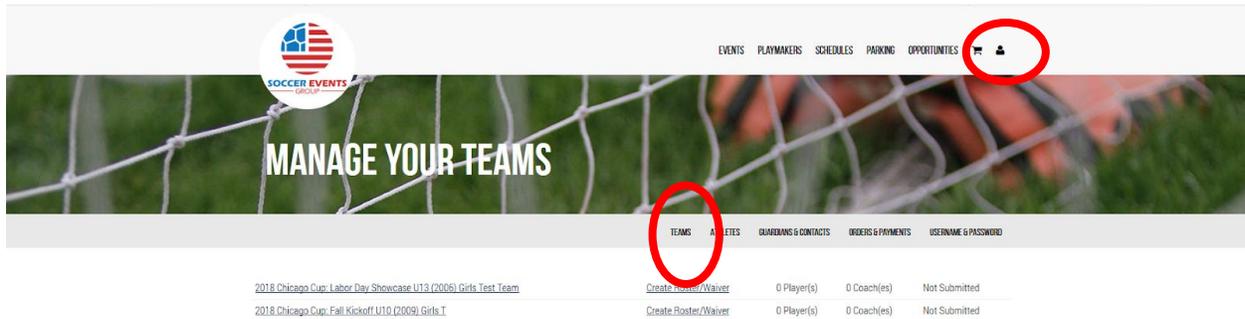
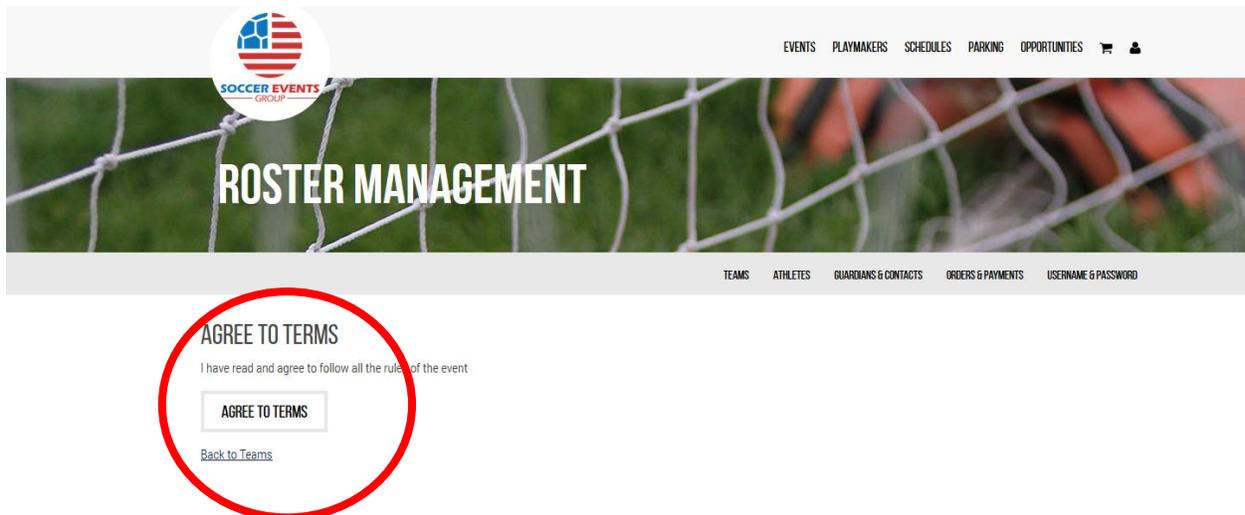


