Shawnee Trail Shootout Team Manager Check-List

***If you are team traveling from outside of North Texas, please be sure to apply for travel through your state. We have negotiated some great team rates at hotels located near the soccer fields. Lodging information for traveling teams can be found on our website.

Schedule conflict deadline is Thursday, May 9th at 5pm. Please update in GotSoccer under the Shawnee Trail Event. Click on "Request" Tab. Enter your conflicts in the "Request/Notes, etc." Box.

TOURNAMENT PACK - including two Parking Passes will be available for pick up at FSA Offices 5566 Main St, Suite 205 Frisco, TX **Tuesday, May 14th - Thursday May 16th 9am-5pm and Friday 9am-7pm.** If you need to check in at the fields on Saturday morning, you will need to be pre-approved

GAME DAY - Referees will have pre-printed game reports at the games. Winning team will turn in game cards to the tent upon the completion of the game to the Headquarter tents located at each of the respective fields. Please keep a copy of medical releases for every player with you at all games.

Remind your parents that **parking is $5 per day at Toyota fields.** (Northeast and Warren parking is free)

Academy Teams U7-10

ONLINE *CHECK IN. Online paperwork must be uploaded to GotSoccer by Monday May 13th 5pm

Rosters freeze Thursday, May 16th by 5pm

See HOW TO section at the bottom of this document for instructions for GotSoccer

1. Generate your **Shawnee Trail Team Roster** in GotSoccer.
2. Upload your Validated Tournament *Roster (Must be signed by your registrar and your coach)*
3. Have copies of **Medical Releases** (not required)

Any registrar can validate your tournament roster or register a player as an Academy Player. We are happy to help you with any of these needs. If you choose to have any of these things done through FSA, below are some tips.

ACADEMY TOURNAMENT ROSTERS

- All players must be added to the roster in alphabetical order by last name.
- Make sure that jersey numbers are included and there are no duplicates.
- Make sure that a *coach's signature* is included at the bottom. A typed signature will not be accepted.
- Be sure you have not exceeded the maximum players.
- Forms not filled out with all information will not be accepted.
- Must be signed by your registrar

PLAYER ACADEMY FORMS (if submitting a tournament roster to FSA for approval)

Please be sure all players have current Academy Forms and Registrations prior to submitting your roster. Expired or invalid Academy Forms will be rejected. Forms must have Home Association Approvals to be accepted.

If you have a player who is new to Academy, they will need to register as an academy player and have an approved Academy Form before they can be added to your roster. They can register at any home association.

If they choose to register with FSA, they may do so by using the link on www.friscosoccer.org/friscoacademy. Registration is $20 and can be paid online. Once registration is complete, they will need to send a completed academy form (either printed from their registration) or fill out a blank one to contactus@friscosoccer.com for the certification stamp. They will need to provide us with either a birth certificate, passport or official immunization records to verify birth date.

Competitive Teams U11-U18

ONLINE *CHECK IN. Online paperwork must be uploaded to GotSoccer by Monday May 13th 5pm

Rosters freeze Thursday, May 16th by 5pm

See HOW TO section at the bottom of this document for instructions for GotSoccer

1. Generate your **Shawnee Trail Team Roster** in GotSoccer.
2. Be sure to add any **guest players to your roster**. Any player not on the roster will not be allowed to play. (Rosters freeze 5/16/19 at 5pm)
3. Under your Team Got Soccer Account, you will need to **upload** the following items into the **documents tab** in the Shawnee Trail Events Tab.
   - **North Texas Official USYSA** (Must be signed by home association and coach) **or USClub roster**
     - Cross out any players who are not participating in the Shawnee Trail Tournament
4. **Guest Player forms** (If team roster is USYSA then guest forms must be USYSA Guest forms not USClub, and vice versa)
5. Have copies of **Medical Releases** (not required)
6. **Travel Permission form** (only if you are a traveling team from outside of North Texas)

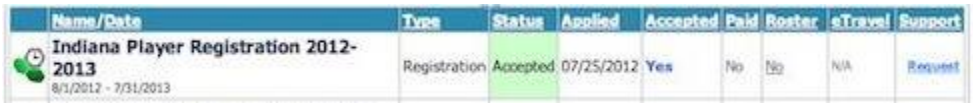
GOT SOCCER INSTRUCTIONS

ACADEMY Teams GotSoccer Help

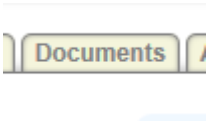
HOW DO I UPLOAD DOCUMENTS IN GOT SOCCER?

