

Electronic Registration Method

Instructions for Electronic Registration:

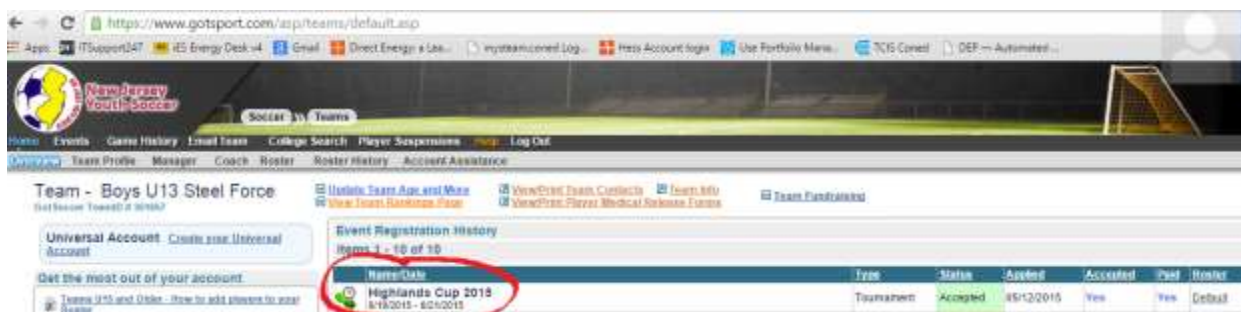
Scan the required documents (listed below) into PDF formatted documents and upload them directly to your GotSoccer account. See [Scanning Documents to GotSoccer](#) instructions listed below.

Scanning Documents to GotSoccer

1. In order for your team PDF files to be accepted electronically, you must include the following in the file name: Club name, Team name, age group you will be playing in, team gender, and what the content of the document is. Files need to be scanned as a PDF formatted document only. (NO .jpg FILES will be accepted).

Naming example: LVU U13 Boys SteelForce Med Rel

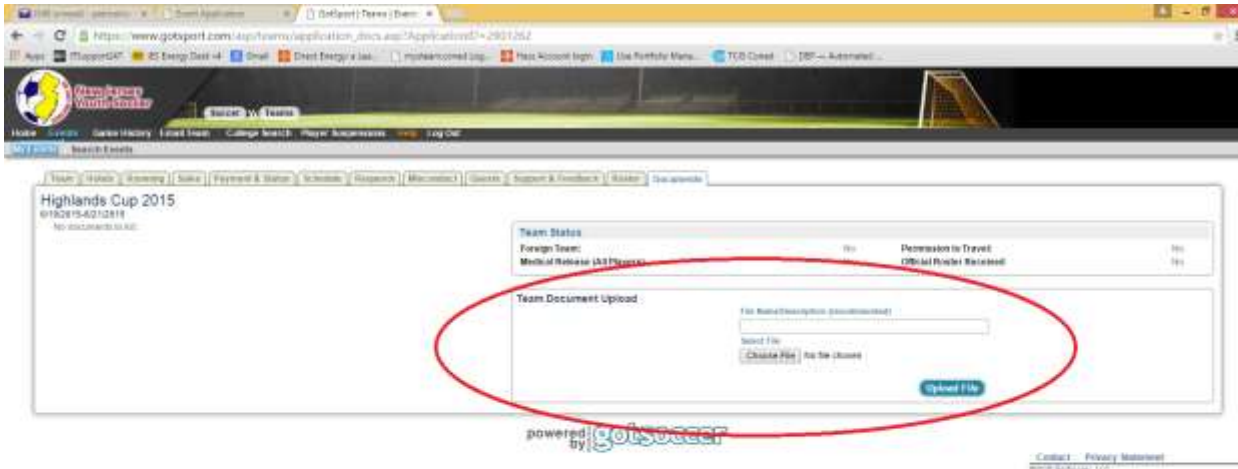
2. Log into your team's GotSoccer account
3. You should open to your home page showing your teams "Event Registration History". Choose Highlands Cup 2015 by clicking the name of the tournament. (See Screen shot below)



4. You should now be at the "My Events" page. If not, click on "Events" towards the top of the page. In the body of the page there will be multiple tabs. Click on the tab named "Documents" on the far right side.



5. You should now be at the page to upload documents (see below). Click in the box named “File Name/Description” and put the name of the file using the format described in step 1.



6. Click the “Browse” to locate the PDF file you scanned and stored on your hard drive. Double click on the file to enter the path name. Then click on “Upload File”.
7. Repeat this step for each of the documents you need to submit.
- Medical Releases – Make sure they are signed
 - Player Cards – Need both Front and Back
 - Official Player Roster – Must be stamped – Please list Jersey #'s on the roster (you can hand write them in before you scan – Please write them in neatly!)
 - Guest Player Form – Found as a link in the original email sent to you with the Electronic Registration Link.

