

# TOURNAMENT ONLINE CHECK-IN INSTRUCTIONS

CHECK-IN WILL BE BY E-MAIL:

## **Due Dates:**

1. Online check-in opens March 1, 2016 and ends Friday March 4, 2016 no later than 7 PM.
  - Please adhere to these timelines as it allows the tournament staff time to review all online registrations for completeness and advise if any errors detected. This allows all accepted teams plenty of time to complete the online registration. There will be no exceptions and extensions allowed.
  - 2. All teams will receive a confirmation email once their registration is complete and accepted. Teams that are missing registration documents will be notified earlier than the date mentioned above.
  - 3. There are four (4) documents that must be included in each email: (5 for teams outside Region 1)
    - Team Information/Contact Sheet (in email or word doc)
    - Approved 2015/2016 Official Roster
    - Current 2015/2016 Valid Player Cards
    - Medical release forms – **notary not required**
    - Teams outside Region 1 must have permission to travel form – US Club Soccer

Teams do not require permission to travel but must be in good standing with US Club Soccer.

## **“What You Need” For E-MAIL Check-In:**

1. USYSA Teams need to e-mail: one copy of the **State Approved Roster** – guest players are to be written on bottom portion of roster and require same documentation as others on roster. Cross off players not attending event.
  2. E-mail a copy of each **US Youth Soccer Player Passes** (ONLY side that shows picture and DOB must be copied). Same criteria for each guest player US Youth Soccer Player Passes (ONLY side that shows picture and DOB must be copied). Cross off players not attending event.
  3. US Club Soccer Teams need to provide: Copy of the **US Club Roster and US Club Player Passes (only front must be copied)**. Same documentation required for guest players. Cross off players not attending event.
  4. Copy of **Medical Release Form** for each player. **(Notary not required)**
1. **Team Information Form – include all the below information in your email (or separate word document) so we may print out for the site coordinator’s book at your playing location.**
  2. **This information is necessary if we need to contact your during our event.**
    - Club Name (Example: Newport News FC)
    - Team Full Name (Example: 03 Red)
    - Age group/Gender (Example: U13 GIRLS OR BOYS)
    - Contact cell phone # for Manager and Coach.
    - Hotel name: (required)
    - Permission to Travel Form if applicable. (teams outside Region 1)
  3. Compile all above information/appropriate documents to register and follow these instructions:
    - Combine all documents (scan/pdf creator) and save as a **PDF** (We will not accept other file types i.e. JPEG, Zip Drive or Word). Someone on your team will know how to do this.
    - Email the documents to: [ssmith@showcasemgmt.com](mailto:ssmith@showcasemgmt.com) (this email is for registration only and not questions).

**In the subject line of the email** include the following: **Online Registration/Full club & team name//Age Group / Gender.**

Example: Newport News FC (club name), 03 Red (team name) Boys (Gender)

**Note:** US Club Soccer teams may only take guest players registered under US Club Soccer, and USYSA teams may only take guest players registered with properly stamped USYSA player pass cards. No roster may be comprised of players with different passes from different organizations **(no “mixed rosters”)**.

**Questions:** Do not send questions to the online registration email but rather please contact Susan Smith at [ssmith@showcasemgmt.com](mailto:ssmith@showcasemgmt.com)