upload file. BE SURE TO CROSS OFF ANY PLAYERS NOT PARTICIPATING, AND HANDWRITE IN GUEST PLAYERS ON THE ROSTER BEFORE UPLOADING
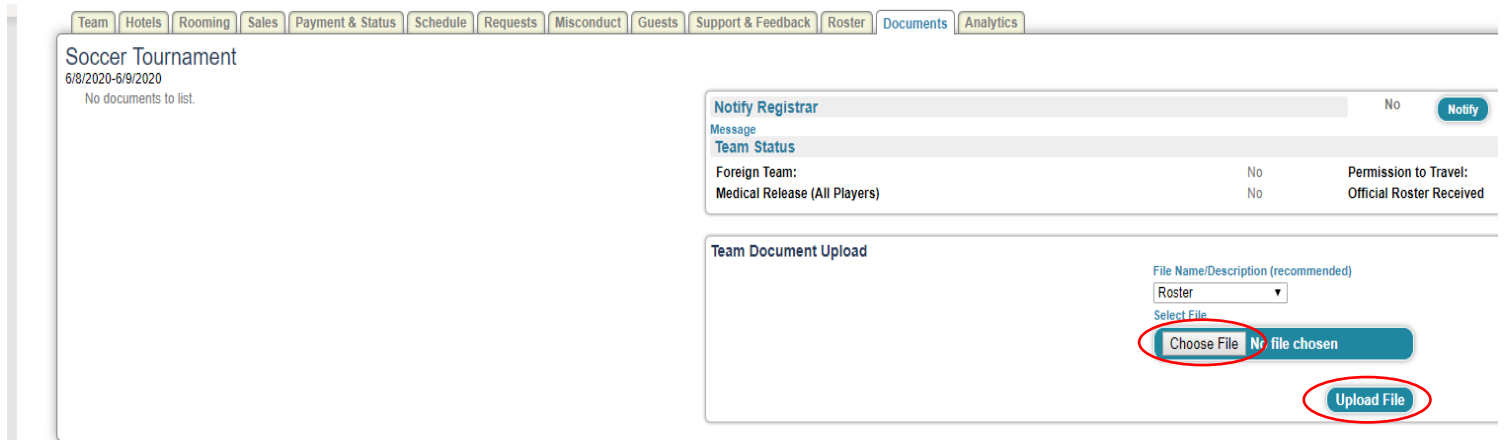
6. Your roster will now appear on the left side of the page. Repeat Step 5 with your player passes, guest player forms (if applicable), and permission to travel (if applicable). At this point you have completed online checkin. BE SURE TO MARK THROUGH OR REMOVE PLAYER PASSES OF ANY PLAYERS NOT PARTICIPATING.
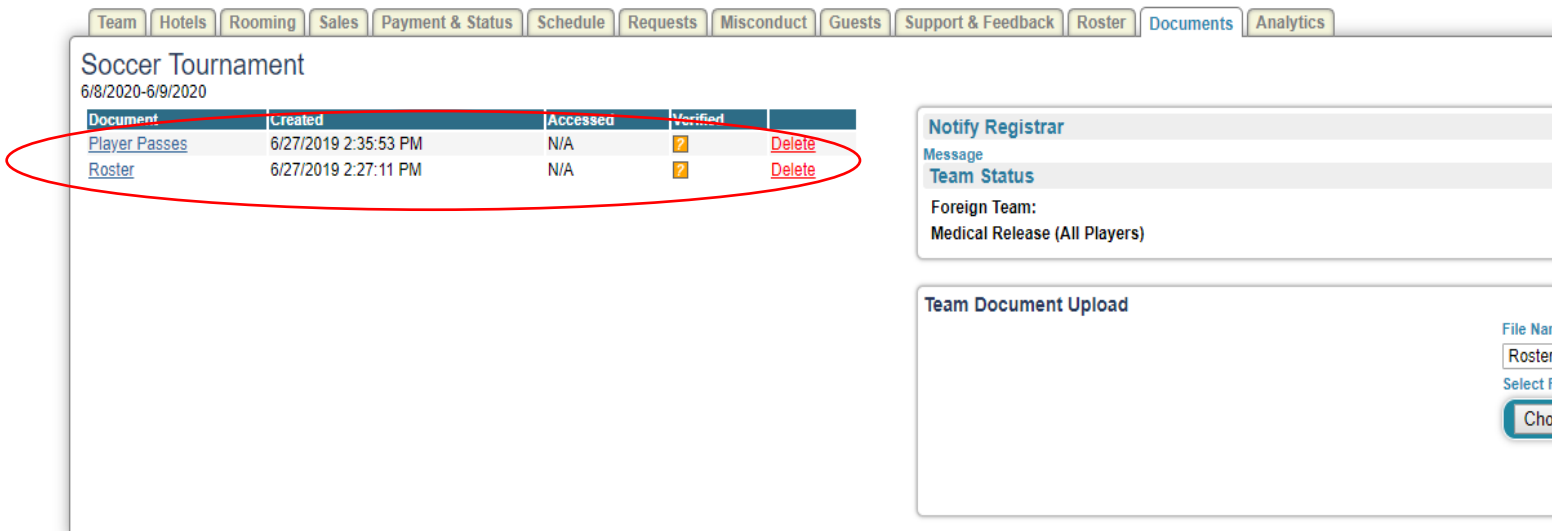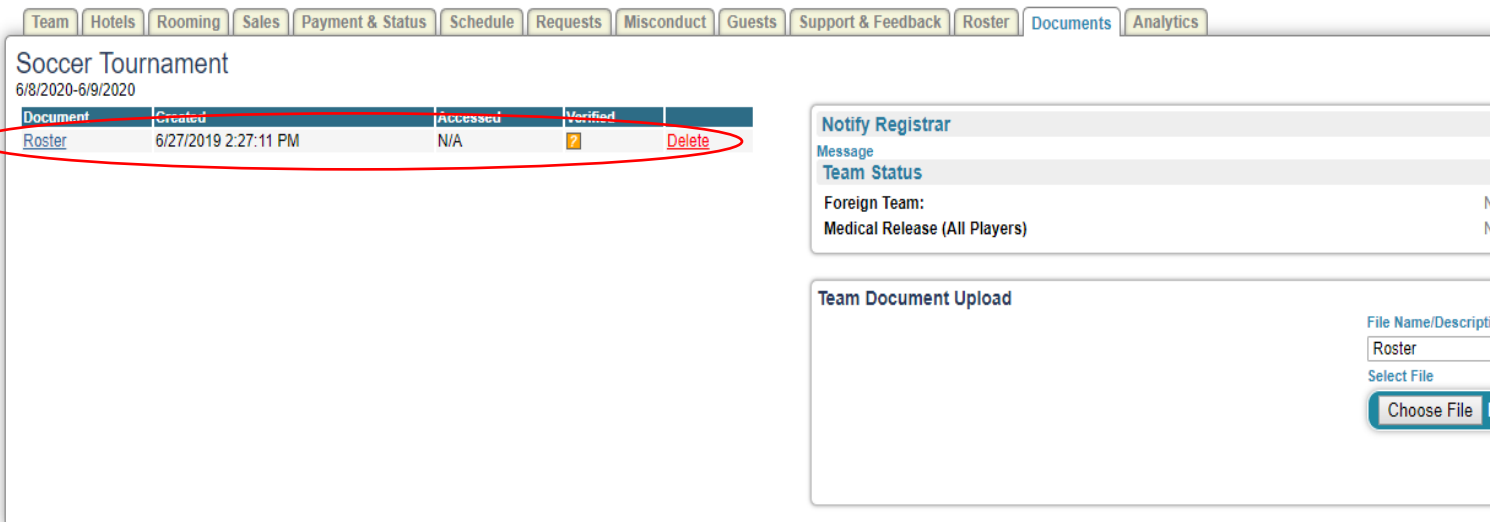
7. Once verified, Tournament Staff will upload your APPROVED ROSTER to your GotSoccer team account. Please log back into your GotSoccer team account, download and print 4 copies of your APPROVED ROSTER. You will turn in 1 copy of your roster to the referee at each game.

