# Stenger Invitational Registration and Important Information

## A. <u>Rosters/Online check-in:</u>

We are using the TGS online check-in feature for this year's tournament. This process is a 2-step process which requires each team to upload a PDF of your state or club certified roster into TGS. This is required so that we can ensure all players are registered with a state association, for insurance purposes. - ALL PLAYERS, including guest players MUST BE REGISTERED WITH CSA or your home state association! If you have guest players- just write their name and date of birth on the official roster (we will not be using a separate guest player form)- or simply have your club administrator "club pass" them onto your club roster for the event. The second step is to create an event(tournament) roster in the TGS platform. This will require each team to manually create a roster by adding each player's name and DOB into the system, including guest players if needed. Once these are entered- we will approve each player based on the verification of their registration status from the official team roster PDF. After all players are approved- you will be able to print your event roster for the weekend. Here are the instructions:

1. Ensure all players on your team are <u>rostered</u> in TGS
   a. Login to your TGS team Account- http://public.totalglobalsports.com/auth/sign-in
   b. Under select access level, choose team
   c. Confirm your contact information
   d. Select team-(if you registered more than one team, you can only do one at a time)
   e. On the left-hand side, select Player Pool
   f. In the right-hand corner select Add
   g. Unless the player already has a TGS ID (not likely), click "add Player info"
   h. Add the player as a "first team player"
   i. Choose "standard add." You will type the players first name, last name, DOB, gender, and position (just pick one). For players **13 and older**, an email may needed to complete the "add player" function.

j.  When all player information is added click next. A window will pop up to confirm you would like to add a player. To add the player click Add Player
k.  **Once you have added all players**, Go to "events" on left hand side and click "player check-in"
l.  Below, please submit your TGS roster for verification by clicking the "check box" by each player and then hitting submit. All players will have a "pending" next to their name once you have submitted your roster here. Rosters are due on May 15th so that we can begin verifying rosters.

m.  Upload a PDF of your state/official roster for games by clicking the "edit (pencil) then drag/drop the PDF roster
    1.  For 9U-15U this must be a CSA or state certified roster, for 7U-8U teams, this can be your Club roster.
    2.  Make sure any guest players are hand written on this roster with each players Date of Birth.

n.  How To Add A Player – Total Global Sports ,

2.  Print your TGS roster event roster-(once we have verified all your players…)
    a.  Go to the "events" tab and select "Stenger Invitational."
    b.  Click "roster": For **competitive teams** please enter jersey numbers for each player; **Rec teams**, numbers are NOT required.
    c.  Add the players by clicking the checkbox next to their info and then click "print event roster"
    d.  How To Roster Your Players To An Event Roster


B. **Payments:**
    1.  If you have not completed payment- please follow the instructions below.
    2.  If you are paying by check- please mail the check to:
        ASA
        PO Box 265
        Arvada, CO 80001
    3.  Update/add credit card info
        a.  Log in to your TGS Account
        b.  Select the team and then select "Stenger Invitational"
        c.  Select the "payment" tab on the left column
        d.  Click the "Credit Card" option and complete the info

C. **Hotel:** We do not have any official agreement with a tournament hotel, however we recommend the Hilton Gardens Inn-Arvada, or the Denver West Marriott
D. **Medical Release Forms:** Each player participating in the tournament will need to have a medical release form.  There is a generic version of the form on the tournament website.  **THESE FORMS DO NOT NEED TO BE UPLOADED INTO TGS, nor do we need to see them prior to your first game-** The forms must be kept with the team at each game by the manager or coach in case there is a medical emergency.

**E. <u>Gameday check-in at the field (Pregame)- you do this right at your field with the referee- no need to check in at tournament HQ.</u>**

    ***You will need a printed copy of your event roster from TGS**

    1. Recreational Teams
        a. Bring a copy of your "Stenger Invitational" event roster that you print 3 copies and save or have the ability to pull this up on your phone for check-in with referees.
        b. Medical Release forms for all players must be available at all games.

    2. Competitive teams
        a. Bring a copy of your "Stenger Invitational" event roster that you print 3 copies and save or have the ability to pull this up on your phone for check-in with referees.
        b. Have player passes available for referees that show clear picture of the player.
        c. Medical Release forms for all players must be available at all games.

**F. <u>The winning coach is required to turn in game card to the tournament HQ at the end of the game!  If the game ends in a tie- the home team will turn in the card.  It is very important that we get the cards so that we may update standings.</u>**

**G. <u>Help links from TGS</u>**

          **Team - [Total Global Sports](#)**
          **Player - [Total Global Sports](#)**