



ALL CHECK-IN/REGISTRATION IS ONLINE VIA GOTSOCCKER

THERE WILL BE NO ONSITE/GAME DAY CHECK-INS

****Please read these instructions carefully****

- All team check-in documents are due by May 1, 2020. Please upload your documents as soon as you are accepted into the tournament.
- DO NOT create a new GotSoccer team profile! If you do not know your login information for your GotSoccer team profile, contact your club.
- Team document uploads will be monitored. All communications regarding team documentation must be done through “Notify Registrar”. Teams are able to send us specific questions from within their team application on the documents page using the “Notify Registrar” section. We are able to respond on the same page. If you have questions regarding any other aspect of the tournament, email bouldercup@fcboulder.com. Please do not call the FC Boulder Club office as the Tournament Director will not be available for phone calls.
- Instructions for online check-in can be found below. **PLEASE READ CAREFULLY!**
- Once your documents are complete and verified, you will receive an email with instructions on how to download and print your verified stamped roster. This stamped roster will be used at all tournament games.
- Players can play for only one team throughout the tournament.
- Verified roster, coach passes, and medical releases may need to be presented at each game.
- Tournament rules can be found [HERE](#).

REQUIRED DOCUMENTS

- 1 copy of your State Approved Front Range League Roster
- Download, read, complete and execute the *Boulder Cup Policy Rule Acknowledgement*.

Medical release/waivers and coach passes are not required documents to upload but MUST be present and available for viewing at all games. Player passes are not required for this event.

UPLOADING TO GOTSOCCER

After you have gathered the appropriate documents to register your team, please scan or create PDF files for each document type, as they will be uploaded separately. Please use appropriately descriptive names, (ie Roster, Boulder Cup Policy Rule Acknowledgement) so you will know which files to upload where in your team profile.

Once you have your documents ready, follow these instructions:

- Login to gotsoccer.com with your team username and password. If you do not know your login information contact your club. DO NOT create a new team profile for this tournament.
- Select the '2020 Boulder Cup' Event
- Select 'Documents'
- Select the labels from the dropdown list and upload the appropriate files.
- After completing your document upload, click on the "Notify Registrar" button, compose a message stating your documents are ready for review, and then click on the "Add" button. This will trigger the tournament staff to process your documents. If you have any questions during this process, please use "Notify Registrar".
- Once your documents have been reviewed and approved, you will receive an email with instruction on how to obtain your verified stamped roster for use at the tournament.

GUEST PLAYERS

Teams may roster up to 14 players for a 7v7 team. If there are players on your roster not attending the event, please cross those players off the roster before you scan it.

You are allowed up to 4 guest players, and these players are included in the maximum number.

To add a guest player, please handwrite (legibly) the following information in the blank space below the player photos on your official roster.

Full Name, Unique Jersey Number, Date of Birth

Once this is complete, please submit this copy of your roster in the Document Upload.

You will also need the medical release for all guest players at each game.

Guest players do not need a player pass.

MEDICAL RELEASE FORMS

Medical Release forms should not be uploaded for online check-in. By uploading the signed Boulder Cup Policy Rule Acknowledgement Form, your team is stating they will have all medical releases/waivers for each player, including guest players, at the field for every game.

BOULDER CUP POLICY RULE ACKNOWLEDGEMENT FORM

- Print out this form [HERE](#).
- You must upload your completed form into your team application. **NO TEAM CAN PLAY WITHOUT THIS SIGNED DOCUMENT IN ITS FILE.** This will be what we use throughout the weekend to contact your team if needed. **It is mandatory this form be uploaded prior to May 1.**

FAQ's

Can I email you my documents?

No. All documents must be uploaded to your GotSoccer account.

Can I ask a specific question during this process?

Yes. From your documents page in your team account, there is a "Notify Registrar" section. Click on notify, type in your question regarding documents and "Add". Tournament staff can see there is a notification and will reply at the same spot. Your team contact/manager will receive an email when your question is answered.

Once I've submitted my documentation in GotSoccer, will I receive an email confirming that my roster has been approved?

Yes. All teams will receive an email confirming their documentation has been approved. Your actual Boulder Cup verified roster will be uploaded into your team account by tournament staff. You will print copies of your verified roster to bring to the tournament. This roster must be given to the referee prior to each game. You must always bring your roster, coach passes, and medical forms to each game. **NO OTHER ROSTER WILL BE ACCEPTED AT THE TOURNAMENT.**