



## **Online Team Registration / Check-in:**

**All teams must check-in on-line. There is no "on-site" check-in.**

- On-line check-in due by 10:00pm on Tuesday, 11/30/21, (Girls) and Tuesday, 12/14/21, (Boys).
- All teams will receive a confirmation email stating that their check-in documents were complete no later than 10:00pm on the Thursday prior to the event.

**There are 3 components needed to complete the E-Check-in process.**

- 1. Team Info Sheets (One per team)**
- 2. Player / Coach / Manager E-Waivers (one for every participant)**
- 3. Uploading of the official team roster and player passes**

### **1. Team Info Sheet**

- a. A "Team Info Sheet" must be completed by every team.
- b. This document is on the Three Rivers College Showcase webpage.
- c. You will complete it, save/scan it to your computer to create a PDF document, then upload it in the "Documents" section of your GotSoccer team account.
  - i. Log into your team GotSoccer account.
  - ii. Select the Three Rivers College Showcase
  - iii. Select the "Documents" tab
  - iv. Select the "Team Info Sheet" Document in the menu and then upload yours.

### **2. Player / Coach / Manager E-Waiver Form**

- a. To be completed by every active participant in the Riverhounds Classic.
- b. This is mandatory.
- c. This online e-waiver requires an e-signature by each adult coach/manager who will be in attendance and by every parent/guardian of all minors participating in the event. T
- d. The Player / Coach / Manager E-Waiver can be found on the Three Rivers College Showcase webpage. It will be available by Wednesday, 11/24/21.
- e. Instructions for how to view the members of each team who have completed this process will be emailed to all team coaches and managers.
- f. These E-waivers are due by Tuesday, 11/30/21.
- g. Once complete the participant will receive an e-copy of their waiver. They do NOT need to be brought to the event as they are housed online and kept digitally.

### 3. Player Passes & Rosters

- a. (1) copy of your officially stamped and approved, current, US Club or USYS roster.
  - i. Players who are not participating in the event should be crossed off of the roster.
  - ii. Guest player names should be legibly written onto the bottom of the roster along with their DOB and player pass ID #. Guest player pass procurement procedures are listed below.
- b. Player Passes for every participant.
  - i. This is **NOT** necessary if your roster has picture IDs on it. Many state association rosters, and US Club Soccer rosters, now have picture ID's on them. If this is the case, your official rosters are also your player passes.
  - ii. If your roster does **NOT** have player pictures/ID's on it, you will need to scan and upload the player passes of your players as one (1) PDF file.
- c. Medical Release Forms need to be always available, but do not need to be uploaded into GotSoccer. Coaches, or a manager, should have them at every game in case of emergency.

#### **File Creation / Documents:**

- After you have gathered the appropriate documents to register your team please scan or create a PDF file for each document type, as they will be uploaded separately.
- All uploaded files should be in PDF format. Documents in JPEG format will not be accepted. Photos of documents will not be accepted.
- Documents should be uploaded as 1 file per category rather than individually scanned and uploaded.

#### **Uploading Instructions:**

- Log in to your team GotSoccer page with your username and password.
- Select the Three Rivers College Showcase
- Select the "Documents" tab.
- Select the labels from the drop-down list in the "Team Document Upload" box and then upload the appropriate files.
  - o At minimum you will be uploading a "Team Info Sheet" and an "Official Roster".
  - o **Note:** If you are a team using GotSport (NOT GotSoccer) for your roster then you do not need to upload a separate roster and player pass file. Your approved state roster has pictures next to the names and is your player cards as well. You will only need to upload the roster. If unsure, contact us

#### **GUEST PLAYERS:**

##### 1. US Club Soccer Teams:

1. Write the guest player name(s) onto the bottom of the official team roster that you are using for the tournament.
2. Secure a copy of the guest player pass from the player's current team.
3. Upload the guest player pass(es) using the same upload instructions listed above, selecting the label of "US Club - Guest Player Passes".

4. Download, and complete, the US Club Soccer Player Loan Form available on the Riverhounds Classics webpage. Scan it to create a PDF, then upload it into the team GotSoccer account using the “uploading instructions” listed above.
5. Guest players must have the same type of player passes as your other players. **Using mixed rosters and player cards from different organizations (US Club vs. USYSA) is not allowed.**

## 2. USYSA Teams:

1. Write the guest player name(s) onto the bottom of the official team roster that you are using for the tournament.
2. Upload the guest player pass(es) using the same upload procedure listed above, selecting the label of “USYS - Guest Player Passes”.
3. Guest players must have the same type of player passes as your other players. **Using mixed rosters and player cards from different organizations (US Club vs. USYSA) is not allowed.**
4. USYSA player passes have not been issued this year for states using GotSport to handle their rosters. If your guest player(s) are within a club and team that do not have physical player passes, then you will need to follow the listed below instructions on how to get the player pass and upload it.

## 3. **Guest Player Pass Procedures for USYSA / GotSport registered teams:**

Some clubs and state associations are using GotSport for player registration and team roster generation. GotSport, in conjunction with the leagues and state associations, are not producing physical player passes as they have in the past. All player passes are digital and online within a team’s GotSport account. When in need of using a USYSA player as a guest player for your team you will need to do the following;

1. Ask the coach or administrator from the team that your guest player is coming from to download and export the digital player pass from within his/her GotSport team system (instructions on how to do that below).
2. Have the coach or administrator forward a PDF of that player pass to the player, or to you as the coach / manager of the team that needs to use that guest player.
3. Upload that guest player pass into your team GotSoccer account as listed above, selecting the label of “USYS Guest Player Passes”.

## 4. **Instructions for coaches and administrators on how to download individual player passes from within GotSport (for USYS passes):**

1. Go to; <https://system.gotsport.com>
2. Enter the login credentials to access your team.
3. Click on Team Management in the top line menu bar.
4. Select the Team or Roster that you want to download the player pass from.
5. Select Roster(s) in the top line menu bar.
6. Under the Event option box select from the dropdown menu the League you are playing in and then hit the green “search” button. Your official approved team roster should appear.
7. Select “Documents and IDs Tab”
8. Select “ID Cards” button. You will now see digital player passes for your team.

9. Take a screen shot of the player pass for the individual who has requested it.
10. Save that player pass picture as a PDF and email it to the player.

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For questions or assistance regarding team registration, please contact Justin Evans via email at; [jevans@riverhounds.com](mailto:jevans@riverhounds.com)

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