

CHECK-IN INSTRUCTIONS FOR THE 2017 EXPRESS NRG CUP

All teams must check-in for the tournament online. In order to do so, you must follow the procedures listed below.

Scan all of the paperwork needed (see below) then attach it to an e-mail then send that to the following e-mail address, checkin@houstonx.org. **Please include your team's name in the subject line of the email, and NAME YOUR FILES WITH YOUR TEAM'S FULL NAME as well.** All of the items below must be sent via e-mail (On-line check-in) between 12:01am Thursday January 19 to MIDNIGHT Monday January 23. Once your information has been checked you will receive a confirmation e-mail. You are NOT checked in until you've gotten this email! If you have not gotten a response within 48 hours please email to confirm your status.

All scans should be sent as PDF files (info on how to do this below). The requirements for the three sanctioning bodies differ slightly, so please see the list for your sanctioning body (SAY Soccer, STYSA, US Club Soccer) to determine which items you must include.

What You Do Not Need to Submit for Check-In (But Will Need to Have at the Fields):

- Medical Releases. You have already checked off a box when registering verifying that you have medical releases for all your players. You will need to have them at the fields. Please do not submit them for Online Check-In.
- Adult Participation Passes (or equivalent). You will need Adult Participation Passes (or equivalent) for every coach/manager on the player sideline, but we do not need to see them in the checkin.

SAY SOCCER

- Official Roster: SCAN THIS AND THEN E-MAIL IT TO THE E-MAIL ADDRESS LISTED ABOVE. Please use your official roster, make sure all uniform numbers are on the roster. You can write in guest player's information on this roster including uniform number. If for any reason you do not have an official roster, get a letter from your club's registrar (club/association letterhead) with their signature on it to prove your players have been registered and are covered by insurance. On this letter we need the player's full name, birth date, player ID # and statement stating they are registered at your club or association for all of your players.
- Player Cards: SCAN THESE AND THEN E-MAIL IT TO THE E-MAIL ADDRESS LISTED ABOVE. If your card is two-sided (ie picture on one side and text on the other) YOU MUST SCAN BOTH SIDES OF THE PLAYER CARD!! Please scan multiple cards per page, and please send ALL cards as a single document (with multiple pages if necessary).
- Permission to Participate in a Non-SAY Event. All teams registered with SAY must submit this document (download [here](#)) to SAY. Instructions are on the form. For Event Information use the following:
Name: 2017 Express nrg Power Cup **Address:** 10001 Stella Link Houston TX 77025
Contact: Jason Wintz 713-857-0076 tournament@houstonx.org **Website:** houstonx.org/tournament
This form must be submitted to SAY, then they will submit to us.

STYSA (or other USYSA affiliates, such as NTSSA)

- Official Roster: SCAN THIS AND THEN E-MAIL IT TO THE E-MAIL ADDRESS LISTED ABOVE. Please use your official roster, with the signature from your state association

registrar, make sure all uniform numbers are on the roster. You can write in guest player's information on this roster including uniform number. If for any reason you do not have an official roster, get a letter from your club's registrar (club/association letterhead) with their signature on it to prove your players have been registered and are covered by insurance. On this letter we need the player's full name, birth date, player ID # and statement stating they are registered at your club or association for all of your players.

- Travel Permit: ONLY For those teams who are traveling from outside of South Texas (STYSA). SCAN THESE AND THEN E-MAIL IT TO THE E-MAIL ADDRESS LISTED ABOVE.
- Player Cards: SCAN THESE AND THEN E-MAIL IT TO THE E-MAIL ADDRESS LISTED ABOVE. If your card is two-sided (ie picture on one side and text on the other) YOU MUST SCAN BOTH SIDES OF THE PLAYER CARD!! Please scan multiple cards per page, and please send ALL cards as a single document (with multiple pages if necessary).

US CLUB SOCCER

- Official Roster: SCAN THIS AND THEN E-MAIL IT TO THE E-MAIL ADDRESS LISTED ABOVE. Please use your official roster. You can write in guest player's information on this roster including uniform number. If for any reason you do not have an official roster, get a letter from your club's registrar (club/association letterhead) with their signature on it to prove your players have been registered and are covered by insurance. On this letter we need the player's full name, birth date, player ID # and statement stating they are registered at your club or association for all of your players.
- Player Cards: SCAN THESE AND THEN E-MAIL IT TO THE E-MAIL ADDRESS LISTED ABOVE. If your card is two-sided (ie picture on one side and text on the other) YOU MUST SCAN BOTH SIDES OF THE PLAYER CARD!! Please scan multiple cards per page, and please send ALL cards as a single document (with multiple pages if necessary).

HOW TO SCAN

If you don't have access to a scanner you can still check in online using a phone and scanning app. Instructions below.

There are numerous scanning apps. The Google Drive app for android phones allows you to use your phone's camera to scan and create PDF files (instructions [here](#)). In addition, an app called Genius Scan for iOS and android allows you to create PDF files from cell phone camera scans. The free version will then allow you to email that file. You can get more information about Genius Scan [here](#). Others scanning apps exist, as well; just make sure you can create PDF files and email them. **It is very important that, before sending the files, you rename the files with your team's FULL name somewhere in the name.**

If you do not correctly provide the required material you will not be checked in, necessitating resubmission before the deadline. There will be no in-person check-in without prior permission.