



Ogden Peaks Classic 2019 In-Person Tournament Check-in

Monday, June 24, 2019

6:00-8:00pm

Spence Eccles Ogden Community Sports Complex
1590 Monroe Blvd, Ogden 84401
Breezeway Entrance to Field

Before arriving, please follow these steps.

STEP 1: Create a Tournament Roster - PHOTO roster to look like what you would normally use as a game day roster.

For the MOST AMAZING step-by-step instructions to create your Tournament Roster - Add Guest Players - Print a Tournament Roster, [check out this PDF](#).

You can also find a link to this pdf on our tournament website: <http://ogdenpeaksclassic.com>. Under [Check-In](#)

For NON - Utah Youth Soccer Association entities please provide:

- Two (2) copies of your Official Roster from the state/organization where the team is coming from, signed by the entity that certifies the players are registered.
- Official & Current Player cards
- If you are a NON-UYSA entity and you have guest players, **HAND WRITE** the names of the guest players at the bottom of your paper roster. You will be required to have player cards and guest player forms for these players. Please read below in Step 2.

STEP 2: Guest Player Documentation

If you have any guest players, make sure you have a Guest Player Form (aka Specialty Player Action Form; see link below) for each guest player.

[Guest Player Form:](#)

If your guest player is coming from a NON-UYSA entity, then you must have a physical player card to accompany the Guest Player Form. Examples of players needing a physical player card would be a player registered with AYSO, US Club, or out of state US Soccer organization. If you have ANY questions regarding a guest player, please email the appropriate [GIRLS CHECK-IN Coordinator](#) or [BOYS CHECK-IN Coordinator](#)



STEP 3: Tournament Only Player Documentation

If you have a player that isn't registered to a team for the regular gaming league, they are called a tournament only player and are registered to a tournament only team. You will need their player ID number and to add them to your tournament roster just like you would a guest player.

If your tournament only player is a UYSA player registered in Affinity, adding them to the Tournament Roster will be satisfactory. You do NOT have to submit a physical player card. Do fill out a Guest Player Form using the following information:

- For Current Team - put "Tournament Only Player."
- For Current Team Coach - put the organization the player is registered with as a tournament only player.
- Current Team Coach Signature: leave blank
- Player ID Number: This MUST be filled in

If your tournament only player is registered to a NON - UYSA entity, you will need both a physical player card **AND** a guest player form. See STEP 2 above. Any questions, please email please email the appropriate [GIRLS CHECK-IN Coordinator](#) or [BOYS CHECK-IN Coordinator](#)

STEP 4: Print TWO COPIES of your Tournament PHOTO Roster

The [MOST AMAZING Step-by-step instructions are in the STEP 1 pdf](#).

You will end up with a photo roster that looks much like a regular season game day roster. It will have photos of all your players and up to 4 team coaches/asst coaches.

Best advice of all is NOT TO WAIT until Monday right before you leave the house for In-Person Check-in to try and print - in case you run into issues that need fixing. Or realize that your printer is out of ink or the house is void of printing paper. Believe me, it happens to the best of us. Just make sure it's not YOU on check-in day.

POSSIBLE PROBLEMS:

1. If your club registrar has not ACTIVATED your new **2019-20 team**, the system will not allow you to print a tournament roster. Please contact your club registrar for help.
2. If you make roster changes to your roster right before you try to print, you will need to SYNC the roster. On the PLAYER ROSTER tab in your tournament application in the lower left hand corner, you will see a SYNC ROSTER button. Click on that.
3. You can always contact AFFINITY for help as well 888.211.3444.



STEP 5: Visit us at In-Person Tournament Check-in with all your documents!

**Monday, June 25, 2018
6:00-8:00pm
Ogden School District Gym
1590 Monroe Blvd, Ogden 84401
Southwest corner of the School District complex.**

Bring TWO (2) copies of your Tournament Photo Roster or OFFICIAL roster from the state/organization you are registered with, any guest player forms and any required player cards for tournament only or guest players. See steps above to see who qualifies as needing an actual card. If you have any questions, please email please email the appropriate [GIRLS CHECK-IN Coordinator](#) or [BOYS CHECK-IN Coordinator](#) prior to coming to the in-person check-in.

You will receive a laminated Tournament Roster at In-Person Check in that you will need to keep with you and present to the referee crew prior to each game.

STEP 6: Coach & Player SWAG

We have some GREAT SWAG for both your coach & players. Your SWAG will be available to pick up during In Person Check in OR at Tournament HQ (Spence Eccles Ogden Community Sports Complex) starting **Wednesday, June 26, 2019 at 8:00am**

STEP 8: Show up to your FIRST GAME 30 min prior to kick-off

It is the responsibility of the team to keep and maintain the laminated tournament photo roster between games.

We look forward to having you at our tournament!