Virginian Soccer Tournament
May 26-28, 2018
Electronic Check-In Instructions – US Club Soccer Teams

<p style="text-align:center; color:red; font-weight:bold;">ALL TEAMS MUST CHECK-IN ONLINE
NO EXCEPTIONS</p>

- All Teams MUST submit their check-in forms as pdf's no later than 5PM on **Friday, May 18, 2018. No other file types (e.g., JPEG, GIF) will be accepted**.

- All teams will receive a confirmation email stating that their registration is complete and their roster is available on-line through their GotSoccer account.

- **The following documents must be** submitted to your GotSoccer account**:**

  ➢ Virginian Team Information Sheet
  ➢ Official Roster
  ➢ Player Passes
  ➢ Permission to Travel (**if outside of Region 1**)

INSTRUCTIONS:

Print and/or fill in the PDF document labeled **"Virginian Team Information Sheet."** The document can be found on the Forms page under the "Teams" tab.
http://www.soccertournament.com/forms/

> **NOTE that this file MUST BE OPENED USING ADOBE READER. You will not be able to complete and save the form if you complete it using your browser.**

> By signing this document, you are agreeing to:
> 1. Having field marshal's record the score;
> 2. Having medical release forms on you throughout the weekend; and
> 3. Obeying parking rules at all facilities

US Club Teams Roster & Player Pass requirements:

> 1. **One** copy of the US Club Roster (PDF)
>   a. *Log into http://usclubsoccer.org/*
>   b. *Open team.*
>   c. *Under the "roster" tab, select "view rosters".*
>   d. *Select the appropriate roster.*
>   e. *Click the "print" button on top right*
>   f. *Save as a PDF (club/team name/agegroup/gender)*

2. **One** copy of US Club player passes (SUBMITTED ALPHABETICALLY)
    a. *Log into US Club Soccer -* http://usclubsoccer.org/
    b. *Open Team*
    c. *Under the "Cards" tab at top select "print cards"*
    d. *Check players to print or "Print All" at bottom.*
    e. *PDF of player cards will be created.*
    f. *Click the "save icon" at top right of screen and save as PDF (club/team name/agegroup/gender)*

No Mixed Rosters!
US Club Soccer 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 roster may be comprised of players with different passes from different organizations.

HOW TO ADD A GUEST PLAYER:

- All guest players must be added by the deadline of Friday, May 18th.
- Guest player information must be added to the bottom of the official roster.
        PLEASE INCLUDE: NAME, JERSEY#, ID#, & DOB.
- Make a copy **(front ONLY)** of each guest players US Club player pass and submit in PDF format – these copies may be added to the current PDF of player passes.
- Rec guest players must provide a Rec Player Pass from their club they are currently registered with and submit in PDF format – these may also be added to the current PDF of player passes.
- **If a player is not attending the tournament, please cross them off the roster.**
- If any changes occur after the check-in package has been submitted, and it is before May 19th, the official roster and player passes must be resubmitted.
- **If team needs to add a guest player after May 18th, they will need to stop by the tournament headquarters command center* and add the player prior to that player playing in any games.**

        *Tournament Headquarters will be at the **Hyatt Sterling Dulles**.
        455 20 Dulles Plaza, Sterling, VA, (703) 435-9002
        Tournament Headquarters Coordinator:
        Melissa Belle, Melissa.belle4@gmail.com

UPLOADING DOCUMENTS TO GOTSOCCER:

Step 1. Scan files and save each document as a **PDF**
- Team Info Sheet
- Official Roster
- Player passes
- Permission to Travel (if required)

(We will not accept other file types; i.e. JPEG, Zip Drive, or Word).

Step 2. Log into www.gotsoccer.com
Step 3. Click on "Virginian Elite Soccer Tournament"
Step 4. Go to the "Documents" tab
Step 5. Under team document upload, select name of document (Team Info sheet, Official Roster, Player Passes, Permission to Travel).
Step 6. Choose file from computer.
Step 7. Click "Upload File" button.

Once all documents have been uploaded, they will be approved and your roster will be stamped and locked. An e-mail will be sent to you upon completion. Any changes to the roster or player cards will need to be uploaded again before **5/18/2018.** Once the changes are approved, you will receive a confirmation e-mail.

IMPORTANT: Once you receive your confirmation e-mail, please PRINT your official stamped Virginian Roster and have with you at all times during the tournament.
The roster can be found in your GotSoccer account on the document page where you originally uploaded your paperwork. Verified rosters will have a green check mark next to the roster and an official Virginian logo stamp at the bottom.

U14 and older age groups: If you have more than 18 on your roster, you will need to bring **6 copies of the Official Virginian Roster** and submit one copy at each game of the players for each game.

Anyone who has not submitted their paperwork by Friday, May 18, at 5pm will have to go to the Tournament Headquarters hotel* on Friday night, May 25, between 5:00pm and 8:00pm to check their team in or Saturday morning starting at 7:00am.

There will not be any check-in of teams or players at the fields. All check-in must be done at the Tournament Command Center or on-line.

*Hyatt House Sterling Dulles.
45520 Dulles Plaza, Sterling, VA
(703) 435-9002
Tournament Headquarters Coordinator: Melissa Belle, Melissa.belle4@gmail.com

All questions regarding check-in may be emailed to Laura Vaughn at registration@soccertournament.com