NECESSARY DOCUMENTS

1. Approved/Certified Roster from your State/National Association **Please list jersey numbers for all players**
2. Player Passes
3. Guest Player Forms (if applicable)
4. Permission To Travel (not required for clubs in Wisconsin or US Club teams)

In addition to the above documents, the team's coach must bring the **Medical Release Forms** with them to each game.

WHAT YOU NEED AT THE FIELDS

- You must use the roster that you print from your team account with APPROVED on the bottom.
- You must have jersey numbers for all players on your roster.
- Once you have printed your APPROVED roster, you do not need to check-in your team at the HQ tent before going to fields.
- If you have any changes to your roster, please stop by HQ tent before going to fields.

You may not make changes to your roster after your first game.

***We do not need to see Medical Release Forms at registration, however it is mandatory that each player have a completed Medical Release form with them at each game.**

***No player can play on more than 1 team at any point during the tournament.**

OTHER IMPORTANT INFORMATION

MAX ROSTER SIZE
U9-U10: 14 players
U11-U12: 18 players
U13-U19: 22 players

GUEST PLAYERS
To add guest players to your roster, write the guest players information below the existing rostered players. The minimum required information for each player on the roster is Name, Date of Birth, player ID number, Uniform number, and Gender.

ROSTERS
A team must provide us with an approved roster from either a US Soccer affiliated state association (Ex. Us Club, USYSA, SAY, USSSA, AYSO, etc). Rosters must include all guest players and must mark out any players not attending the tournament. To add guest players to your roster, write the guest players information below the existing rostered players. The minimum required information for each player on the roster is Name, Date of Birth, player ID number, Uniform number, and Gender.

PLAYER PASSES
A team must have player passes for all players on their roster. All guest players must have player passes from the same sanctioning organization as the team's roster. For example, a player carded under US Youth Soccer cannot play with a US Club sanctioned roster and vice versa. No roster may be comprised of players with different passes from different sanction organizations.

MEDICAL RELEASE FORMS
We do not need to see Medical Release Forms at registration, however it is mandatory that each player have a completed Medical Release form with them at each game.

***Please remember to keep all documents with you all weekend!