



Online Check-in Instructions for the 2019 Manteca FC Endless Summer Classic

**** Please note that all rosters must be updated by 12:00 noon on Wednesday, July 31, 2019. Only properly credentialed players that are on your GotSoccer Check-In roster by that time will be allowed to play in the tournament ****

PREPARING FOR ONLINE CHECK-IN

Login to your GotSoccer team account

- 1) Add Guest Players** (from outside your club, if applicable) - **appropriate guest/loan form needed**


Guest Player Action

The guest player must register as a guest with the tournament using the link below. Note – the player will need to create a GotSoccer player account or have his/her GotSoccer player account login credentials.

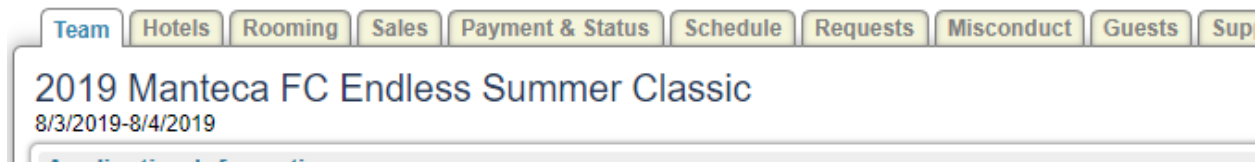
Guest Player registration link - <https://www.gotsport.com/asp/players/login.asp?EventID=72875>

Your Action

From within your GotSoccer team account home, click on the 2019 Manteca FC Endless Summer Classic

Event Registration History					
Items 1 - 10 of 24					
	Name/Date	Type	Status	Applied	Accepted
	2019 Manteca FC Endless Summer Classic 8/3/2019 - 8/4/2019	Tournament	Accepted	07/18/2019	Yes
	2019 NorCal Premier Spring League				

Click on the Guest tab



Identify the player, click on his/her name and under Team Assignment select your team, assign a jersey # (not mandatory) and click the Update button

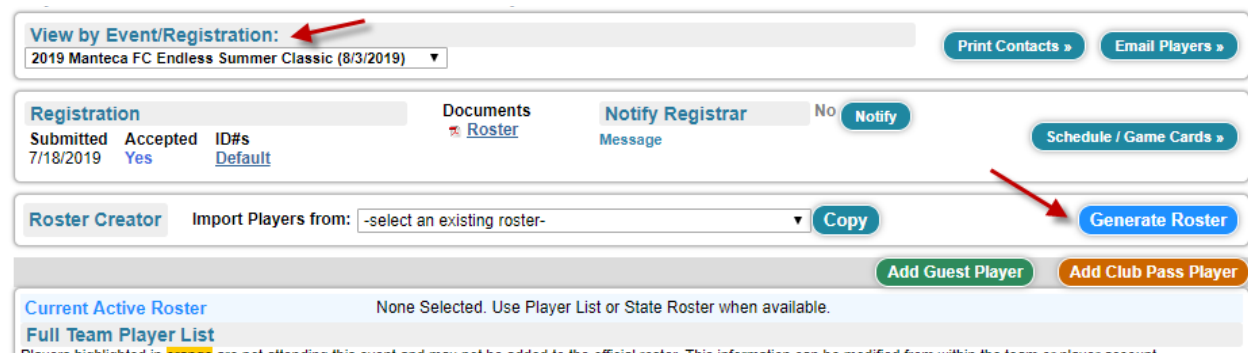
Upload a player loan form for each guest player.

2) Generate your roster

From your team account home, click Roster



Select 2018 Manteca FC Endless Summer Classic from the View by Event/Registration drop-down menu, then click Generate Roster



Add Club Players (from within your club)

Click on Add Club Pass Player, then search the Club players pool by name and age

Click Add to add the player to your Inactive & Club Pass Players list

Click Activate to add the player to your roster

Deactivate Players (from your team, that will not participate)

Click Deactivate to remove the player from the tournament roster

3) Download your Check-In Roster

In the Registration section, click on Roster to download the roster

View by Event/Registration:
2019 Manteca FC Endless Summer Classic (8/3/2019) ▼

Print Contacts » Email Players »

