Online Check-in Information for Palo Alto Tall Trees

**Please note that all rosters must be updated by Noon the Thursday before the tournament. Only players that are on your gotsoccer roster by Thursday Noon will be allowed to play in the tournament.

Teams must follow the process described below

Preparing for check-in

Login your gotsoccer team account Click on Roster

Select "2017 Palo Alto Tall Trees" from the View by Event drop-down menu and perform the 1-3 functions.

Adding Guest Players

Two buttons are active for Tall Trees rosters; "Add Guest Player" and "Add Club Pass Player".   When it is available, you want to use the "Club Pass" button for players from your club. Players from your club do not need loan forms.

Guests from outside your club will need to register as a guest for the event and you will need signed player loan form for each Guest.   Note - player will need his/her gotsoccer player account login credentials.   Have the player follow the corresponding link below to register:
https://www.gotsport.com/asp/players/login.asp?EventID=59994 Once the guest has registered, the manager can find the player on the "Guests" tab for the event.

Generate Roster

Click on the button to "Generate Roster" which will move players from your primary list onto the Roster specific for this event.   At this point you can Search for and Add players to your roster or "Release" them if they will not be attending.

Submit Roster

Click the "Roster" link to download a PDF copy of your roster.   Upload the signed copy of the roster along with your signed Agreement and any Player Loan forms.

Finding Registered Guests

From the Event information tab, you can click on the "Tall Trees" event and then on "Guests" tab.   Any guests that are either unassigned or assigned to your team can be seen on this screen.

Uploading Documents

On the same Event screen, you will see a tab for "Documents".   This is where you will upload your signed documents including Tournament Agreement, Roster and Guest Loan forms (if you have guests from outside your club).

From the drop down list, select the type of document you are uploading and then use the "Choose File" option to select the file, then click the "Upload File" button.

When you have all documents uploaded, click on the "Notify" button.   If you need to make changes to any documents after you have completed your checkin, simply upload a newer copy of the file. Leave the original so that we have record of the checkin.