Login to your team's Got Soccer account

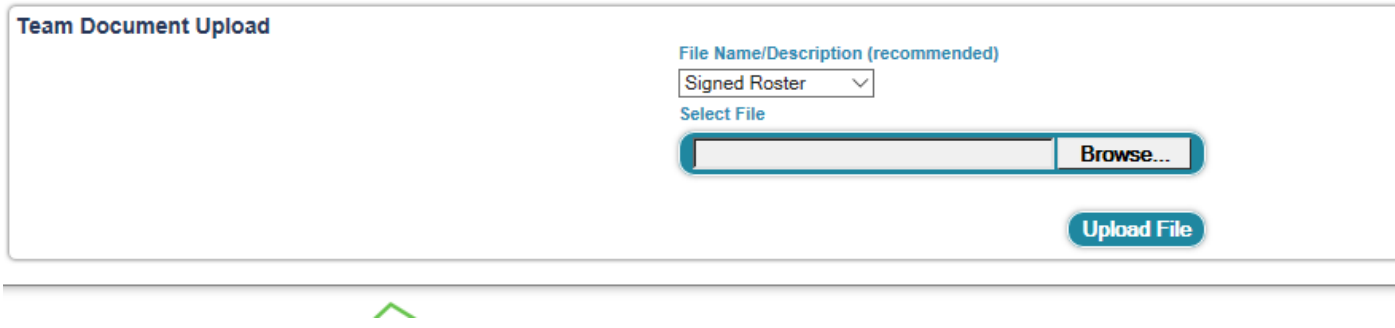
1. Locate the 'Event History' tab at the top of the page and click on "Shawnee Trail Shoot Out" Event



2. Within the Event page, click on the Documents Tab



3. Locate the Team Document Upload section



4. Click on the drop-down menu under File Name/Description box for which document you are uploading.
5. Select the document you want to upload, by browsing for the document.
6. Select "Upload File"
7. Repeat for additional documents. Please remember when uploading multiple documents, such as multiple guest player forms, to upload them as ONE PDF document.

HOW DO I GENERATE MY TOURNAMENT ROSTER IN GOT SOCCER?

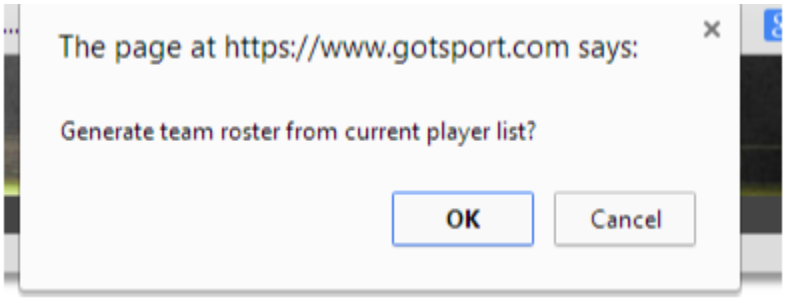
1. Login to your Team account
2. On the HOME page in the Event Registration History locate the tournament a roster needs to be generated for. Click on Default under the Roster section

5. The Team Player Lists and Rosters screen will come up

6. In the "View By Event" Box make sure you select the tournament you are trying to generate a roster for.

7. In the "Roster Creator" box Import Players from click on the drop down arrow and find the most recent season roster.

8. Click Generate Roster



If a player is not playing in the tournament click the

button next to the date added for them.
A box will pop up similar to step 9 that says release selected player Click OK.

Player will show down in the Full Team Player list and will have an

button next to the updated date.
If for any reason you removed a player you didn't intend to and want to add them back without having them appear as an add on the roster click the

button in the Roster Creator section and repeat steps 7 and 8.

HOW DO I REMOVE A PLAYER FROM MY GOTSOCCER TOURNAMENT ROSTER?

If a player is not attending this event then you can hide the players profile from that event. This will only remove the player from this event. It will not remove the player from your team roster.

1. Click on the ROSTER tab on the ROSTER tab on the GRAY MENU bar

2. Click on either the LAST NAME or FIRST NAME of the player you want to remove.

3. When the player page loads, click on EVENT ATTENDENCE

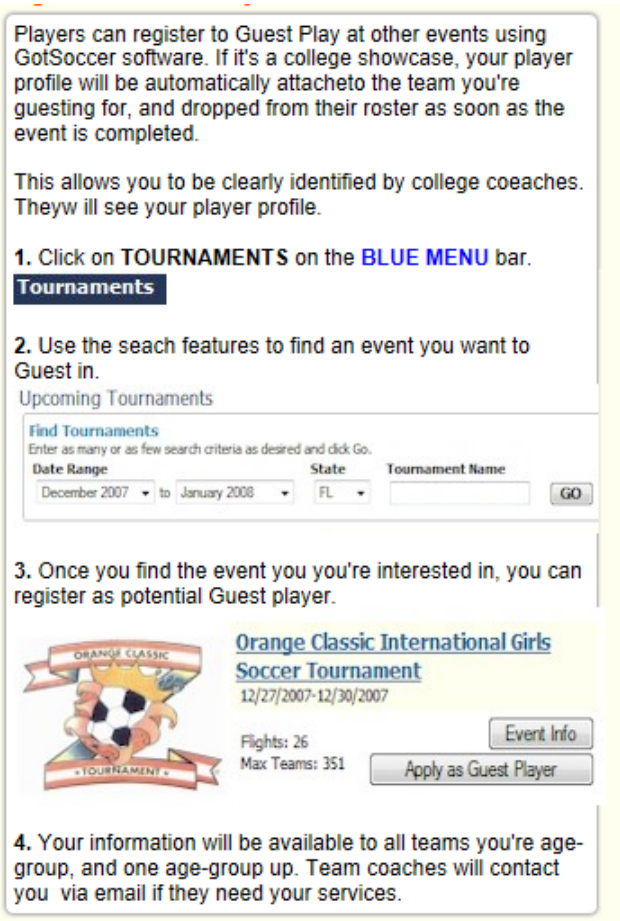
4. Click on the REMOVE button next to the event the player will not be attending.