How to Upload Your prePLAY Rosters and Tournament Documents

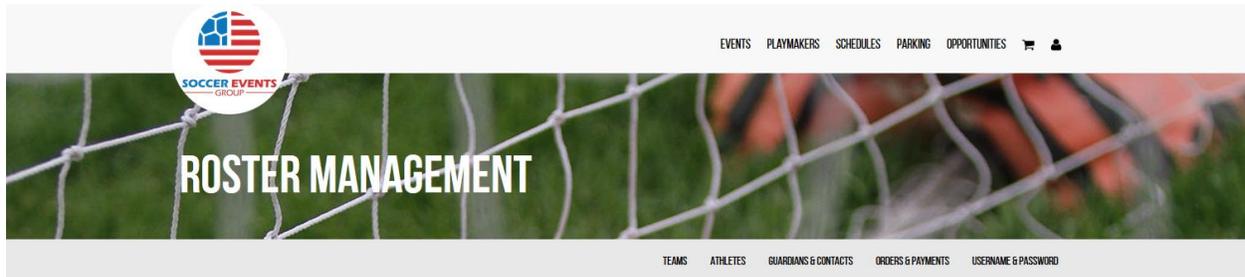
- 1: After registering your team, your Soccer Events Group login will give your Team Manager permissions. Make sure to use the same login that you used to register your team.
- 2: Go to SoccerEventsGroup.com, then **click on the person icon** in the upper right hand corner.
- 3: Once you are logged in, click on **TEAMS**, on the next page (shown below), click **CREATE ROSTER/WAIVER** button next to the team that you would like to submit/edit team rosters and documents.



- 4: On the next page, read the terms, and click **AGREE TO TERMS** at the bottom of the page.



5: On the Roster Management page, you can either choose to **COPY PLAYERS** (if you have played in a previous SEG Event and will be using a past roster) or **SUBMIT FROM SCRATCH** (if this is the first time you are submitting a roster for this team).



ADD ATHLETES TO ROSTER

Test Team @ 2018 Chicago Cup: Labor Day Showcase U13 (2006) Girls

[Back to Teams](#)

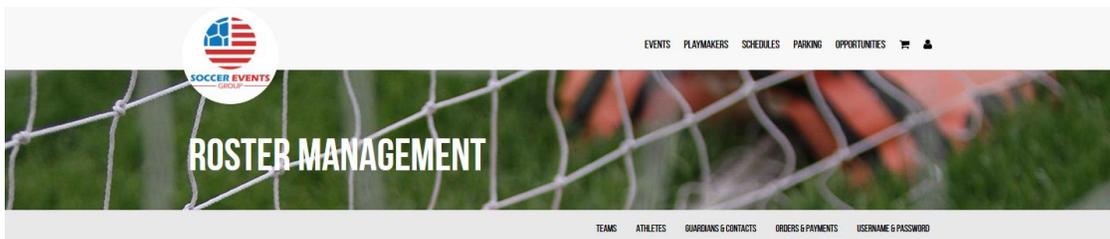
If you have used prePLAY before, you may copy players to this new roster from one of your prior rosters in the below dropdown.

Prior Rosters:

6: In order to manually enter your athlete's information, simply select an empty box and begin typing the athletes' first and last names, jersey number and athlete & parent/guardian email. Email addresses are optional, if you choose not to provide either of these **you will need to email your players a direct link to complete their waiver** <https://www.soccereventsgroup.com/my/waiver/find.aspx>, which can also be found on the **ROSTER MANAGEMENT** page at any time.

In order to upload your roster in CSV format, you will need to create a CSV using Excel.

-Once you've opened Excel, use Column A for First Name, Column B for Last Name, Column C for Jersey Numbers, Column D for the optional Athlete's Email Address, and Column E for the Parent/Guardian Email. These MUST be in this order and DO NOT add headings. If you chose to not add email address, you need to leave those columns blank.



ADD ATHLETES TO ROSTER

Test Team @ 2018 Chicago Cup: Labor Day Showcase U13 (2006) Girls

[Back to Teams](#)

PLAYERS

Players with a waiver on file will not be sent an email. Waivers on file are valid for one year. All parents of players without a under Waiver on File will be sent an email. When needed, you can email waiver reminders from [this page](#) or send a link to <https://www.soccereventsgroup.com/my/waiver/find.aspx>.

CSV File: No file selected.

