



## Online Check-in Information for 2017

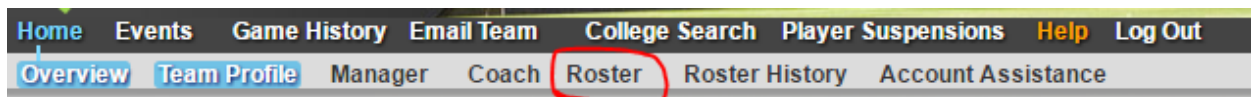
**\*\*Please note that all rosters must be updated by Noon the Wednesday before the tournament.**

**Only players that are on your getsoccer roster by Wednesday at Noon will be allowed to play in the tournament.**

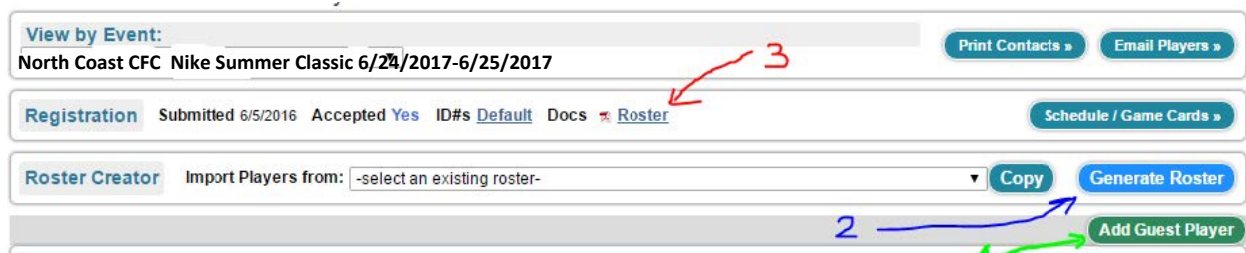
**If you have problems with checking in please contact getsoccer or Deb Colombana dcolombana@NorthCoastFC.org**

**Teams must follow the process described below**

**Preparing for check-in** – Login your getsoccer team account Click on Roster



Select North Coast FC Nike Summer Classic 2017 from the View by Event drop-down menu and perform the 1-3 functions.



**Function 1 – Add Guests – only if applicable**

**From within your Club - these players will not need guest/loan forms**

Click on Add Guest Player and search the Club players pool by name.

Note – use the guest's correct age

## From outside the Club – **guest/loan form needed**

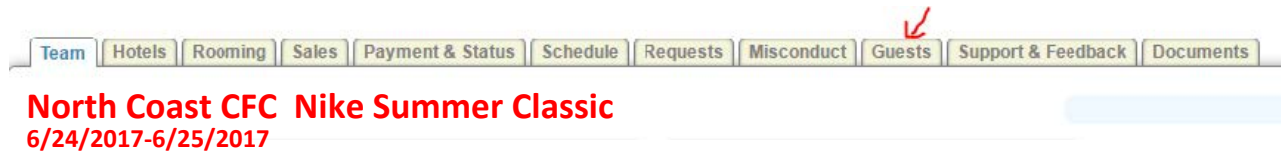
### Guest player action

The guest player must register as a guest with the tournament.

Note - player will need his/her getsoccer player account login credentials.

### Your Team's Manager action

From within your getsoccer team account, click on the North Coast FC Summer Classic Event and on the Guests 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

The screenshot shows the 'Team Assignment' form. It has a 'Guest Of' dropdown menu currently set to '(unassigned)', a 'Guest Jersey #' text input field, and an 'Update' button. Red arrows point to each of these three elements: the dropdown menu, the jersey number field, and the update button.

## Function 2 – Generate Roster








Once the guests are added, click on Generate Roster – Blue button.

You will see the list of players that will be participating in the event in the upper portion (with the option to Release) and other players in the lower portion (with the option to Add)

You can Add from the lower portion and Release from the upper portion and, in the end, the upper portion will need to include the players who will be participating.

Gender	DOB*	Date Added	
Girls	1/5/1998  (V)	6/5/2016 7:10:19 PM	<a href="#">Release</a>
Girls	7/7/1998  (V)	6/5/2016 7:10:20 PM	<a href="#">Release</a>
Girls	8/26/1998  (V)	6/5/2016 7:10:20 PM	<a href="#">Release</a>
Girls	2/22/1998  (V)	6/5/2016 7:10:19 PM	<a href="#">Release</a>
Girls	5/7/1998  (V)	6/5/2016 7:10:20 PM	<a href="#">Release</a>
Girls	6/20/1998  (V)	6/5/2016 7:10:20 PM	<a href="#">Release</a>
Girls	5/3/1999 (-1)  (V)	6/5/2016 7:10:20 PM	<a href="#">Release</a>
Girls	1/11/1998  (V)	6/5/2016 7:10:19 PM	<a href="#">Release</a>
Girls	5/27/1998  (V)	6/5/2016 7:10:20 PM	<a href="#">Release</a>
Girls	6/15/1998  (V)	6/5/2016 7:10:20 PM	<a href="#">Release</a>
Girls	1/18/1998  (V)	6/5/2016 7:10:19 PM	<a href="#">Release</a>
Girls	4/23/1998  (V)	6/5/2016 7:10:20 PM	<a href="#">Release</a>
Girls	2/13/1998  (V)	6/5/2016 7:10:19 PM	<a href="#">Release</a>
Girls	2/19/1998  (V)	6/5/2016 7:10:19 PM	<a href="#">Release</a>

ie official roster. This information can be modified from within the team or player account.

