

Electronic Team Check-in Instructions

- State approved league rosters must be uploaded before:
 - Feb 16th (boys teams), guest players may be added through Feb 24th
 - FEB 23rd (girls teams), guest players may be added through Mar 2nd
- Review the rules - <http://arlingtonsoccer.com/tournaments/asist>

Get your roster's updated within the GotSoccer roster tab. Having player names / DOB / Jersey #'s is very helpful because what's in GotSoccer is what gets printed on the game cards. This information should match the official roster that you will use for the weekend.

Instructions:

Two (2) pieces of information must be uploaded to your GotSoccer Account: (USYS or US Club Certified) Roster and Current Player Cards. In addition, teams from outside of Region 1 will need approved Permission to Travel forms. (With player card, we need side with Name and Birthdate scanned)
Instructions for Online Check-In:

1. Teams need to provide: Copy of their State Approved Roster or their US Club Approved Roster. Please mark out any players not attending the event and write-in any guest players. See note below concerning guest players
2. A copy of each US Youth Soccer Player Passes or each US Club Player Passes (ONLY the front side that shows picture and Date of Birth must be copied). Also provide copies of player cards for guest players. Note that you cannot mix and match USYS and US Club passes, all players must have passes from the same sanctioning organization. To facilitate review,

PLAYER PASSES SHOULD BE SUBMITTED IN THE SAME ORDER AS THEY APPEAR ON THE ROSTER.

3. USYS Teams from outside of Region 1, please attach your Permission to Travel form with the other documents. USClub Teams do not need Permission to Travel Paperwork.

4. **Foreign Teams:** Players must present passports at registration or, if from a nation that the United States does not require a passport, proof of entry into the United States that is required by the United States. Teams are required to have and present player picture identification cards. Tournament rules must require that the team have a completed form from its Provincial or National Association approving the team's participation in the tournament.

After you have gathered all required documents to finalize your team check in please:

1. Scan roster and player passes in separate files, PDF is preferred but JPEG files are acceptable. Player passes must be clear and readable.
2. Please upload all required documents in as few files as possible

Note: Adding Guest Players:

Step 1: Obtain the guest players current player card

Step 2: Add the guest player to the roster. Please handwrite their full name, unique jersey number, birth date below the existing rostered players of your approved roster.

Step 3: Include Guest Players' player card and with the rest of your team information and upload updated document to your GotSoccer account and email tournaments@arlingtonsoccer.com to let us know that your documents have been altered if guests are added after your roster has been approved

Special Note on Guest Players.

US Club Soccer teams may only take guest players registered under US Club Soccer, and 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 (no "mixed rosters").

Any check-in or tournament questions feel free to contact us anytime:

tournaments@arlingtonsoccer.com

How to upload documents to GotSoccer

1. Sign into your GotSoccer account
2. Select "Arlington Spring Invitational" under Event Registration History
3. Click on the far right tab, "Documents"
4. Under "Team Document Upload", browse computer for the file you want to upload, select it, in the document drop down select: "Roster", or "Player Passes"
5. Repeat to upload Player Passes
6. You will see the files that have been uploaded on the left side of the page. Once they have been reviewed and accepted, you will see only the "APPROVED" roster that has been uploaded by tournament staff and green checks next to the approved documents.