



Granite Bay FC's Ghosts & Goals Tournament Online Check-In Procedure

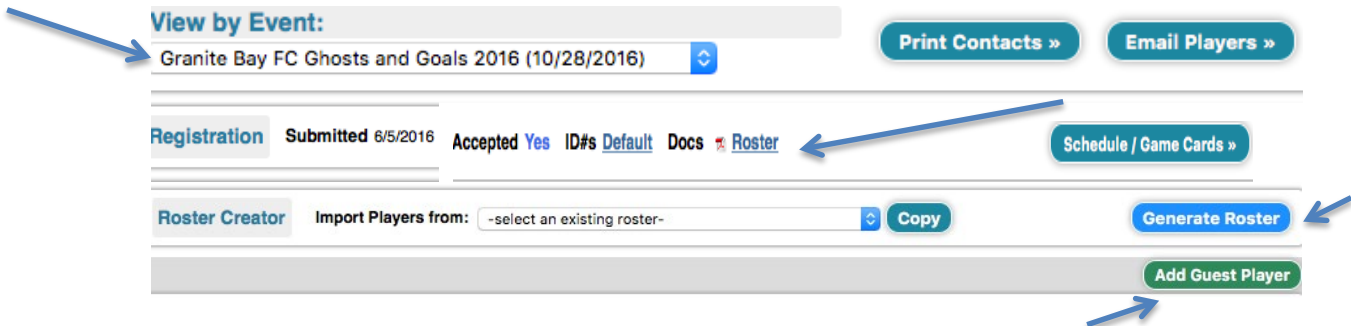
PLEASE FOLLOW THE INSTRUCTIONS BELOW

Preparing for Online Check In

Login to your team account
Click on Roster



Select Granite Bay FC Ghost and Goals from the View by Event drop-down menu and complete functions 1-3.



Function 1 – Add Guests – only if applicable

From within your Club - these players will not need guest/loan forms
Click on Add Guest Player and search the Club players pool by name.

From outside the Club – guest/loan form needed

You will need a player loan form for each guest player outside of your club.
Once we've received this, tournament personnel will add them to your game cards.

Function 2 – Generate Roster

Once your roster is complete (exception guest players from outside of your club will be added by GBFC), click on Generate Roster – Blue button.

You will see the list of players that will be participating in the event in the upper portion (with the option to Release) and other players in the lower portion (with the option to Add)

You can Add from the lower portion and Release from the upper portion and, in the end, the upper portion will need to include the players who will be participating.

Function 3 – Download Check-in Roster

Click on Roster– to download the PDF Check-in Roster.

Perform Online Check-In

Please perform the following Steps

Step 1 – Print Check-in Forms

Print the PDF Check-in Roster

Download and Print the Agreement Form – Download from the Website www.granitebayfc.com (under events tab)

Step 2 – Verify, check off boxes, sign and scan the forms

On the Check-in Roster please check-mark the fact that you have the waiver (Medical Release form) and which players are either on your official roster or players from the same club, with the same player pass (just playing on another team-not considered guest players). Players from a recreational team or another club are considered Guest Players and will need Player Loan Forms.

Step 3 – Upload the Check-in signed forms

Login to your gotsoccer team account

Click on Granite Bay Ghosts and Goals Event

Click on Documents Tab and upload the two forms – (please name the files i.e. Signed Agreement, Tournament Roster, Guest Player Form, etc.)

The screenshot shows the Granite Bay FC Ghosts and Goals 2016 website interface. At the top, there is a navigation menu with tabs: Team, Hotels, Rooming, Sales, Payment & Status, Schedule, Requests, Misconduct, Guests, Support & Feedback, Roster, and Documents. The Documents tab is selected. Below the navigation menu, the page title is "Granite Bay FC Ghosts and Goals 2016" with the date range "10/28/2016-10/30/2016". Below the page title, there is another navigation menu with tabs: Team, Hotels, Rooming, Sales, Payment & Status, Schedule, Requests, Misconduct, Guests, Support & Feedback, Roster, and Documents. The Documents tab is selected. Below the navigation menu, the page title is "Granite Bay FC Ghosts and Goals 2016" with the date range "10/28/2016-10/30/2016". Below the page title, there is a message "No documents to list." and a "Team Status" section. The "Team Status" section has a table with the following data:

Team Status			
Foreign Team:	No	Permission to Travel:	No
Medical Release (All Players)	No	Official Roster Received	No

Below the "Team Status" section, there is a "Team Document Upload" section. The "Team Document Upload" section has a "File Name/Description (recommended)" field with the text "Game Roster". Below the field, there is a "Select File" button and a "Choose File" button. Below the "Choose File" button, there is a message "no file selected". Below the "Team Document Upload" section, there is an "Upload File" button. Blue arrows point to the "Documents" tab in the top navigation menu, the "Choose File" button, and the "Upload File" button.

Upon Completion, your application Documents Section will reflect the status with a green check in the box on the right under the verified column.

Step 4- Completion

Once all documents show as Verified, you have successfully checked in.

Tournament Weekend

30 minutes prior to each game have the team check in with the on site field marshals. The passes will be checked against the roster as for any league game.

* Important Note: Only players on the game card roster and official player passes will be allowed to play!