ALL teams attending the Tournament in May MUST check-in, either on-line or in-person.

**Option 1: Electronic Check In:**

Electronic check in is due no later than May 12, 2018. NO EXCEPTIONS. Do not attempt to submit electronic registration after May 12th without contacting Maribeth Briggs at registrar@hersheysoccer.org. Electronic Check In is now open.

Teams can confirm check in approval in the documents section of their Got Soccer application by May 21st or earlier. Do not send emails inquiring about electronic approval. There will be a green check under the verified column once approved. Only teams with approved documents are considered ‘checked-in’ and do not need to attend the Friday night check-in.

**Instructions for Electronic Check In:**

Complete the Team Information Form also found on the Hershey Memorial Day Challenge Page at [hersheysoccer.com](http://hersheysoccer.com/) under the ‘Team Information Form’ link on Memorial Day Tournament page or -[Click Here](https://cdn4.sportngin.com/attachments/document/0153/5227/Team_Check_In_Form_2018.docx) To Download The Form

**Documentation:**

US Youth Soccer teams must provide:

* 1 copy of your 2017-18 USYS state approved roster.
* A copy of the front of each USYS player pass for every participating player
* Permission to travel (only for teams from states outside of Region 1).
* Guest Players name and birth date written on the roster and a copy of their USYS player pass.
* Completed Team Information Form

US Club Soccer teams must provide:

* 1 copy of your 2017-18 US Club approved roster.
* A copy of the front of each US Club player pass for every participating player
* Permission to travel (only for teams from states outside of Region 1).
* Guest Players name and birth date written on the roster and a copy of their US Club player pass.
* Completed Team Information Form

THERE IS NO MIXING OF ROSTERS AND PASSES ALLOWED. ALL ENTRIES MUST BE EITHER US CLUB OR US YOUTH, NO EXCEPTIONS.

After you have gathered the appropriate documents to register your team, please scan or create PDF files for each document type (Roster/Permission to travel, Player Passes, Team Information Form) to upload separately.

Follow the instructions below:

a. Login to [www.gotsoccer.com](http://www.gotsoccer.com/) with your username and password.

b. Select the Hershey Memorial Day Challenge

c. Select "Documents"

d. Select each label and upload the appropriate files.

**Option 2: Friday (May 25th) night Check in On Site. 5:30-7:30:**

Any team that did not check in by May 21st must check in between 5:30-7:30pm at the Hershey Recreation Center, 605 Cocoa Avenue, Hershey, PA 17033.

A team representative must bring:

US Youth Soccer teams must provide:

* 1 copy of your 2017-18 USYS state approved roster.
* A 2017-18 USYS player pass for every participating player
* Permission to travel (only for teams from states outside of Region 1).
* Guest Players name and birth date written on the roster and their USYS player pass.
* Completed Team Information Form

US Club Soccer teams must provide:

* 1 copy of your 2017-18 US Club approved roster.
* A 2017-18 player pass US Club player pass for every participating player
* Permission to travel (only for teams from states outside of Region 1).
* Guest Players name and birth date written on the roster and their US Club player pass.
* Completed Team Information Form

THERE IS NO MIXING OF ROSTERS AND PASSES ALLOWED. ALL ENTRIES MUST BE EITHER US CLUB OR US YOUTH, NO EXCEPTIONS

Any questions should be directed to Maribeth Briggs at registrar@hersheysoccer.org.

**FREQUENTLY ASKED QUESTIONS**

**Check -In Confirmation**: **If I checked my team in on-line, will I receive an email confirming that my roster has been approved**? No. The verified column in the documents section of your Got Soccer will have green checks for verified documents.

**Players not attending the event**: **If a player is not attending the event do I leave their name on the roster**? No, if a player is not attending the event; cross their name off of the roster.

**Guest Players**: **What is the maximum number of guest players a team can bring to the event**? A max of five (5) guest players will be allowed. The following are the maximum roster sizes per age groups:

U08-U10 (7v7) 14 players

U11-U12 (9v9) 16 players

U1-U18 (11v11) - 22 players (18 suited players in any given match).

**How do I add a guest player?**

Step 1: Obtain the guest players current player card and medical release form

Step 2: Photocopy your original roster. Please handwrite the guest player's full name, unique jersey number, player identification number and birthday below the bottom of the existing rostered players.

Note: US Club Soccer teams may only take guest players registered under US Club Soccer, and USYSA teams may only take guest players registered with properly stamped USYSA player pass cards. No roster may be comprised of players with different passes from different organizations (no "mixed rosters").

**How do I add a guest player after I registered electronically?** Guest players may be added after electronic check in up until May 21st. Simply follow the instructions and upload the new documents. Once corrected, email to alert Maribeth Briggs and look for a confirmation by May 23th. After May 21st, any roster changes will have to be made at the Friday night check in.

**Do I include the medical release forms in the electronic registration document?** All teams must have a medical release form for each player (including guest players) but DO NOT include the medical release forms in the online registration uploads. You will sign the 'Team Information Form' affirming that you hold medical release forms.

Any questions should be directed to Maribeth Briggs at registrar@hersheysoccer.org.