

WAGS TOURNAMENT CHECK-IN INSTRUCTIONS

Date of Event: October 6-9, 2017

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

Option 1: CHECK-IN VIA GOTSOCCER

- **Deadline:** Wednesday, September 27, 2017 by 5:00 PM (Eastern Time) **NO EXCEPTIONS**
- Teams that complete online registration will receive a Confirmation Email **by Monday, October 2, 2017 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 Scott via email at sniles@elitetournaments.com. After initial check-in, your roster is locked and you will be unable to update your roster if you do not contact Scott.
- 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 2017 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.

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 Scott at sniles@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.