**Soccer Events Group**
**How to Upload Your 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.
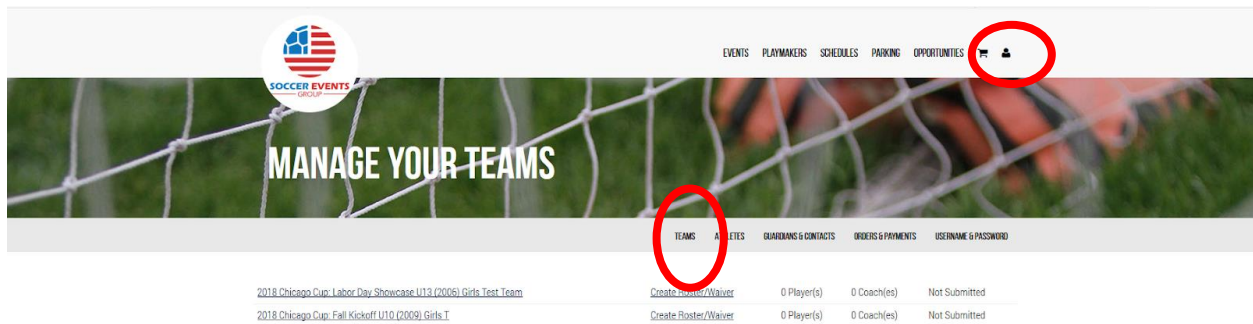
**4:** On the next page, read the terms, and click **AGREE TO TERMS** at the bottom of the page.
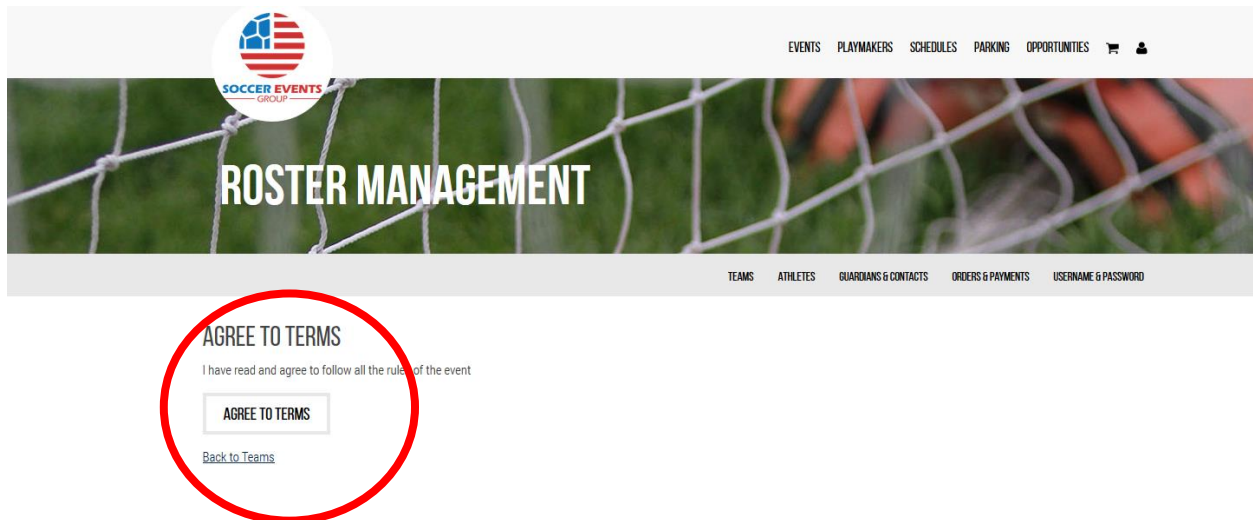
5: On the Roster Management page, you can either choose to **COPY PLAYERS** (if you have played in a previous SEG Event and will be using a past roster) or **SUBMIT FROM SCRATCH** (if this is the first time you are submitting a roster for this team).
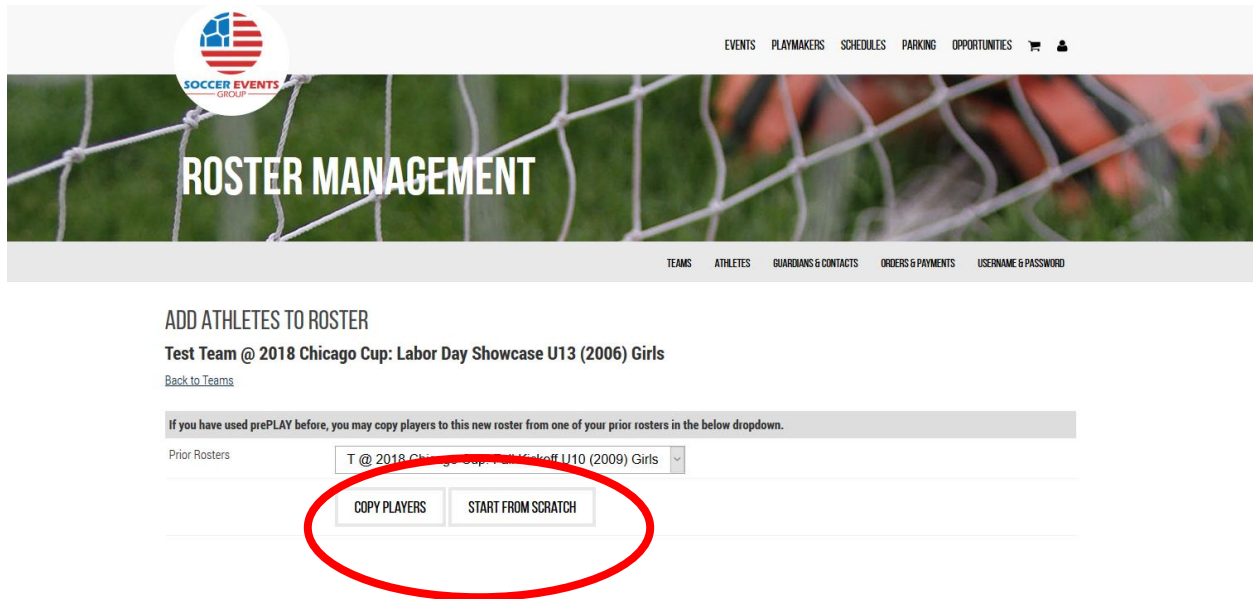
6: In order to manually enter your athlete's information, simply select an empty box and begin typing the athletes' first and last names, jersey number and athlete & parent/guardian email. Athlete emails are optional. (Once saved, Parents/guardians will receive an email directing them to sign the electronic waiver.)

