

Team Roster Check-In Procedure

Please read this document in its **entirety**.

It contains the online check-in instructions for the Fall Finale (FF) tournament.

Please complete all of these steps no later than Nov 2nd.

NOTE: Many of the links below will take you to GotSport Help screens that provide detailed instructions on specific tasks.

You will need to do 3 things, each described in one of the 3 steps below:

Step 1 Upload your approved documents

General info about uploading documents into GotSport forms:

- [Click here](#) for instructions on how to upload documents into a GotSport form.

IMPORTANT Note: If a form already contains information (*i.e.*, if you already uploaded info into the form), you **MUST** upload the previous information **AND** the new information together, as one upload; otherwise, the previous information will be overwritten, and you will need to resubmit again. This is true for any of the GotSport forms you will be uploading information into.

THREE specific upload tasks to be completed:

1. Upload your state/league approved Official Roster and/or Player Passes into the form: *Upload State/League-approved TEAM ROSTER and/or player passes.*
All players must have a player pass under the same organization (US Club or USYS)
2. For ALL Guest players, upload their state/league approved player pass as well as that player's liability waiver into the form: *Upload information for guest player(s): the player pass is always needed.*
3. There is also a form to upload liability waivers for players/coaches: *Upload signed liability waivers for coaches/players, for which the GotSport e-waiver functionality was either not completed or did not work.* As stated, information only needs to be uploaded for those who the GotSport e-waiver functionality was not used or that did not work for that individual. Hence, this form is typically not utilized until after step 3 is completed below.

Step 2 Create a Cloned Event Roster

GotSport Help to Building an Event / Tournament Roster

1. Log into your GotSport.com Account (New system with an email address as the User ID)
2. From your Dashboard (Homescreen) click on “Team Management”
3. Select Your “Team”
4. Click on the “Team Registration” Tab
5. Find the event name and click on the BLUE Box labeled “Rosters”.
6. Then click on the drop down box on the bottom right “Clone roster from” and select the “Official Roster” and then click Submit.

Important Information about CLONING your roster.

- If your team has an official state approved or US Club roster in GotSport, this is an easy step for you.
- If your team is registered with a state organization not using GotSport, you will need to Add a Player individually to build your roster. (Good news is that more tournaments are moving to this new system, so you need to build it once).

Note: Do NOT add players, club pass players or guest players until you CLONE first. You can not CLONE if you have a player listed.

7. After the roster has been cloned, add additional players and/or remove players ([click here](#)) who will not attend the tournament. If you don't remove players who will not attend, your check-in process will be more complicated as we will be looking for check-in information for those players.
8. You **MUST ADD** jersey numbers for all the players who are participating. You can [click here](#) for instructions to do so.

Please note, you can see the players listed on the “Roster” under the Event Roster. Their individual approval status can be seen in the STATUS column – red X is not approved; green checkmark is approved. In order to be approved, they must have each of the following:

- be on the GotSport Roster (above)
- be present on the uploaded state/league approved roster, OR have uploaded a state/league approved player pass
- have completed the online waiver or uploaded an approved (paper) waiver into the registration form: *Upload signed liability waivers for coaches/players, for which the GotSport e-waiver functionality was either not completed or did not work.*

Step 3 Have each attending player and coach complete a liability waiver

It is highly preferred, not required, that you complete the online e-waiver, as it can greatly minimize the team manager's actions needed to complete Step 3 for their team.

All attending players and coaches must complete the waiver.

It is acceptable for some players to use the e-waiver while others use the paper waiver.

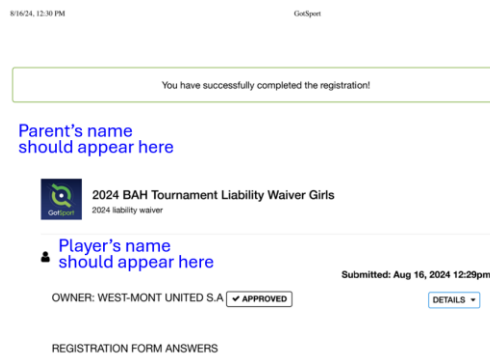
3.1 Using Online e-waivers in GotSport

[Click here](#) for tournament online waiver

If a parent/guardian has issues with waiver approval, please [click here](#) for instructions.

Note: If the parent-player relationship was not built correctly in GotSport, the parents' e-waiver approval will not be linked to the player, and it will NOT be displayed in the GotSport team roster during the check-in process. Since this issue will not be known when the parent/guardian is approving the e-waiver, they should proactively perform a screen capture referenced in the bullet below. They can provide that to the team manager in case it is needed during the check-in process. Do NOT proactively email it to the tournament.

- The easiest way to handle this situation is for the parent to execute a "print screen" or to use a screen capture tool (for example: Snip it) to capture the onscreen approval acknowledgement of the e-waiver by GotSport. An example of the screen shot is displayed below. If needed during the team check-in process, the team manager can upload the necessary screen shots into the team registration form: *Upload signed liability waivers for coaches/players, for which the GotSport e-waiver functionality was either not completed or did not work.*



- A few other ways to remediate this situation are to either (1) correct the parent-player relationship [*ask your club for help here*] then have the parent reapprove the e-waiver, (2) use the paper waiver instructions below for that player, or (3) re-execute the e-waiver approval and grab the screen shot noted above.

3.2 Using Paper waivers

[Click here](#) for the printable waiver; the player's name on this waiver must match what is in GotSport.

The paper waiver is designed to accommodate many players on one form. The form is typically approved via a wet-signature by the parent/guardian, but electronic approvals using a standard tool (for example: Doc-u-sign) are also acceptable. However, it is not acceptable to just use the parent's name in a text font [that looks like a signature] as the parent's approval.

All paper waivers must be uploaded into the registration form: *Upload signed liability waivers for coaches/players, for which the GotSport e-waiver functionality was either not completed or did not work.*

As stated, information only needs to be uploaded for those who the GotSport e-waiver functionality was not used or that did not work for that individual.

IMPORTANT Note: If a form already contains information (*i.e.*, if you already uploaded info into the form), you **MUST** upload the previous information **AND** the new information together, as one upload; otherwise, the previous information will be overwritten, and you will need to resubmit again. This is true for any of the GotSport forms you will be uploading information into.

Thank you for your attention to this and we look forward to having another great event this year!

If you have any questions, please reach out to the WMU Tournament Director at tournaments@westmontunitedsoccer.org