Registration
Submitted 7/18/2019 Accepted Yes ID#s Default

Documents
Roster

Notify Registrar
Message

No Notify

Schedule / Game Cards »

COMPLETING ONLINE CHECK-IN

Step 1 - Print Check-In Forms


- Print the Check-In Roster
- Download and Print the Check-In Agreement (from the tournament website – [click here](#))
- Download and Print your official team roster of your USSF affiliate (US Club/Kyck, CYSA, AYSO, SoccerForKids, etc – not GotSoccer)
- Print the US Club Exception letter (if applicable)

Step 2 – Verify, complete and scan (or take a separate photo of) each Check-In Form

Step 3 – Upload the completed Check-In Forms

Login to your GotSoccer team account

From your team account home, click on the 2019 Manteca FC Endless Summer Classic

Event Registration History					
Items 1 - 10 of 24					
Name/Date	Type	Status	Applied	Ac	
 2019 Manteca FC Endless Summer Classic 8/3/2019 - 8/4/2019	Tournament	Accepted	07/18/2019	Ye	

Click on the Documents tab

Team Hotels Rooming Sales Payment & Status Schedule Requests Misconduct Guests Support & Feedback Roster Documents Analytics

2019 Manteca FC Endless Summer Classic
8/3/2019-8/4/2019

Application Information Contact Information (This Event)

In Team Document Upload section, for each form

- Select the description of the form you are about to upload in the “File Name/Description” drop-down menu – **DO NOT COMBINE MULTIPLE FORMS INTO ONE UPLOAD**

Team Document Upload

File Name/Description (recommended)
Official Roster (US Club/KYCK, CYSA, AYSO, etc.) ▼

Select File

Choose File No file chosen

Upload File

- Click Choose File, find the selected form, and click Open

c) Click Upload File (the form should then appear in the Document List at the left)

2019 Manteca FC Endless Summer Classic
8/3/2019-8/4/2019

Document	Created	Accessed	Verified	
Official Roster (US Club/KYCK, CYSA, AYSO, etc.)	7/18/2019 12:55:57 AM	N/A	?	Delete

Notify Registrar
Message
Team Status
Foreign Team:
Medical Release (All Players)

Team Document Upload
File Name/Description (recommended)
[Official Roster \(US Club/KYCK, CYSA, AYSO, etc.\)](#)

d) Once all forms are completed, click Notify

Notify Registrar
Message
Team Status
Foreign Team: No
Permission to Travel: Official Roster Received

Team Document Upload
File Name/Description (recommended)
[Official Roster \(US Club/KYCK, CYSA, AYSO, etc.\)](#)

Step 4 – Confirm that your Check-In Forms have been verified

Verification is done by a person, and may take a day or two. Be sure to keep checking until all forms are verified.

2019 Manteca FC Endless Summer Classic
8/3/2019-8/4/2019

Document	Created	Accessed	Verified	
Check-In Agreement	7/18/2019 12:57:31 AM	N/A	✓	
Check-In Roster	7/18/2019 12:57:16 AM	N/A	?	Delete
Official Roster (US Club/KYCK, CYSA, AYSO, etc.)	7/18/2019 12:55:57 AM	N/A	?	Delete

Notify Registrar
Message
Team Status
Foreign Team:
Medical Release (All Players)

Here is an example of a failed Online Check-In – see that one of the Documents is not verified,

Document	Created	Accessed	Verified	
Check-In Agreement	7/18/2019 12:57:31 AM	N/A		Delete
Check-In Roster	7/18/2019 12:57:16 AM	N/A		
Official Roster (US Club/KYCK, CYSA, AYSO, etc.)	7/18/2019 12:55:57 AM	N/A		

Notify Registrar
[Message](#)
Team Status
Foreign Team:
Medical Release (All Players)
Documentation Notes
Check-In Roster is not signed

In this case, you would need to correct the issue and repeat the applicable steps above

Once all forms are verified, your Online Check-In is complete

TOURNAMENT WEEKEND

Before each game, the referees will verify player passes against the game card. **Only players on the game card (which is based on the Check-In Roster) will be allowed to play.**