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 Date of Birth, Column D for the optional Athlete's Email Address, Column E for the Parent/Guardian Email, and Column F for the player jersey number. These MUST be in this order and DO NOT add headings. If you chose to not add athlete email address, you need to leave that column blank.
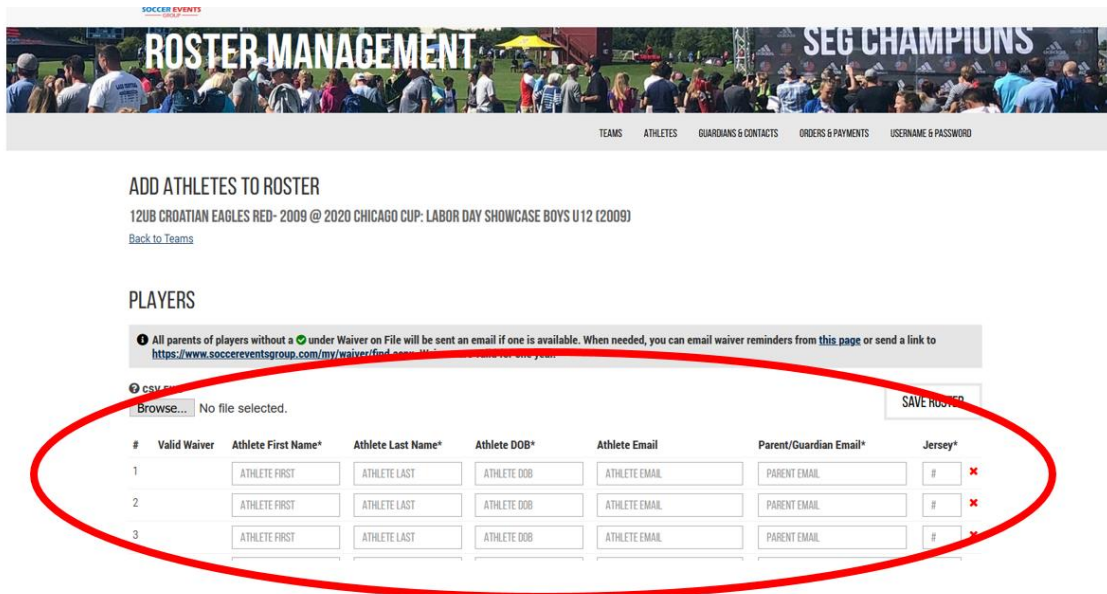
7: When you have this information in an Excel, save this file on your computer as a CSV (comma deliminated) file. Go back to the Roster Management page and click **BROWSE** at the top of the page & upload your saved file. Your roster will then autofill based on the information in your Excel.

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**– click **OK** to take this action. The system will then confirm the number of players who have been saved to your roster.

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 Rosters have been entered. *

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 much 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

-Once 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 a parent/guardian did not receive the email, they can follow this link: **https://www.soccereventsgroup.com/my/waiver/find.aspx.** They will then need to search for their player by name to sign the waiver electronically. PAPER WAIVERS WILL NOT BE ACCEPTED. They can also access this link by going to SoccerEventsGroup.com and clicking on WAIVERS at the top of the page.

-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.

12. Additional Required Documents

Once your rosters are entered, you will need to upload PROOF OF BIRTH FOR EACH ATHLETE. This section can only be accessed once rosters are added.

When rosters are added, a section called DOCUMENTS will appear at the top of your roster page, above the coach section. Here, you will upload a SINGLE document (can be multiple pages) with proof of birth for each athlete listed on your roster. This can include: player card, birth certificate, passport, driver's license, state ID, school ID. As long as the athlete's birthdate is present. These can be copies of these documents. A copy of these documents must also be with the team on the sidelines at all times throughout the event.

**Individual documents will not be accepted in the upload– all documents must be scanned into one large file and attached.

Any athlete without a valid waiver and proof of birth will not be permitted on the field.

You're all set!

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