	Waiver on File	Athlete First Name*	Athlete Last Name*	Jersey #*	Athlete Email Optional/	Parent/Guardian Email	
1	<input type="checkbox"/>	<input type="text" value="ATHLETE FIRST"/>	<input type="text" value="ATHLETE LAST"/>	<input type="text" value="JERSEY #"/>	<input type="text" value="ATHLETE EMAIL"/>	<input type="text" value="PARENT EMAIL"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="text" value="ATHLETE FIRST"/>	<input type="text" value="ATHLETE LAST"/>	<input type="text" value="JERSEY #"/>	<input type="text" value="ATHLETE EMAIL"/>	<input type="text" value="PARENT EMAIL"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="text" value="ATHLETE FIRST"/>	<input type="text" value="ATHLETE LAST"/>	<input type="text" value="JERSEY #"/>	<input type="text" value="ATHLETE EMAIL"/>	<input type="text" value="PARENT EMAIL"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="text" value="ATHLETE FIRST"/>	<input type="text" value="ATHLETE LAST"/>	<input type="text" value="JERSEY #"/>	<input type="text" value="ATHLETE EMAIL"/>	<input type="text" value="PARENT EMAIL"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="text" value="ATHLETE FIRST"/>	<input type="text" value="ATHLETE LAST"/>	<input type="text" value="JERSEY #"/>	<input type="text" value="ATHLETE EMAIL"/>	<input type="text" value="PARENT EMAIL"/>	<input type="checkbox"/>

7: When you have this information in an Excel, save this file on your computer as a CSV (comma delimited) file. Go back to the Roster Management page and click **BROWSE** at the top of the page & upload your saved file. Your roster will then autofill based on the information in your Excel.

8: After all the names from your roster have filled in, double check that all of the information is correct, and **SAVE ROSTER AND EMAIL ADDED PLAYERS** at the top or the bottom of the page.

9: The system will then double check that you want to **Save Players to Roster and Send Waiver Emails** to those you have entered email addresses for – click **OK** to take this action. The system will then confirm the number of players who have been saved to your roster.

17	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕
18	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕
19	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕
20	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕
21	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕
22	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕
23	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕
24	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕
25	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕
26	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕
27	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕
28	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕
29	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕
30	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕

ADD MORE PLAYERS

SAVE ROSTER AND EMAIL ADDED PLAYERS

The screenshot shows the 'ROSTER MANAGEMENT' page. A modal dialog box is open in the center, asking 'Save players to roster and send waiver emails?' with 'OK' and 'Cancel' buttons. The dialog is circled in red. Below the dialog, the 'PLAYERS' section is visible, showing a table with columns for Waiver on File, Athlete First Name, Athlete Last Name, Jersey #, Athlete Email Optional, and Parent/Guardian Email. The first row shows a player named 'Test' with a red circle next to the 'Waiver on File' checkbox. A 'SAVE ROSTER AND EMAIL ADDED PLAYERS' button is also visible at the bottom right of the page.

10: After you have uploaded your rosters, you can now add coaches to your team.

While logged in, once again you will go to the **TEAMS** tab, then click **REVIEW/CHANGE ROSTER** next to the team whose information you are currently adding. If your rosters have been added, you will see that you now have the ability to add Coaches.

****You can only add this information AFTER your SEG prePLAY Rosters have been entered. ***

0 COACHES

▲ At least one coach must have a cell phone that will be available on-site.
Up to four coaches are permitted per team, but only one is required.
An accurate list of coaches helps us avoid coach scheduling conflicts.

Main Contact	Coach First	Coach Last	On-Site Cell	Cell Provider	Email
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No Cell Phone ▾	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No Cell Phone ▾	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No Cell Phone ▾	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No Cell Phone ▾	<input type="text"/>

SAVE COACHES

11: When adding coaches, be aware that at least one coach must have a cell phone number that will be available on-site included. One individual also must be designated as the main contact (you can choose this person by the check box to the left of their name).

-When all the coach information is added, click **SAVE COACHES**. The system will verify when saved, then click OK.

SIGNING WAIVERS

-If you have added an individual parent/guardian email for a player on your roster, an email telling the individual to sign the waiver will automatically be sent when you save your roster. They will need to follow the instructions to complete the required information.

-If you chose not to provide individual emails, you will need to send the below link to each individual. They will then need to search for their player by name to sign the waiver electronically. PAPER WAIVERS WILL NOT BE ACCEPTED.

<https://www.soccereventsgroup.com/my/waiver/find.aspx>

-You can check the status of individual player waivers by signing into your account and navigating to the Roster Management page, just as you did to upload your roster originally. When a player has signed a waiver, they will be highlighted green on your roster.

You're all set!

Questions? Give us a call at (224)534-8389

