



Ogden Peaks Classic 2019

Online Tournament Check-in

Deadline: Midnight, Friday, June 21, 2019

To avoid the hassle of coming to a physical check in, we are pleased to be able to offer an online tournament check-in option. The only issue is that you must submit the information below by the deadline on Friday so we have time to review it to make sure we have everything we need. If not, no worries, you can still come to the In-Person Check-In on Monday, June 24, 2019 6:00-8:00pm Spence Eccles Ogden Community Sports Complex. 1950 Monroe, Ogden 84401. (Breezeway entrance to the fields.)

STEP 1: Create a Tournament Roster - PHOTO roster to look like 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.

<https://static1.squarespace.com/static/5866e576e58c62e1bf060bc2/t/594b1523e3df28f99e4786f1/1498092839537/OgdenPeaksRosterHelp.pdf>

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

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

https://usys-assets.ae-admin.com/assets/985/15/specialty_player_action_2011-2.pdf

Instructions on HOW to ADD GUEST Players to Tournament Roster:

The PDF in STEP 1 explains how to add guest players to your tournament roster.

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. Unfortunately, this also requires you to come to the In-Person Tournament Check-in **Monday, June 24, 2019 6-8:00pm** at the Spence Eccles Ogden Community Sports Complex (1590 Monroe Blvd, Ogden 84401). Check-In will be in the breezeway as you enter the complex fields. 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 register@OgdenPeaksClassic.com



STEP 3: Tournament Only Player Documentation

If you have a player that isn't registered 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 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 - Utah Youth Soccer entity, you will need both a physical player card **AND** a guest player form. See STEP 2 above. Any questions, please email register@OgdenPeaksClassic.com

STEP 4: Print your Tournament Roster

The PDF in STEP 1 shows you how to print your Tournament Roster.

You will end up with a photo roster that looks much like a regular 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 to try to print in case you run into issues that need fixing.

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 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: Email your Tournament Roster AND Guest Player Forms to the gender specific email below no later than **MIDNIGHT, Friday, June 21, 2019.**

Boys Online Check-In Email: opcboyscheckin@gmail.com

Girls Online Check-In Email: opcgirlscheckin@gmail.com

You can also find a links to these emails on our tournament website:
<http://ogdenpeaksclassic.com>. Under Check-In

STEP 6: Receive Confirmation Email

By **Sunday, June 23, 2019** you will receive a confirmation email confirming your tournament check in is complete.

If for some reason there are any issues regarding your tournament documents, you will be notified via email **no later than Sunday, June 23, 2019** on what needs to be corrected. If the corrections can be made via email great! If not, you will need to come to the physical tournament check-in **Monday, June 23, 2019 6:00-8:00pm**. See address below.

STEP 7: Pick up your laminated Tournament Only Roster, Coach & Player SWAG at Tournament HQ before your first game.

You can pick up your laminated tournament roster and coach/player SWAG at Tournament HQ anytime during the tournament Wed - Sat. There is plenty of parking and items will be pre-configured for easy pick up.

Tournament HQ
Spence Eccles Ogden Community Sports Complex
1590 Monroe Blvd, Ogden 84401



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

Your laminated Tournament Roster can be picked up at Tournament HQ before your first game. 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!