

# Check In information—Pacifica United Coast Cup

## Online Check-in

The tournament uses online check in to check teams into the tournament. On the day of the event, teams will have their player passes checked with the players at the field of play.

Please see the instructions below to get your paperwork turned in. If you are missing documents or signatures, your teams and/or individual players may not be allowed to play.

After you have gathered the appropriate documents to register your team please scan or create **PDF** files for each document type, as they will be uploaded separately. Please use appropriately descriptive names, (for example: ROSTER, PLAYER PASSES, CHECK-IN AGREEMENT) so you will know which files to upload.

Please be sure to keep docs under 6 MB. All uploaded files should be in PDF format. Documents uploaded in JPEG format will not be accepted. No photos of documents will be accepted.

There are many good apps for both iPhone and Android that allow you to take a picture of a document and the app will turn it into a scanned PDF. They are really easy to use. For iPhone we use [Scannable](#).

If you have any questions about what is required, please email at [ebroockmeyer@aol.com](mailto:ebroockmeyer@aol.com) several days in advance.

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## Required Documents

All teams, (CYSA, US CLUB, or other sanctioned USSF organization/league) will be done online and all documents will need to be with the team at the tournament during game days. A spot check-in can be requested by a tournament official.

- Official Team Roster (CYSA, US Club, Cal North, etc.)
- Printed and signed Official Gotsoccer Tournament Roster
- Guest Player paperwork
- Completed Check in Agreement Form
- Player and Coach passes

\*\*\*Adults that do not have a Team Official pass that includes a picture, which is laminated, will not be allowed to be with the team in the technical area of the field. If

there isn't a credentialed adult associated with the team in the technical area, the team will forfeit the game with a 1-0 result. NO EXCEPTIONS.\*\*\*Player information must be entered into the roster area of our tournament online registration system by a team official. Roster freezes begin midnight on 8/17.

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## How to Print Official Gotsoccer Roster

### STEP 1

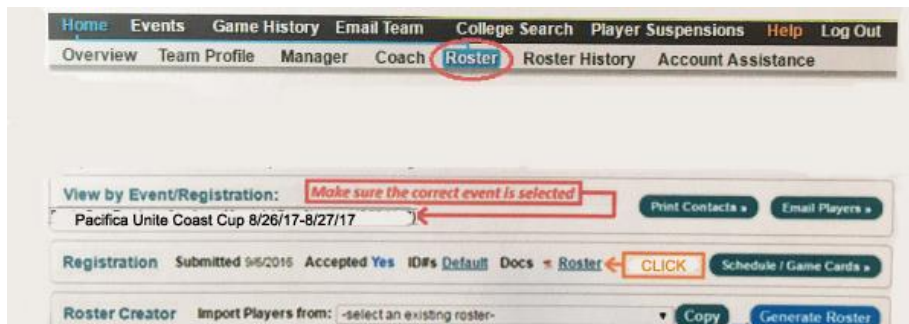
Log into your [GotSoccer TEAM Account](#)



The screenshot shows the 'Team Account' login interface. On the left is a graphic of five soccer players in orange and blue uniforms. To the right, there are two input fields labeled 'Username' and 'Password'. Below these fields is a blue 'Login' button. At the bottom of the form is a link labeled 'Team Account Lookup'.

### STEP 2

Click on the "Roster" tab. Select the corresponding 2017 Pacifica United Coast Cup you are checking in for from the drop down menu. You will see two rosters. The top roster is your 2017 Pacifica United Coast Cup Roster. Make sure all players that are playing in the tournament including guest players are on the roster. Download this roster by clicking the "Roster" next to the word Docs. Printout the Roster and sign and date it.



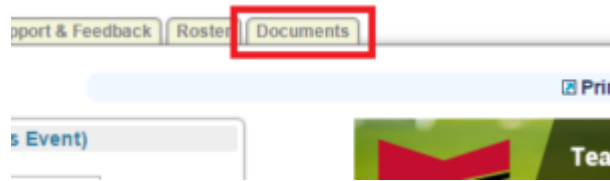
The screenshot shows the 'Roster' management page in the GotSoccer system. The top navigation bar includes links for Home, Events, Game History, Email Team, College Search, Player Suspensions, Help, and Log Out. Below this is a secondary menu with Overview, Team Profile, Manager, Coach, Roster (circled in red), Roster History, and Account Assistance. The main content area has a 'View by Event/Registration:' dropdown menu with 'Pacifica Unite Coast Cup 8/26/17-8/27/17' selected. A red box highlights this dropdown with the text 'Make sure the correct event is selected'. To the right of the dropdown are 'Print Contacts' and 'Email Players' buttons. Below the dropdown is a 'Registration' section with 'Submitted 9/5/2016', 'Accepted Yes', 'ID#s Default', 'Docs', and 'Roster' (with a 'CLICK' button next to it). At the bottom, there is a 'Roster Creator' section with an 'Import Players from:' dropdown set to '-select an existing roster-' and 'Copy' and 'Generate Roster' buttons.

## How & Where To Submit Documents

All documents must be uploaded to your team account in GotSoccer. Here's how you do that:

### STEP 3

After printing out your Roster you should still be signed in and on the 2017 Pacifica United Coast Cup tournament. Now click on the yellow tab on the top labeled **DOCUMENTS**



### STEP 4

You will be presented with an upload screen. Upload all of your documents here. Upload each required document separately. *Get all Guest Player Forms in ONE document, your signed Gotsoccer Roster in ONE document, your signed Check-in Agreement Form in ONE document, your Official Team Roster in ONE document and your Coach and Player Passes in ONE Document. **BE SURE TO LABEL THE DOCUMENTS WITH WHAT THEY ARE!***

### STEP 5

Take a look at the uploaded documents and make sure they are all there. We will verify each document and you will be good to go. If we have a problem with a document, we will let you know via email.

**GET ALL DOCUMENTS LOADED BY WEDNESDAY AUGUST 23, 2017 AT MIDNIGHT.**