DOB	State	Updated		Last Reg.	L
12/25/1997  (V)	CAN	5/1/2015	<a href="#">Add</a>	N/A	Ok
8/28/1997  (V)	CAN	5/2/2015	<a href="#">Add</a>	8/3/2014	Ok
12/15/1997  (V)	CAN	12/17/2014	<a href="#">Add</a>	N/A	Ok
11/11/1997  (V)	CAN	6/30/2015	<a href="#">Add</a>	N/A	Ok
10/13/1999  (V)	CAN	3/7/2016	<a href="#">Add Guest</a>	N/A	Ok
10/12/1997  (V)	CAN	4/30/2015	<a href="#">Add</a>	9/18/2014	Ok
6/15/1998  (V)	CAN	2/22/2016	N/A	N/A	Ok

### Function 3 – Download Check-in Roster

Click on Roster – see red arrow(#3) above – to download the PDF Check-in Roster.

## **Perform on-line check-in - Please perform the following Steps**

### **Step 1 – Print Check-in Forms**

- Print the PDF Check-in Roster
- Print the Check In Agreement Form – Attached to NCFC Summer Classic email or on last page of these directions.

### **Step 2 – Verify, update, sign and scan the forms**

On the Check-in Roster please check-mark the fact that you have the waiver (Medical Release form) and, if applicable, the Guest Players.

### **Step 3 – Upload the Check-in signed forms**

- Login to your gotsoccer team account
- Click on North Coast FC Nike Summer Classic Event
- Click on Documents Tab and upload the two forms – please give them significant names (i.e. Commitment/Roster)

Team | Hotels | Rooming | Sales | Payment & Status | Schedule | Requests | Misconduct | Guests | Support & Feedback | **Documents**

**North Coast CFC Nike Summer Classic**  
**6/24/2017-6/25/2017**

**Team Status**

Foreign Team:	No	Permission to Travel:	No
Medical Release (All Players)	No	Official Roster Received	No

**Team Document Upload**

File Name/Description (recommended)  
Signed Agreement

Select File  
Choose File Agreement S...up 2016.pdf

Upload File

Upon Completion, your application Documents Section will reflect the status

Team | Hotels | Rooming | Sales | Payment & Status | Schedule | Requests | Misconduct | Guests | Support & Feedback | **Documents**

**North Coast CFC Nike Summer Classic**  
**6/24/2017-6/25/2017**

Document	Created	Accessed	Verified	
Signed Agreement	6/5/2016 8:29:16 PM	6/5/2016 8:30:19 PM	<input checked="" type="checkbox"/>	
Signed Check-in Roster	6/5/2016 8:28:49 PM	N/A	<input type="checkbox"/>	Delete

**Team Status**

Foreign Team:	No	Permission to Travel:	No
Medical Release (All Players)	No	Official Roster Received	No

**Documentation Notes**  
Please mark the Waiver Form and Guest(if applicable)

In the example above, your Agreement has been verified and the Roster had a problem specified in Documentation Notes.

### **Step 4 - Completion**

Once both documents show as Verified, you are checked in.

## **Tournament Weekend**

30 minutes prior to each game have the team check in with the field marshals or referees. The passes will be checked against the roster as for any league game. Important Note – Only players on the game card (roster) will be allowed to play.



## North Coast FC 2017 Nike Classic – Check in Agreement

\*\*\* Please initial ALL boxes and sign/date at the bottom

	I have in my possession and I will maintain all <b>MEDICAL RELEASES</b> for my entire team throughout the tournament which will be available per request.
	I have proper documents for any <b>LOAN or GUEST</b> player(s) and will maintain them with me for the entirety of the tournament which will be available per request
	I understand that players on my team may not play for another team at this tournament regardless of club affiliates or age group
	I understand that I may not add players to the roster after check in
	I understand that players on my roster must NOT have mixed passes – i.e. US Club Soccer and CYSA/USYSA – even if they are part of the same club
	I understand that failing to adhere to the above commitments will result in my team's disqualification and a forfeit loss of all the games. In addition, I understand that the team will not be entitled to any refund and that the Club/League/Association will be informed of the violation.

Team \_\_\_\_\_ Age \_\_\_\_\_ Boys or Girls \_\_\_\_\_

Rep Name \_\_\_\_\_ Role \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_