How to Create your Check-In Event Roster

1. Sign in to your team's Gotsoccer account at www.gotsoccer.com
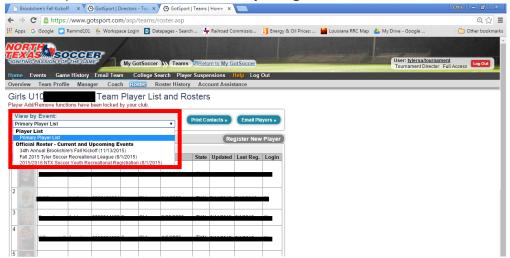2. The first page is the "home" "overview" page.

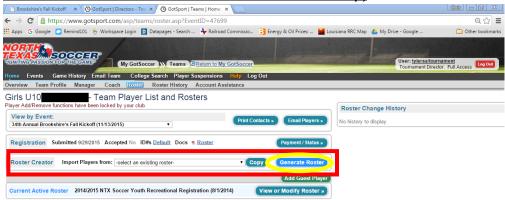3. Click on the "Roster" tab in the gray tab bar.

4. This is the "Roster" section. Click on the drop down box under "View (Roster) by Event"

5. In the drop down box, choose the event you registered for.

6. After you choose the event that you are attending, you should have a "Roster Creator" section with a "Generate Roster" button. (if you don't, you will need to contact your registrar to unlock this feature or call the tournament director for additional help)
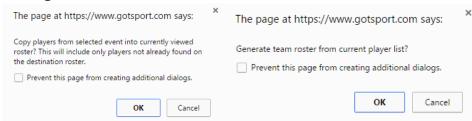

7. In the "Roster Creator" section "drop down box" you can select an existing roster from previous events or choose your current official roster. In this example, the current official roster from the teams home league is selected. Then click the "copy" button. If nothing is in the drop down box or you want to use the current players list, leave the selection at   "-select an existing roster-" then click the "Generate Roster" button.
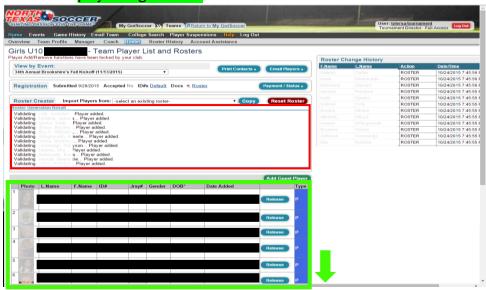
Side Note: If you get an error message saying that you have reached the maximum roster size, then you will need to contact the tournament director for additional help.
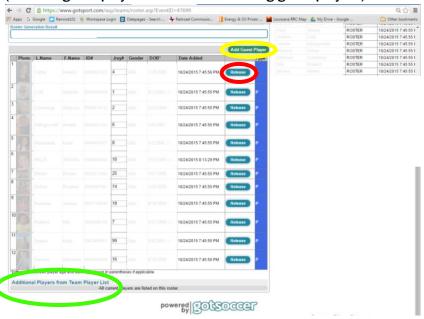
8. Once you click either the "Copy" or "Generate Roster" button, you will get one of the following messages, click "OK" .
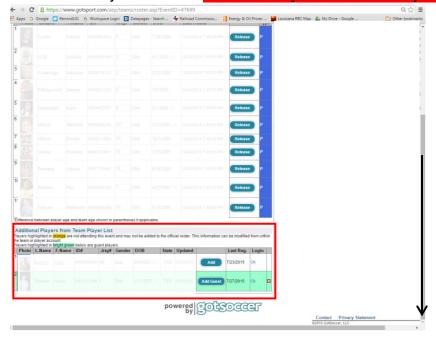

9. This is what you should see after clicking "OK" in step 8. (some information in the picture below has been filtered out for privacy reasons) Should you get an error code as mentioned in the above side note, it will be displayed in the "Roster Generation Results" section. Be sure to scroll down and view all the players it generated.

10. Here you can "Release" players that are not coming to this event. Releasing a player does NOT remove them from your official roster or primary player list, it only releases them from the single event showing in the event drop box, step 5. Released Players are moved down to the Additional Players area and can be added back. Guest Players will appear in the Additional Players area also. (see add guest player document for adding guest players)

11. Scroll all the way down to the "Additional Players from Team Player List" section.
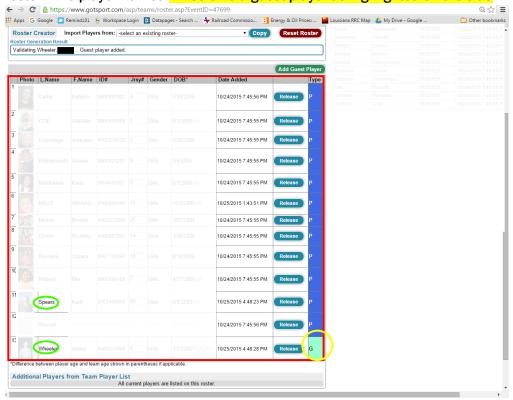
12. Here you will see players that have been released and guest players you have added.
    a. To add a released player back to the event roster, click the "Add" button next to the players name
    b. To add an added guest player to the event roster, click the "Add Guest" button next to the players name (see adding guest player document to get them added to the Additional Players section)
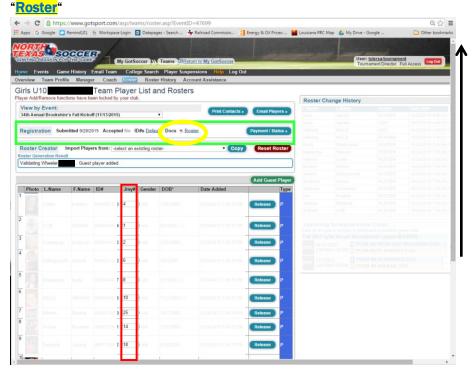
Additional Players from Team Player List
Players highlighted in orange are not attending this event and may not be added to the official roster. This information can be modified from within the team or player account.
Players highlighted in bright green below are guest players.

	Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB	State	Updated		Last Reg.	Login	
1		Spears						TXN	7/23/2015	Add	7/23/2015	Ok	
2		Wheeler						TXN	10/5/2015	Add Guest	7/27/2015	Ok	☒

    c. You can also release **your** players by clicking on the players name, then the "Event Attendance" tab, then the "Remove" button next to the event. This will high light the player in orange, but removes the "Add" button next to the players name. If you use this method and need to add the player back, click back on the players name and follow these same steps, but click the add button next to the event.

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	Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB	State	Updated		Last Reg.	Login	
1		Wheeler						TXN	10/5/2015	Add Guest	7/27/2015	Ok	☒
2		Spears						TXN	7/23/2015	N/A	7/23/2015	Ok	

13. Once you have added any guest or released players, check your ==event roster==. What you see here is what will print out on game cards, event check-in list/roster, and is what we see to match up your paperwork. You can see below that the ==two players== in step 14 have been added to the events roster. The player named ==Wheeler is a guest player as highlighted on the side==.

14. Once you are done, releasing players and adding guest players, double check that all players attending are listed. **Be sure to check the Jersey numbers. Guest player numbers will default to their assigned number from their own team**. Once it all looks correct, scroll all the way up to the top of the page. Look for the "Registration" section.   Find the word "Docs" and click the word "Roster"

15. Once the file downloads and opens, you will see your "Team Check-in List/Roster", see example below with all the notes in red. This is what we see in the system. We have no clue what each teams intentions are, so this helps us understand your intentions of who is coming, who is staying home, and who your guest players are. For example: Lets say max roster is 12. You submit an offical roster with 12 players on it AND two guest players forms. So to us, that looks like you are trying to bring 14 players or maybe you are only bringing 12, but we have no clue which two on the offical roster are not attending. This is why this form is important and needs to be correct.

Example is on the next page.
You will need to print, sign, date, and upload this into Gotsoccer.
See "How to submit paperwork" document.

Team Check-In List

Roster Frozen
Team ID: 369932 Application ID: 2998206

Team	TEAM NAME		Colors: Silver		State Roster	Age U9	Gender Girls
Roster ☐		Game Cards ☐	Sit-Out Forms ☐		Paid ☐		

Role	Name (Last, First)	Gender	Address	City	Zip	H Phone	C Phone	DOB	Email Address
Coach	Wheeler, Chris		726 Purdue Dr	Tyler	75703	9032165061	9032165061		cwheeler@newspark.com
Asst.									
Asst. (2)									
Mgr	Wheeler, Chris		726 Purdue Dr	Tyler	75703	9032165061	9032165061		cwheeler@newspark.com

Name (Last, First)	Jers#	Position	ID Number	City	Zip	Phone	DOB	Waiver	On Roster	Guest
1. Baker, Bella	8		0902014250	Tyler	75701	903-279-9428	12/5/2008	☐	☐	☐
2. Boeckman, Addison	3		0900000428	Thyler	75707	903-634-1115	2/12/2007	☐	☐	☐
3. Campbell, Gracyn	9		0903366670	Tyler	75701	9032560356	2/9/2007	☐	☐	☐
4. D'Spain, Karli	2		0903451098	Tyler	75703	903-343-4549	9/15/2007	☐	☐	☐
5. Godwin, Eva	11		0900506062	Tyler	75703	9032401055	9/27/2007	☐	☐	☐
6. Hernandez, Jennifer	12		0900000396	Tyler	75702	903-282-8873	11/9/2007	☐	☐	☐
7. Kissam, Desiree	4		0902841900	tyler	75701	903944-2063	12/31/2006	☐	☐	☐
8. Paz, Leila	6		0903660260	Tyler	75702	903-525-9260	10/4/2008	☐	☐	☐
9. Rivera, Anahi	4		0903469286	Tyler	75702	903-343-2422	12/11/2008	☐	☐	☐
10. Thompson, Alexa	10		0905478963	Flint	75782	9032791155	2/29/2007	☐	☐	☐
11. Wheeler, Ashley	5		0902013900	Tyler	75703	903-316-5061	1/31/2007	☐	☐	☐
12. Woodford, Natalie	7		0904491927	Tyler	75703	903-714-3298	7/11/2007	☐	☐	☐

Player 12 is a guest player. We should know this because you submitted a guest player form

ALL players must have a Jersey number

ID Numbers are required for all players

All players DOB must be present

Do NOT check these boxes. For staff use only.

Once ALL of the yellow highlighted information is a true representation of the team you are attending the tournament with, then you know that what we are seeing is correct. You now need to submit all the supporting paperwork: roster, guest player forms,etc. (see check-in check list) Once you have submitted this form, no changes will be allowed unless approved by tournament director.

Sign and date

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: _____