



2018 Dacotah Cup Check-In Procedures

The 2018 Dacotah Cup Tournament is making it mandatory for teams to use online check-in this year. There will not be any on-site check-in.

Teams are required to have the following documents available at EACH game at the tournament

- a. Stamped Official Roster (emailed to you upon approval of your online check-in)
- b. Player Passes
- c. Medical Releases

Online Check-in Registration -Submit the below to: aberdeensoccer@nvc.net

The deadline for submitting your online check-in documents is **Wednesday June 27th, 2018 at noon**. Detailed instructions are below.

1. Scan each type of document into a separate file.
 - a. Scan your **official roster** into a single pdf file.
 - b. Scan all **guest player forms** into a single pdf file. If you are bringing guest players to the tournament, they must be written in on the official roster, their player pass must be scanned in with the rest of your player passes and the **approved** guest player loan forms must be scanned into this file.
 - c. Scan all your **player AND coach passes** into a single pdf file. If the player photo is on the front of the card, only the front needs to be scanned. If the photo is on the back of the card, please scan both the front and the back. Please arrange the passes in the same order as the players/coaches appear on the official roster. Player passes are required for all teams.
 - d. Scan **travel documents (if required)** into a single pdf file.
2. Complete the check-in registration and upload of all documentation by Wednesday June 27th at noon.
3. Once the documents have been reviewed, you will receive an email indicating that your submission has been APPROVED or DENIED. If your submission is approved, the email will include a stamped copy of your official roster. This stamped roster is the only one you will need at the tournament. If your submission is denied, a list of issues that need to be fixed will be included. You will have 2 business days to re-submit the documents for another review.

Thank you,
HCSC