CECIL FALL BLAST CHECK-IN INSTRUCTIONS

ON-LINE CHECK-IN (registration):
- On-line check-in due by:
  - November 13, 2024, by 8:00 PM (Wednesday)

There will be no on-site check-in.

- All teams that have successfully checked in on-line will have their stamped approved roster emailed back to them.
- Instructions for on-line check-in can be found below:

INSTRUCTIONS ON HOW TO CHECK-IN ON-LINE:

1. Documentation:
   a. **Teams need to provide:**
      i. 1 copy of either you're stamped state approved roster, US Club roster, or SAY Soccer roster.
      ii. Player Passes for all participating players <u>including guest players</u> (**ONLY** front must be copied)
      iii. Read and sign the "Medical Release-Score Keeping Acknowledgement. The document can be found on the Cecil Soccer Web Site.

2. After you have gathered the appropriate documents to register your team please scan or create PDF files for each document type (i.e., player cards, roster, COVID waiver form, medical release acknowledgement should all be separate files) as they will be uploaded separately. Ensure you use descriptive names so you will know which files to upload. We recommend scanning multiple player cards at one time to fill an 8.5" x 11" piece of paper and thus requiring fewer "Player Cards" attachments.

   All scanned PDF files <u>should be downloaded into GotSport</u>. If you prefer you can email them directly to the tournament director @ jprivett21@comcast.net

3. Follow the instructions below to upload into GotSport:

   - Log in to your coach/manager account and click on the "**Team Management"** button.
   - Click on the name of the team you are working on.
   - Open the "**Team Registrations**" tab.
   - Click on the Event that you are Working to Upload Documents to. **16th Annual Cecil Fall Blast Tournament (Boys Tournament or Girls Tournament)**
   - Open the "**Registration"** tab.
   - Next click on the "**Edit**" button.

- For any files that are being asked to be uploaded, you will be able to click on the "**choose file**" button and upload accordingly. **If you have a challenge uploading a document, there is a good chance that the document is too large and will need to be decreased in size**.
- Select the labels from the drop–down list in the "Team Document Upload" box and upload the appropriate files.
- Once this is complete, then the event director will be able to view your documents for the online check in process.

As we review and approve your registration materials, you will receive your stamped Cecil Soccer Approved Roster by email.

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; you need to cross their name off the roster.

Guest Players & Roster Size:

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 size per age groups:
U8 thru U10	20 Players, but only 14 may dress and play for any given game.
U11 & U12	20 Players, but only 16 may dress and play for any given game.
U13 & U14	22 Players, but only 18 may dress and play for any given game.
U15 thru U16	25 Players, but only 18 may dress and play for any given game.

How do I add a guest player?
Photocopy your original roster. Handwrite the guest player's full name, unique jersey number, player identification number and birthday below the bottom of the existing rostered players.

Medical Release Forms

Do I include the medical release forms in the early registration document?
- No. All teams must have a medical release form for each player (including guest players) but **DO NOT** include the medical release forms in the online registration package.

Do Medical Releases need to be notarized?
- No. Medical Releases DO NOT need to be notarized. However, you must have signed our rules and guideline form stating that you have medical releases for all your players.

ALL QUESTIONS ABOUT ONLINE CHECK-IN CAN BE EMAILED DIRECLTY TO THE TOURNAMNET DIRECTLY @ jprivett21@comcast.net