



## Online Check-in Information for The Capital Cup

**\*\*Please note that all rosters must be updated by 10am the Thursday before the tournament. Only players that are on your gotSPORT roster by 10am Thursday will be allowed to play in the tournament. Teams must follow the process described below**

### **TEAM CHECK-IN**

The tournament team check-in will be done online and will simply consist of submitting your roster in GotSport and sending in any guest player loan forms to [tournaments@unionfc.org](mailto:tournaments@unionfc.org). To add players to your roster for the event use the following instructions.

1. Log into your team
2. Click on “Team Management” and this should show you a list of your teams or your team. Click on your team.
3. Click on Team Registrations
4. Click on the button “Rosters” next to the event name “Capital Cup”
5. Use the “Add Player,” “Add Club Pass Player,” or “Add Guest Player” button to add players to your event roster. You can also use the Clone Roster From drop down to clone a roster from the roster you have used in another event.

Players must be added by Thursday, September 26<sup>th</sup>, 10 AM PST for the Boys event. Once rosters are uploaded the tournament committee will need to approve submitted rosters in order for players to show up on game card. Additionally, any Guest Player Loan forms must be submitted by the dates and times above.

Failure to check-in will result in automatic disqualification (without a refund of the fee) from the tournament.

Tournament Weekend 30 minutes prior to each game have the team check in with the field marshals. The passes will be checked against the roster as for any league game. Please make sure you get the tournament pins prior to your first game.  
Important Note – Only players on the game card (roster) will be allowed to play.