

## Check in Information for 2022 Placer United Girls Cup

THE CHECK-IN DEADLINE IS Monday October 24<sup>th</sup>. Rosters will freeze at 12 AM PST on Wednesday October 26<sup>th</sup>.

\*\* ALL CHECK IN'S MUST BE DONE ONLINE! The only items Field Marshals will be checking on-site is player passes.

### REQUIRED DOCUMENTS FOR CHECK IN:

1. Agreement sheet at this link <https://system.gotsport.com/forms/274V48334>
2. Event rosters uploaded into GotSport

\*\*ALL PLAYERS PLAYING IN THE TOURNAMENT MUST BE ON YOUR EVENT ROSTER IN GOTSPORT BY 12 AM PST ON WEDNESDAY OCTOBER 26th – NO EXCEPTIONS! All rosters will be frozen and game cards printed at that time and changes will not be permitted.

### DOCUMENTS INSTRUCTIONS:

1. To sign the agreement sheet go to: <https://system.gotsport.com/forms/274V48334>
2. This agreement along with your event roster will be reviewed by tournament staff and approved. If there are any issues we will reach out to you before the tournament. Players will not populate on your game cards until we have approved your rosters. If you have any questions about check-in, contact [tournaments@placerunited.com](mailto:tournaments@placerunited.com).
3. At the tournament, the Team Manager/Coach should check-in with the Field Marshals tent at your game location 45 minutes before the start of EACH match with your pass cards. Players do need to be present at each check-in.

### GOTSPORT ROSTER INSTRUCTIONS:

Roster creation will need to be made in your GotSport account. Once you log in to your account, you will need to create your event roster. Once it is created, you can still make changes up UNTIL the **October 26th** deadline. To do this, follow these instructions:

- **Create/Edit Roster** - <https://gotsport.zendesk.com/hc/en-us/articles/4406293350295-How-do-I-Build-an-Event-Roster-Coach-Manager>
  - **Add a Club Pass Player** – <https://gotsport.zendesk.com/hc/en-us/articles/360053027594-How-to-Add-a-Club-Pass-Player-from-a-Team-Account>
  - **Guest Players can only be added by your Club Admin** - <https://gotsport.zendesk.com/hc/en-us/articles/4406129679767-How-to-add-a-guest-club-pass-player-for-an-event-as-an-admin->
1. To create an Event Roster go to "Team Management", then click on the team you are working on.
  2. Once the team page pops up select the "Rosters" tab.
  3. Select the Placer United Girls Cup in the drop down menu labelled Select Event Roster and click "Search". Once you are inside of the correct event you can begin to add your players by clicking on the "Add Player" button.
  4. When the new window appears you will enter the First Name, Last Name, and DOB of the player you want to add and click "search".
  5. Once the search result appears click "Add" to add the player to the event roster.
  6. You can also choose to clone a roster from your current team roster or another event.
  7. If you need to add a club pass player or a guest player, additional instructions are above. Please email any guest player forms to [events@placerunited.com](mailto:events@placerunited.com).