

## Hershey Tournament Team Check-In

ALL teams attending the August Cup Tournament MUST check-in, either on-line or in-person. ALL INFORMATION IS ON THE AUGUST CUP TOURNAMENT PAGE AT [hersheysoccer.com](http://hersheysoccer.com).

### Option 1: Electronic Check In:

Electronic check in is due no later than Tuesday July 30, 2019. NO EXCEPTIONS. Do not attempt to submit electronic registration after July 30th without contacting Maribeth Briggs at [registrar@hersheysoccer.org](mailto:registrar@hersheysoccer.org). Electronic Check In is now open.

To complete the online check-in please follow these instructions:

1. Go to your GotSoccer team page
2. Click on the event located under "Event Registration History"
3. Click on the "Documents" tab on the far right
4. Load Documents
5. You may click 'Notify' to send a message to us about your registration on the Documents page where you check-in.

The following documents must be uploaded into your team's GotSoccer account no later than Tuesday, July 30th. Any changes made after July 30th must be communicated to Maribeth Briggs at [registrar@hersheysoccer.org](mailto:registrar@hersheysoccer.org) the team may be disqualified from electronic check-in.

- Approved/Certified Roster from your State/National Association (players not participating should be crossed off and guests written on-name and DOB). This is the 'formal' roster from your state association, not a line up form/league form or 'got soccer' roster.
- Player Passes in Alphabetical Order
- Hershey Tournament Team Check-In Form
- Permission to Travel - Not required for Region 1 (except for CT) and US Club teams

**\*All uploaded files should be in PDF format**

**\*Documents should be uploaded as 1 file per category rather than individually scanned and uploaded. (Official Roster, Player Passes, Team Check-In Form)**

**We do not need to review medical release forms. All items including medical releases need to be in team possession at each game.**

**Important Reminder:**

**USYS does not allow USYS registered players to guest play for a team that is not affiliated with US Youth Soccer. All guest players on USYS registered teams must be affiliated with USYS or a state association of US Youth Soccer.**

**US Club/AYSO Soccer passes cannot be used on a USYS team and USYS passes cannot be use on a US Club/AYSO team.**

**THERE IS NO MIXING OF ROSTERS AND PASSES ALLOWED. ALL ENTRIES MUST BE EITHER US CLUB/AYSO OR US YOUTH, NO EXCEPTIONS.**

Teams can confirm check in approval in the documents section of their Got Soccer application by August 6th or earlier. There will be notes on the documents page in Got Soccer if there is an issue with your check in. Do not send emails inquiring about electronic approval as it slows the process. There will be a green check under the verified column in the documents section of Got Soccer once approved. Only teams with approved documents are considered 'checked-in' and do not need to attend the Friday night check-in. Your checked in/approved roster is your official tournament roster and must be with you at the tournament for all games.

**Option 2: Friday, August 9, 2019 Check in On Site. 5:30-7:30.**

Any team that did not enter approved documents electronically must check in between 5:30-7:30pm at a location TBD.

A team representative must bring all documents as described above:

- Approved/Certified Roster from your State/National Association (players not participating should be crossed off and guests written on-name and DOB)
- Player Passes.
- Hershey Tournament Team Check-In Form
- Permission to Travel - Not required for Region 1 (except for CT) and US Club teams

## FREQUENTLY ASKED QUESTIONS

**Check -In Confirmation: If I checked my team in on-line, will I receive an email confirming that my roster has been approved?**

*No. The verified column in the documents section of your Got Soccer will have green checks for verified documents. If you checked in and there was a problem, we will contact you through the documents page in your Got Soccer Team account.*

**Players not attending the event: If a player is not attending the event do I leave their name on the roster?**

*No, if a player is not attending the event; strike their name from the roster.*

**Guest Players: What is the maximum number of guest players a team can bring to the event?**

*A max of five (5) guest players will be allowed. The following are the maximum roster sizes per age groups:*

*U08-U10 (7v7) 14 players*

*U11-U12 (9v9) 16 players*

*U1-U18 (11v11) - 22 players (18 suited players in any given match).*

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

*Step 1: Obtain the guest players current player card (same type as your cards) and medical release form.*

*Step 2: Handwrite the guest player's full name, unique jersey number, player identification number and birthdate below the bottom of the existing rostered players.*

**How do I add a guest player after I registered electronically?**

*Guest players may be added after electronic check in up until August 6, 2019. Simply follow the instructions and upload the new documents. Once corrected, email to alert Maribeth Briggs and look for a confirmation in Got Soccer. After August 6th, any roster changes will have to be made at the Friday night check in. Rosters are frozen as of Friday night at 7:30pm.*

**Do I include the medical release forms in the electronic registration document?**

*All teams must have a medical release form for each player (including guest players) but DO NOT include the medical release forms in the online registration uploads. You will sign the 'Team Information Form' affirming that you hold medical release forms.*

Any questions should be directed to Maribeth Briggs at registrar@hersheysoccer.org.