

# Hershey Tournament Team Check-In

ALL teams attending the Hershey August Cup Tournament **MUST check-in on-line.**

## Electronic Check In

Electronic check in is due no later than **Sunday, August 1st, 2021**. This date allows ample time to resolve any team credential issues. **All forms and instructions are on the August Cup Tournament Page at <https://www.hersheysoccer.org/tournaments/hershey-cup/>**

To complete the online check-in please follow these instructions:

### US Club Teams must provide:

- (1) A copy of the 2021/22 US Club Roster, with guest player names legibly written onto the bottom of the roster.
- (2) A copy of each 2021/22 US Club Player Pass (including coaches and guest players) for all participants if players are not pictured on the roster.
- (3) A completed "Team Check-In Form" (Available for download on the event website noted above).
- (4) Every player, coach, and team manager associated with the team who will be in attendance must complete the online waiver form entitled "Player / Coach / Manager Waiver Form". This is done individually by each person and requires esignatures. Once this document is completed by each person it will be automatically saved into our server.

### US Youth Soccer Teams must provide:

- (1) A copy of either the 2020/21 or 2021/22 State Approved Roster, with guest player names legibly written onto the bottom of the roster.
- (2) A copy of each 2020/21 or 2021/22 US Youth Player Pass (including Coaches and guest players) for all participants if players are not pictured on the roster.
- (3) A completed "Team Check-In Form" (Available for download on the event website noted above).
- (4) . \*\*Teams coming to the event from outside of Region 1 need to provide a signed permission to travel form. Check with your State association for the appropriate form. (Not required for Region 1 CT, DE, ME, MD, MA, NH, NJ, ENY, NYW, EPA, PAW, RI, VA, WV)
- (5) Every player, coach, and team manager associated with the team who will be in attendance must complete the online waiver form entitled "Player / Coach / Manager Waiver Form". This is done individually by each person and requires esignatures. Once this document is completed by each person it will be automatically saved into our server.

**\*Documents must be uploaded in as few PDFS as possible per category rather than individually scanned and uploaded. (Official Roster, Player Passes, Team Check-In Form/Waiver and must be in PDF format).**

1. Log into your Got Soccer team page
2. Click on the event located under "Event Registration History"
3. Click on the "Documents" tab on the far right and select the appropriate label from the dropdown list in the "Team Document Upload" box.
4. Load Documents in as few PDFs as possible.

**ALL PARTICIPANTS MUST SIGN THE 2021 WAIVER. Team Coaches/Managers listed in your Got Soccer Application will receive an email to send to all players and coaches to be completed by August 1st, 2021. This link is also available on [Hersheysoccer.org](https://www.hersheysoccer.org) on the August Cup Tournament page.**

### Important Reminder:

**US Youth Soccer (USYS) does not allow USYS registered players to guest play for a team that is not affiliated with USYS.**

**US Club Soccer does not allow US Club registered players to guest play for a team that is not affiliated with US Club Soccer.**

US Club/AYSO Soccer passes cannot be used on a USYS team and USYS passes cannot be use on a US Club/AYSO team.

**THERE IS NO MIXING OF ROSTERS AND PASSES ALLOWED. ALL ENTRIES MUST BE EITHER US CLUB/AYSO OR US YOUTH, NO EXCEPTIONS.**

Teams can confirm check in approval in the documents section of their Got Soccer application by August 10th or earlier. There will be notes on the documents page in Got Soccer if there is an issue with your check in. To communicate on your documents page, use the 'Notify' button and a dialogue box will appear. There will be a green check under the verified column in the documents section of Got Soccer once each item is approved. Only teams with approved documents are considered 'checked-in' and eligible to compete in the tournament. Your checked in/approved roster is your official tournament roster and must be with you at the tournament for all games along with player passes. Any alterations to the roster after check-in must be approved.

## FREQUENTLY ASKED QUESTIONS

**Check -In Confirmation:** If I checked my team in on-line, will I receive an email confirming that my roster has been approved?

*No. The verified column in the documents section of your Got Soccer will have green checks for verified documents. If you checked in and there was a problem, we will contact you through the documents page in your Got Soccer Team account by using the 'notify' button and the dialogue box.*

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

*No, if a player is not attending the event; strike their name from the roster.*

**Guest Players:** What is the maximum number of guest players a team can bring to the event?

*A max of five (5) guest players will be allowed. The following are the maximum roster sizes per age groups:*

*U08-U10 (7v7) 14 players*

*U11-U12 (9v9) 16 players*

*U1-U18 (11v11) - 22 players (18 suited players in any given match).*

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

*Step 1: Obtain the guest players current player card (same type as your cards) medical release form and COVID Waiver.*

*Step 2: Handwrite the guest player's full name, unique jersey number, player identification number and birthdate below the bottom of the existing rostered players.*

**How do I add a guest player after I registered electronically?**

*Guest players may be added after electronic check in up until August 12, 2021. Simply follow the instructions and upload the new documents. Once updated, use the notify button to alert us that there was a change made. Check back for a confirmation green check in your documents page of your Got Soccer account. After August 11th, any roster changes will have to be confirmed directly with Maribeth Briggs, [registrar@hersheysoccer.org](mailto:registrar@hersheysoccer.org). Rosters are frozen as of Friday, August 13<sup>th</sup>, 6:00 PM.*

**Any questions should be directed to Maribeth Briggs at [registrar@hersheysoccer.org](mailto:registrar@hersheysoccer.org).**