

## Check in Information for 2021 Placer United Girls Cup

Online check-in will open Monday October 18<sup>th</sup>. THE CHECK-IN DEADLINE is Monday October 25<sup>th</sup>. Rosters will freeze at 12 AM PST on Wednesday October 27<sup>th</sup>.

\*\*THERE IS NO IN-PERSON CHECK IN. ALL CHECK IN'S MUST BE DONE ONLINE!

The link for online check-in is <https://system.gotsport.com/forms/16407814K>

### REQUIRED DOCUMENTS FOR CHECK IN:

1. Copy of Official Roster (US CLUB, CYSA, Cal South, USYS etc.)
2. [Hotel Verification Form](#)

\*\*ALL PLAYERS PLAYING IN THE TOURNAMENT MUST BE ON YOUR EVENT ROSTER IN GOTSPORT BY 12 AM PST ON WEDNESDAY OCTOBER 27th – NO EXCEPTIONS! All rosters will be frozen at that time and changes will not be permitted.

### GOTSPORT ROSTER INSTRUCTIONS:

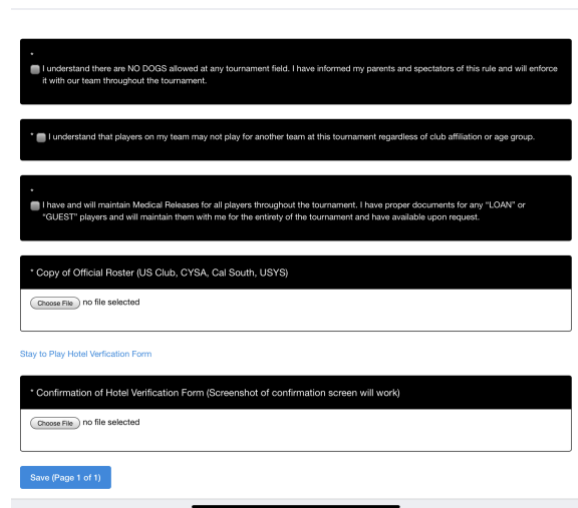
Roster creation will need to be made in your GotSport account. Once you log in to your account, you will need to create your event roster. Once it is created, you can still make changes up UNTIL the **October 27th** deadline. To do this, follow these instructions:

Step by step **VISUAL** instructions can be found via GotSport:

- **Create/Edit Roster** - <https://gotsport.zendesk.com/hc/en-us/articles/4407211842199-How-do-I-Build-Event-Roster-Coach-Manager>
  - **Add a Club Pass Player** – <https://gotsport.zendesk.com/hc/en-us/articles/360053027594-How-to-Add-a-Club-Pass-Player-from-a-Team-Account>
  - **Guest Players can only be added by your Club Admin** - <https://gotsport.zendesk.com/hc/en-us/articles/4406129679767-How-to-add-a-guest-club-pass-player-for-an-event-as-an-admin->
1. To create an Event Roster go to "Team Management", then click on the team you are working on.
  2. Once the team page pops up select the "Rosters" tab.
  3. Select the Placer United Girls Cup in the drop down menu labelled "**Select Event Roster**" and click "Search". Once you are inside of the correct event you can begin to add your players by clicking on the "Add Player" button.
  4. When the new window appears you will enter the First Name, Last Name, and DOB of the player you want to add and click "search".
  5. Once the search result appears click "Add" to add the player to the event roster.
  6. You can also choose to clone a roster from your current team roster or another event.
  7. PLEASE NOTE: Players may not play on two different teams in the tournament regardless of age group or club affiliation.
  8. If you need to add a club pass player or a a guest player, additional instructions are above.

## UPLOAD DOCUMENTS INSTRUCTIONS:

1. To upload documents, go to <https://system.gotsport.com/forms/16407814K> then upload each of the required documents. You must also check off each of the agreement boxes.



The screenshot shows a Google Form with the following sections:

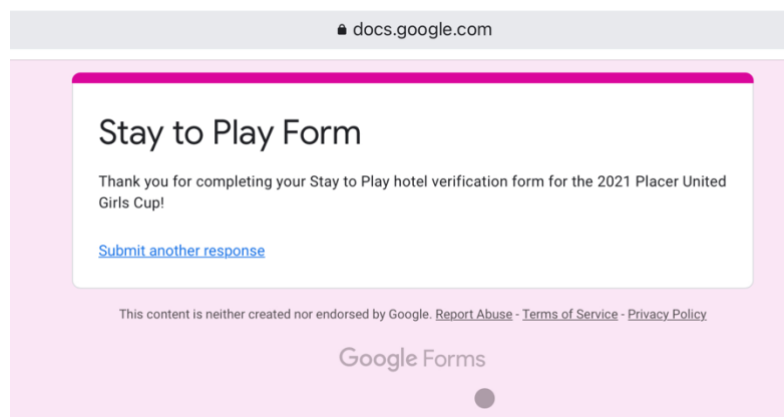
- Section 1: A checkbox with the text: "I understand there are NO DOSS allowed at any tournament field. I have informed my parents and spectators of this rule and will enforce it with our team throughout the tournament."
- Section 2: A checkbox with the text: "I understand that players on my team may not play for another team at this tournament regardless of club affiliation or age group."
- Section 3: A checkbox with the text: "I have and will maintain Medical Releases for all players throughout the tournament. I have proper documents for any 'LOAN' or 'GUEST' players and will maintain them with me for the entirety of the tournament and have available upon request."
- Section 4: A text input field with the label: "Copy of Official Roster (US Club, CUSA, Cal South, USYS)" and a "Choose File" button. Below the field is the text "no file selected".

Below these sections is a link: "Stay to Play Hotel Verification Form".

Section 5: A text input field with the label: "Confirmation of Hotel Verification Form (Screenshot of confirmation screen will work)" and a "Choose File" button. Below the field is the text "no file selected".

At the bottom of the form is a blue "Save (Page 1 of 1)" button.

2. PLEASE NOTE: The hotel verification is a Google Form you have to fill out, please upload a screenshot of the confirmation page saying you filled out the form. This will be cross referenced with the Google Form.



3. These documents will be reviewed by tournament staff and approved. If there are any issues we will reach out to you before the tournament. If you have any questions about check-in, contact [tournaments@placerunited.com](mailto:tournaments@placerunited.com).
4. YOU ARE ALL SET! Check in with the field marshal tent at your game location 30 minutes before the start of your match with your pass cards.

### Link to Game Schedules:

<https://www.placerunited.com/tournaments-section/placer-united-girls-cup>

