The 2024 Winter Cup & Showcase utilizes online credentials for all teams participating in this tournament.

**MANDATORY ONLINE TEAM ONBOARDING**

<mark>***ALL TEAMS MUST COMPLETE TEAM ONLINE CHECK-IN***</mark>

**Deadline(s):**

2024 Winter Cup & Showcase – **WEDNESDAY, DECEMBER 4, 2024, AT 5:00 PM ET**

**Need Help?** Email justin@smcsoccer.com

## ONLINE CHECK-IN CHECKLIST

☐ Event Roster created in GotSport

☐ US Soccer affiliate (i.e., state association, US Club Soccer, USSSA, etc.) or an international affiliate certified documents uploaded to GotSport, including documents for any guest players

☐ Jersey numbers added for all players on the Event Roster

## GENERAL RULES

A team must provide us with player cards from either a US Soccer affiliate (i.e., state association, US Club Soccer, USSSA, etc.) or an international affiliate. Event rosters must include ALL guest players and list only the players competing in the event.

- Roster (Minimum/Maximum)
  - **It is the responsibility of the club, coach, and team staff to monitor their roster. In no way will it be the responsibility of SMC and/or any of its representatives to monitor a team's roster.** Clubs entering multiple teams into this tournament must ensure players are not rostered on multiple teams.
  - A team must not roster more than **five (5)** guest players, and those guest players will count toward your allowed roster maximum for your age group.
  - All U9-U10 teams must not roster more than **twelve (12)** players (primary rostered plus guest players).
  - All U11-U12 teams must not roster more than **sixteen (16)** players (primary rostered plus guest players).
  - All U13-U19 teams must not roster more than **twenty-two (22)** players (primary rostered plus guest players). Before each tournament match, the coach/manager must declare an 18-player game roster with the referee(s).

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## HOW TO CREATE YOUR EVENT ROSTER IN GOTSPORT

**Step 1.** To create an Event Roster, go to "**Team Management**" and then click on the team name you want to create a roster.

**Step 2.** Once the team page pops up, select the "**Rosters**" tab.

**Step 3.** In the "**Select Event Roster**" drop-down, select "**2024 Winter Cup & Showcase**" and click "**Search**". Once you have selected the event, begin to add players by clicking the "**Add Player**" button.

**Step 4.** A new window will appear. Enter the **First Name**, **Last Name**, and **DOB** of the player you want to add, and click "**search**".

**Step 5.** Once the player appears, click the "**Add**" button to add them to the roster.

**Step 6.** If you are adding a brand new player that does not have an existing account, you will get a message that says "No users found..." and will need to complete the information on the player to create an account for them before adding.

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## HOW TO ADD A GUEST PLAYER TO YOUR EVENT ROSTER

**Step 1.** To add guest players to your Event Roster, go to "**Team Management**" and then click on the name of the team for which you want to add guest players.

**Step 2.** Once the team page pops up, select the "**Rosters**" tab.

**Step 3.** In the "**Select Event Roster**" drop-down, select "**2024 Winter Cup & Showcase**" and click "**Search**". Once you have selected the event, begin to add players by clicking the "**Add Guest Player**" button.

**Step 4.** A new window will appear. Enter the **First Name**, **Last Name**, and **DOB** of the player you want to add, and click "**search**".

**Step 5.** Once the player appears, click the "**Add**" button to add them to the roster.

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**MANDATORY ONLINE TEAM ONBOARDING**
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*(US CLUB SOCCER TEAMS ONLY)* **HOW TO ADD A CLUB PASS PLAYER TO YOUR EVENT ROSTER**

**Step 1.** To add club pass players to your Event Roster, go to "**Team Management**" and then click on the name of the team for which you want to add club pass players.

**Step 2.** Once the team page pops up, select the "**Rosters**" tab.

**Step 3.** In the "**Select Event Roster**" drop-down, select "**2024 Winter Cup & Showcase**" and click "**Search**". Once you have selected the event, begin to add players by clicking the "**Add Club Pass Player**" button.

**Step 4.** A new window will appear. Enter the **First Name**, **Last Name**, and **DOB** of the player you want to add, and click "**search**".

**Step 5.** Once the player appears, click the "**Add**" button to add them to the roster.

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## HOW TO ADD JERSEY NUMBERS TO YOUR EVENT ROSTER

**Step 1.** To add jersey numbers to your Event Roster, go to "**Team Management**" and then click on the team name for which you want to add jersey numbers.

**Step 2.** Once the team page pops up, select the "**Rosters**" tab.

**Step 3.** In the "**Select Event Roster**" drop-down, select "**2024 Winter Cup & Showcase**" and click "**Search**".

**Step 4.** Once you have selected the event, click on the "**Jersey Number**" box and enter the number. *Note: You **MUST** click the "**Save**" button next to the number to save it properly*.

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## HOW TO UPLOAD YOUR US SOCCER OR INTERNATIONAL AFFILIATE PLAYER AND COACH CARDS

Please scan or create PDF files for each document type, as they will be uploaded separately.  Each document will need to fit on separate PDF files for uploading.

*\*\*\*Note that you will only be able to upload one file.  If you have multiple documents that need to be uploaded, you will need to condense/merge them into one file, and here are some helpful instructions to do this >> **Adobe Online Merge**.*

- Instructions on how to Print Roster and Pass Cards as a Coach or Manager >> ***CLICK HERE***
  - o **IMPORTANT!** – Please print or download your US Soccer affiliate (i.e., state association, US Club Soccer, USSSA, etc.) or an international affiliate roster and pass cards, not the TOURNAMENT EVENT DOCUMENTS. Roster and Pass Cards must include a PLAYER REGISTRATION NUMBER for each player.

    **Step 1.** Log into your GotSport account.

    **Step 2.** Click "**Team Management**"

    **Step 3.** Click "**Teams**" and select your team

    **Step 4.** Click on the "**Team Registration**" tab at the top

    **Step 5.** Click on the Event Name ("2024 Winter Cup & Showcase") – do not click on "Roster"

    **Step 6.** Click on the "**Registration**" tab at the top.

    **Step 7.** In the section labeled "**Official Roster**," click the Yellow "**EDIT**" button.

    **Step 8.** Click "**Choose File**" and upload your official roster.

    **Step 9.** Repeat steps 7 and 8 for uploading your player cards and, if necessary, upload guest player cards, guest player forms, and permission to travel documents.

    **Step 10.** Once you have uploaded your required documents, Click the "**Save**" button to submit your document for approval by tournament staff.