



# 28<sup>th</sup> ANNUAL TEXAS SHOOTOUT ONLINE CHECK-IN INSTRUCTIONS

All U12 and older teams are required to check-in online through Got Soccer. All U10 & U11 teams will check in at the Tournament Headquarters Tent at Dyess Park 1-hour prior to their first game on Saturday, May 30<sup>th</sup>. Do not wait until the last minute to complete your online check-in.

- Check-in Online Deadlines:
  - U12-U14 Teams: Sunday, May 17<sup>th</sup> by 5PM
  - U15-U19 Teams: Thursday, May 14<sup>th</sup> by 5PM
- There will be no exceptions or extensions allowed!
- All teams will receive a confirmation email stating that their check-in documents were complete no later than Saturday, May 23<sup>rd</sup>.
- Instructions for online check-in can be found below:

## INSTRUCTIONS ON HOW TO CHECK-IN ONLINE:

1. Log in to your Got Soccer Team Account. Under Event Registration History, click on the 28<sup>th</sup> Annual Texas Shootout. Click on the Documents tab on the far right. This is where you will upload your documents.
2. Documentation:
  - a. Official State Roster (event roster generated from your Got Soccer team account) or US Club Soccer Roster or National organization roster (if other): with all players that will be playing on the roster – including guest players – can be written in: all players need to have uniform numbers on the rosters. Guest players from outside of the club will need guest player forms. Guest player forms, medical releases and player passes for guest players should be at the end of each document.
  - b. Medical Release Forms in alphabetical order by Last Name – you can use your own medical release; it does not need to be notarized
  - c. Player & Coach ID Cards – we need the front of all player and coach ID cards scanned and uploaded. The cards need to be in alphabetical order by Last Name.
  - d. Permission to Travel – does not apply to US Club Soccer teams or teams from South Texas. Check with your State Association for the appropriate form.
  - e. **DO NOT SUBMIT DOCUMENTS ELECTRONICALLY UNTIL ALL DOCUMENTS ARE READY – SUBMIT EVERYTHING AT ONE TIME!**
3. After you have gathered the appropriate documents you need to scan them and create PDF files for each document type as they will be uploaded separately. You will scan all of your medical releases at the same time and save all of them in ONE FILE. The same goes for the player cards. We recommend scanning multiple player cards to fill an 8.5" x 11" piece of paper and thus requiring fewer "ID CARD" attachments.




Follow these instructions:

Login to your Got Soccer Team Account with your username and password.

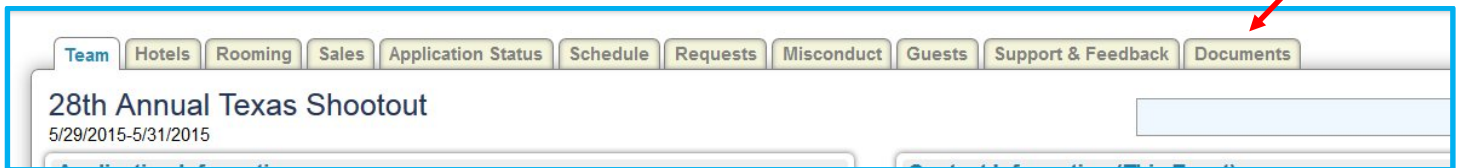
Select the 28<sup>th</sup> Annual Texas Shootout from your Event Registration History

Event Registration History

Items 1 - 10 of 10

Name/Date	Type	Status
 <b>28th Annual Texas Shootout</b> 5/29/2015 - 5/31/2015	Tournament	Accepted
 <b>14th Annual Presidents' Day Invitational</b> 2/14/2015 - 2/15/2015	Tournament	Accepted
 <b>2015 South Texas State Cup</b>		

Click on the "Documents" Tab



Select the labels from the drop down list. For example, to upload your roster be sure it says "Approved/Official Roster" in the drop down box and then click Browse. A box will open up so you can "Browse" your computer for the saved PDF file of your roster. Double click on the document when you locate it on your computer and then click the Upload File button.

**Team Status**

<b>Foreign Team:</b>	No	<b>Permission to Travel:</b>	No
<b>Medical Release (All Players)</b>	No	<b>Official Roster Received</b>	No

**Team Document Upload**

File Name/Description (recommended)

Select File  
 No file selected.

Once your files have been uploaded they will appear in a box on the left side of your browser window.

Document	Created	Accessed	Verified
Official Tournament Roster	11/9/2014 6:28:00 PM	11/19/2014 2:40:48 PM	<input checked="" type="checkbox"/>
Medical Releases	11/9/2014 6:24:20 PM	11/10/2014 10:05:49 PM	<input checked="" type="checkbox"/>
Player Cards	11/9/2014 6:23:22 PM	11/10/2014 10:06:07 PM	<input checked="" type="checkbox"/>
eTravel	10/10/2014 11:38:14 AM	11/10/2014 10:06:40 PM	<input checked="" type="checkbox"/>

- Double Check that all of the following appear on the left**
- Guest Player Release (if applicable)
  - Official Tournament Roster
  - Permission to Travel
  - Player Cards
  - Medical Releases

Once your documents have been verified you will see the orange question mark change to a green checkmark.

### U10 & U11 TEAM CHECK-IN:

All U10 & U11 teams will check-in at Dyess Park on Saturday morning, 1-hour prior to their first game.

#### WHAT TO BRING FOR ON-SITE CHECK-IN:

- Two copies of your Official Roster
- Current Player Passes for EVERY participating player
- Guest player information should be added to the bottom of the official roster being submitted
- Permission to Travel – does not apply to US Club Soccer teams or teams from South Texas. Check with your State Association for the appropriate form.

### FREQUENTLY ASKED QUESTIONS

#### Check-in Confirmation:

If I checked my team in on-line, will I receive an email confirming that my documents have been reviewed and approved?

Yes – all teams will receive an email confirming that their documents have been reviewed and approved. The email will be sent to the person listed as the Primary Contact for their team in Got Soccer. Confirmation emails will be sent no later than May 23<sup>rd</sup>. Please do not email the Tournament Director asking if your information has been received. If we need additional documentation from you someone from the tournament will be in touch.

#### Players not attending the event:

If a player on my roster is not attending the event do I leave their name on the roster?

If a player on your roster is not attending the event you need to cross their name off of the roster.

#### Guest Players:

What is the maximum number of guest players a team can bring to the event?

There is no limit on the number of guest players a team can bring to the Texas Shootout.

The following are the maximum roster size per age groups:

U10-U11 (8v8) – 14 players

U12-U14 (11v11) – 18 players

U15-U19 (11v11) – 26 players, but only 18 may dress and play in any given game

#### How do I add a guest player?

Step 1: Obtain the guest players current player card and medical release form

Step 2: Handwrite the guest player's full name, unique jersey number, player ID number and birthday at the bottom of your roster. Note: US Club Soccer teams may only take guest players registered through US Club Soccer, and USYSA teams may only take guest players registered with properly stamped USYSA player cards. No roster may be comprised of players with different passes from different organizations (no "mixed rosters").

ALL QUESTIONS ABOUT ONLINE CHECK-IN CAN BE EMAILED TO ASHLEY FENDLEY-FRAZIER AT SHOOTOUT@CHALLENGESOCCER.COM.