



Online Check in Information for San Ramon FC Soccerfest

ROSTER INSTRUCTIONS:

Rosters will be frozen on Wednesday, August 22, 2018 @ 4:59PM, but you can still add players to your tournament roster up UNTIL this time. To do this, follow these instructions:

1. Add players to your GotSoccer roster as normal
2. Go to the "Roster" link at the top of your page
3. Select San Ramon FC Soccerfest from the drop down menu
4. Two rosters will appear, the top roster is your "Official Tournament Roster" the bottom roster is your main roster. To add a player to the "Tournament Roster" click the "add" button next to their name. Please remove players from the tournament roster that are not playing by hitting the "release" button (please note, this does NOT release them from your roster, just from the tournament roster). Print our and sign your roster by clicking the "roster" link which is located just above your roster in the "REGISTRATION" box. You will then upload your tournament roster.

REQUIRED DOCUMENTS FOR CHECK IN *(please see below for instructions on how to check in ONLINE):*

1. Copy of Official Roster (USCLUB, CYSA, Cal South, USYS, etc.)
2. Player Passes (These will be verified at the field before each match)
3. Hotel Form (Optional)
4. Signed Official GOTSOCCKER Roster (see below instructions for ONLINE CHECK IN)
5. Loan/Guest Player Paperwork (If Needed)



ONLINE CHECK IN INSTRUCTIONS

1. Log onto your GOTSOCCKER account and go to “roster” tab. Select “San Ramon FC Soccerfest” from the drop down menu.
2. You will then see 2 rosters. The top roster is your San Ramon FC Soccerfest Official Tournament Roster. Make sure all players playing in the tournament are on this roster, you will then print this roster by clicking “roster” tab located next to Docs (see below):



Team Check-in List
Roster Process
Team ID: 57821 Application ID: 352641

Team: [Redacted] Colors: Navy Blue Player List Age Gender
Permission to Travel: [] Approved Roster: []

Role	Name (Last, First)	Gender	Address	City	Zip	H.Phone	C.Phone	DOB	Email Address
Coach:	Enna, Luke	Male	12885 Accata Blvd Suite B	San Ramon	94583	913.841.4383	613.841.4383		enna@sanramonfc.com
Asst.									
Asst. (2)									
Mgr									

Name (Last, First)	Jersey	Position	ID Number	City	Zip	Phone	DOB	Waiver	On Roster	Status
1. [Redacted]		DEF	[Redacted]							
2. [Redacted]		DEF, FW, MID	[Redacted]							
3. [Redacted]		DEF, MID, Winger	[Redacted]							
4. [Redacted]		DEF	[Redacted]							
5. [Redacted]		DEF, MID	[Redacted]							
6. [Redacted]		DEF, MID	[Redacted]							
7. [Redacted]		DEF, MID	[Redacted]							
8. [Redacted]		FW, MID	[Redacted]							
9. [Redacted]		FW, MID, Winger	[Redacted]							
10. [Redacted]			[Redacted]							
11. [Redacted]		MID	[Redacted]							
12. [Redacted]		DEF	[Redacted]							
13. [Redacted]		DEF	[Redacted]							
14. [Redacted]		DK	[Redacted]							
15. [Redacted]		DEF, MID	[Redacted]							
16. [Redacted]		FW, MID	[Redacted]							
17. [Redacted]			[Redacted]							
18. [Redacted]		DEF, Winger	[Redacted]							

I certify that all players listed are in good standing and are not under suspension unless noted.
I am in possession of Medical Waivers for all athletes attending.

Signature: _____ Date: _____

3. Print this roster (double check all players participating are on this roster). Sign this roster. Scan this Roster.
4. Go to the “events” tab, select our event from the list. Then select the “documents” tab on the far right.



5. UPLOAD your official roster (US CLUB, CYSA, USYS, Cal South etc.). Make sure the drop down says the USClub Roster.

6. UPLOAD your signed GOTSOCCKER tournament Roster (that you just printed out, signed and scanned). Please make sure the drop down says the tournament roster.

7. UPLOAD your completed HOTEL FORM. Please make sure the dropdown says hotel from.

8. Once these documents are verified, you will see a green check mark next to them (may take up to a day depending on the time it is uploaded).

9. YOU'RE ALL SET! Check in with the venue manager at the field no less than 30 minutes before the start of your first match with your player passes.

