

### **Premier SuperCopa** **ON-LINE CHECK-IN INSTRUCTIONS**

Please follow the steps below to ensure the U90C Registrar receives your team's SuperCopa Online check-in paperwork electronically via email.

Please email all check-in documents to Chelsea Allen at [chelsea.allen@u90c.com](mailto:chelsea.allen@u90c.com) and cc Mike Wilson at [mike.wilson@u90c.com](mailto:mike.wilson@u90c.com).

If you have any problems, please feel free to contact the office at 469.587.7454 for assistance.

**ONLINE CHECK-IN DEADLINE IS: WEDNESDAY, JUNE 5<sup>TH</sup> AT 5PM**

**MAKE SURE ALL PLAYERS PARTICIPATING IN PREMIER SUPERCOPA ARE ON YOUR TGS ROSTER:**

To **ADD PLAYERS** to your roster in TGS please do the following:

1. Login to your TGS account
2. Select the team by clicking on the small grey circle with the white arrow
3. Click on 'My Events' on the left side of the page and select SuperCopa by clicking the small grey circle with the white arrow
4. Click on 'Event Roster' on the left side of the page
5. From this page you can add players 2 ways:
  - 1) Select players from your team roster by clicking the blue '+' sign and adding them to the event roster
  - 2) Click on the grey button 'Add New Player' and follow the prompts to add your player; then click on the blue '+' sign next to the player's name to add them to the event roster

To **ADD A GUEST PLAYER** in TGS to Premier SuperCopa please follow these steps:

- 1) Login to your team account on TGS
- 2) From the 'MY TEAMS' tab please click on 'Player Pool' on the left side of the page
- 3) Click on the black 'ADD' button on the upper right
- 4) Select to add a guest player and follow the prompts to add to your team
- 5) Once the player is added, from the 'MY TEAMS' tab, click on 'My Events' on the left side of the page
- 6) Select your event 'Premier SuperCopa'
- 7) Once in the event click on 'Event Roster' on the left side of the page
- 8) From your list of players click on the blue '+' sign next to your guest player to add them to your SuperCopa roster



# U90C Management Group

## U90C Support Forms



Premier SuperCopa Check-In

- EMAIL ALL REQUIRED DOCUMENTATION TO [chelsea.allen@u90c.com](mailto:chelsea.allen@u90c.com); Cc [mike.wilson@u90c.com](mailto:mike.wilson@u90c.com). PLEASE INCLUDE YOUR FULL TEAM NAME WITH YOUR DOCUMENT SUBMISSION**

### REQUIRED DOCUMENTS

- 1) US Club Soccer or USYSA Official Roster OR Player Cards
  - 2) If you have guest players, please do one (1) of the following:
    - a. Add guest player to your official US Club Soccer or USYSA roster
    - b. US Club Soccer Guest Player: provide completed USCS Guest Player Loan Form OR a copy of their player card; access a copy of the form: <https://premiersupercopa.com/forms-rules/>
    - c. USYSA Guest Player: provide a completed Player Release Form from your home association (if they require it) OR a copy of their player card
  - 3) Travel permission is not required by Premier SuperCopa, however, please have on file if your home association requires it.
  - 4) Medical waivers/releases are not required.
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- HAVE PROPER PLAYER IDENTIFICATION WITH PHOTO ONSITE FOR REFEREE CHECK-IN AT EVERY GAME**

### ACCEPTED FORMS OF PLAYER IDENTIFICATION:

- 1) Current US Club Soccer OR USYSA Player Card with player photo