Required Documents for ALL participating teams:

- Current stamped roster. Ineligible players or those players who will not play are to be completely blacked out or crossed off. Please hand write in Jersey numbers next to each player - must be legible.
- Guest player list. Please list your guest players on the Guest Player Form attached to this message and fill out completely. Please note uncompleted forms will NOT be accepted.
- Copy of ALL Player and Coaches Passes. For all passes (including guest players), a copy (front and back) of their current player pass.

- Copy of ALL Player Medical Releases. All must be dated and signed (no need to have them notarized)

Any Teams traveling outside of NJ will need to provide your approved "Permission to Travel Form" unless you are US CLUB Carded.

When you have completed your uploading of all your required documents send us a quick email to info@highlandscup.org to notify us that you have registered electronically. We will view your files within a few days and get back to you any corrections you need to make or that your team has been registered. You can also go back into your GotSoccer Account and look at the Documents tab. We will write "ALL Documents have been viewed and verified – Team is registered to play" in the Documentation Notes Field. (See below)

The screenshot shows the GotSoccer website interface for a team's document management. The team name is "Boys U12 LONG VALLEY UNITED STEEL FORCE (NJ)". A table lists the documents uploaded, with columns for Document, Created, Accessed, Verified, and a Delete link. The documents listed are QUIET FORM, PLAYER CARDS, MED. REL., and ROSTER, all of which are marked as "Verified". To the right of the table, there are checkboxes for "Foreign Team" (checked), "Permission to Travel", "Medical Releases (All Players)", and "Official Roster Received". Below these is a "Documentation Notes" field containing the text: "All Documents have been viewed and verified - team is registered to play." At the bottom, there is a "Team Document Upload" section with a "Document Name/Description" field and a "Select File" button.

| Document | Created | Accessed | Verified | |
|--------------|----------------------|----------------------|-------------------------------------|--------|
| QUIET FORM | 5/21/2015 1:56:23 PM | 5/21/2015 1:56:23 PM | <input checked="" type="checkbox"/> | Delete |
| PLAYER CARDS | 5/21/2015 1:55:57 PM | 5/21/2015 1:55:57 PM | <input checked="" type="checkbox"/> | Delete |
| MED. REL. | 5/21/2015 1:55:21 PM | 5/21/2015 1:55:21 PM | <input checked="" type="checkbox"/> | Delete |
| ROSTER | 5/21/2015 1:53:19 PM | 5/21/2015 1:53:19 PM | <input checked="" type="checkbox"/> | Delete |

Team Status:
App: none
Foreign Team: Permission to Travel
Medical Releases (All Players): Official Roster Received

Documentation Notes:
All Documents have been viewed and verified - team is registered to play.

Team Document Upload:
Document Name/Description:
Select File
Choose File | No file chosen

In Person Registration Method:

In Person Team Registration will take place on Friday evening, June 19, 2015, from 5:00-8:00 pm, at Rock Spring Park, Schooley's Mtn. (Visit www.highlandscup.org for directions)

You need to provide us:

- A copy of your team's approved stamped roster (Unstamped rosters will NOT be accepted) – WE KEEP THIS SO DO NOT BRING US THE ORIGINAL
- All player and coach's cards – WE REVIEW and RETURN THEM TO YOU
- All medical release forms (signed) – WE REVIEW and RETURN TO YOU
- Guest Player Form (attached to this message) – WE KEEP
- Permission to Travel Form (if you are from out of State of NJ) – WE KEEP – If you are a US CLUB Carded team you do NOT have to supply this.

During the Tournament:

All teams are to have available at each game their approved stamped roster, your guest list roster, all player (including guest players) cards, all coach's cards and all medical release forms (signed).

Reminder:

Teams that do not register electronically will be required to register in person on Friday night June 19, 2015, 5PM-8PM at Rock Spring Park, Schooley's Mtn, Long Valley, NJ. (See directions on www.highlandscup.org)

*If you have not registered electronically and cannot make the Friday night registration then you MUST contact Patrice Schaffer 908.963.6953 by Thursday, June 18th to make arrangements to register your team on Saturday June 20th in the morning between 7 & 10 AM at Rock Spring Park, Schooley's Mtn, Long Valley, NJ.

PLEASE NOTE: We will not be able to register your teams on the field so if you do not register at one of these times then you will not be able to play and your team will have to forfeit the game.

All questions should be directed to info@highlandscup.org
Patrice M. Schaffer
908.963.6953