



WAGS TOURNAMENT CHECK-IN INSTRUCTIONS

Date of Event: October 8-10, 2016

ALL TEAMS MUST CHOOSE ONE OF THE TWO OPTIONS TO COMPLETE MANDATORY CHECK-IN

Option 1: CHECK-IN VIA GOTSOCCER

- **Deadline:** Wednesday, September 28, 2016 by 5:00 PM (Eastern Time) **NO EXCEPTIONS**
- Teams that complete online registration will receive a Confirmation Email **by Monday, October 3, 2016 at 5:00 p.m.** Confirmation Email will be sent to the email address listed as "Primary Contact" for this specific event.
- **ROSTER UPDATES (If applicable):**
 - Must notify Jessica via email at jgillespie@elitetournaments.com. After initial check-in, your roster is locked and you will be unable to update your roster if you do not contact Jessica.
- Online registration documents must include:
 - Team Information Sheet
 - State/Club Approved Roster
 - Current Player Cards
 - Permission to Travel form – If outside of Region 1 (See Commonly Asked Questions)

Directions to Complete Online Check-In:

1. Fill out and save the PDF labeled "WAGS Rael Vodicka Tournament Team Information Sheet" [\[CLICK HERE\]](#)
 - a. NOTE: Mac users - Please fill out form using Adobe Reader and NOT Preview
2. Teams must provide state/club approved roster and current player cards, including guest player cards [SCAN FRONT].
3. Submission process:
 - a. **SCAN** each document.
 - b. **SAVE** each document type as an individual **PDF** as they will be uploaded separately.
 - i. Please use descriptive titles so you will know which files to upload.
 - ii. Please upload all player cards as one PDF document.
 - c. **UPLOAD** the documents to GotSoccer
 - Log in to your team's GotSoccer page with your username and password.
 - Select 2016 WAGS Tournament Presented by the NSCAA and Under Armour.
 - Select the "Documents" tab.
 - Select the labels from the drop down list in the "Team Document Upload" box and upload the appropriate files.

Option 2: CHECK-IN ON-SITE

- **Date:** Friday, October 7, 2016
- **Time:** 3:00 – 9:00pm
- **Location:** Hyatt Regency Reston
 - The “living room” on the 1st floor – when you enter the hotel, turn right and it is the first room on the left side
- **Address:** 1800 Presidents Street, Reston, VA 20190

On-site Check-In Required Documents:

- **Two** copies of your State Association, League, or US Club approved roster
- Current player passes for all members of the team (including guest players)
- Medical release forms for all members of the team (including guest players)
- Guest players full name, unique jersey number, player identification number and date of birth to the bottom of the existing approved roster
- Permission to Travel form, IF OUTSIDE OF REGION 1 (SEE COMMONLY ASKED QUESTIONS)

Commonly Asked Questions

How do I add a guest player?

Step 1: OBTAIN the guest players card and medical release form.

Step 2: ADD the guest player by handwriting full name, unique jersey number, player identification number, and date of birth to the bottom of the existing approved roster.

Step 3: SCAN and COMBINE into a PDF document (online only).

Can I have different player passes from different organizations?

Mixed rosters will **NOT** be allowed – NO exceptions. US Club teams may only take a guest player registered under US Club Soccer. USYSA teams may only take guest players registered with properly stamped USYSA player pass cards.

How do I add a guest player after I submitted my online registration?

Contact Jessica at jgillespie@elitetournaments.com to add guest players online. If the online check-in deadline has passed, a team manager or coach must attend on-site check-in order to add a guest player to their team’s roster.

Permission to travel forms are NOT required for teams in Region 1, which includes the following states:

Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York East/West, Pennsylvania East/West, Rhode Island, Vermont, Virginia, West Virginia

What if I cannot personally make it to on-site check-in?

Any representative of the team (coach, assistant coach, manager, or parent) may complete the check-in process.