COMPETITIVE Teams - GotSoccer Help

HOW DOES A PLAYER APPLY TO BE A GUEST PLAYER FOR THIS TOURNAMENT ?

Players will need to login to their PLAYER Got Soccer account. Have them be sure that they have a current HEAD SHOT on their profile.

Once logged in, please use the following instructions to apply:



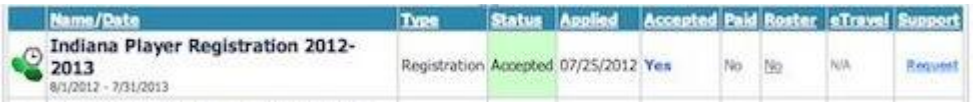
MY GUEST PLAYER HAS APPLIED.

HOW DO I ADD THEM TO MY TEAM ROSTER IN GOT SOCCER?

Before you can add guest players, your team must be ACCEPTED into the event. You will be unable to add any guest players until this has happened. Guest players will need to have applied as a guest player before they can be added to your roster, see HOW TO above.

You can add a guest player to your roster by following the steps below:

1. Within GotSoccer, on your team Main Menu page, click on the event your team is about to participate in (**Shawnee Trail Shootout).**



2. Once you are in the event, click on the **Guest Player Tab.**

3. A list of available guest players will appear. To sign a guest, **click on the player's name.**

4. A detailed Player Profile page will load.

    a) In the "Guest Of", **choose your team**

    b) **Assign the Jersey Number** they will be wearing during the tournament

5. The player will be automatically attached to your roster for Shawnee Trail only. To see the guest player click on the ROSTER link in the grey menu bar and then choose the event from the drop down menu above the roster. Once the page reloads you will see your Guest Player highlighted in GREEN. We will be able to see the guest on your roster.

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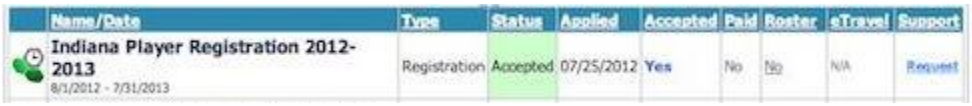

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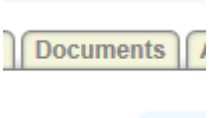

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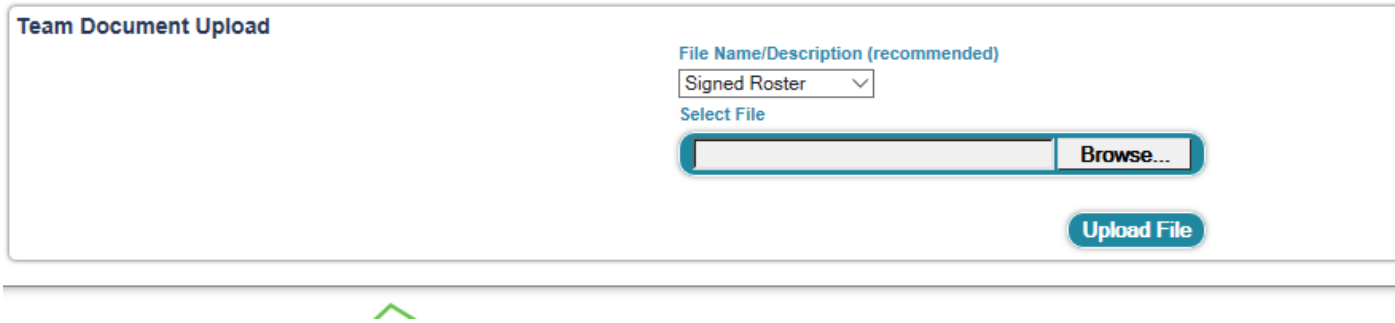

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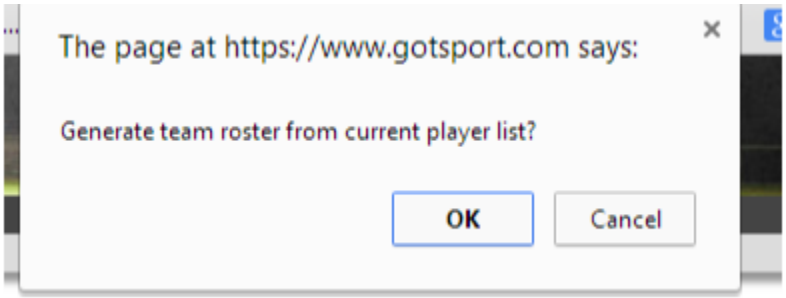

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