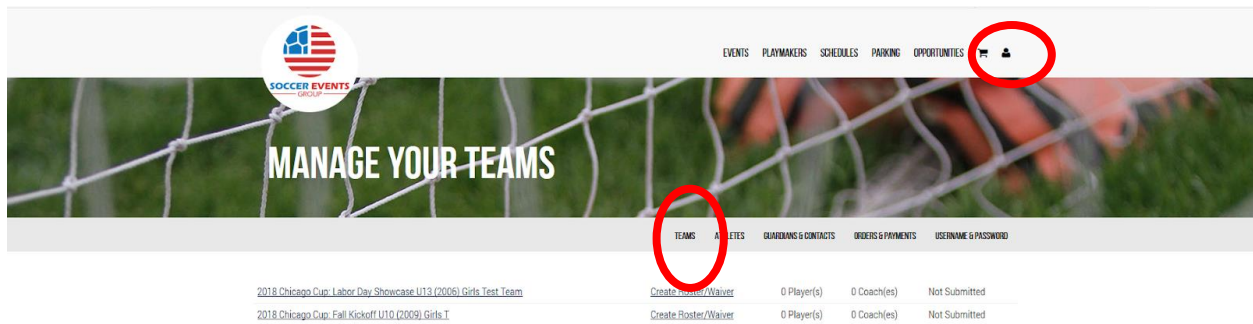
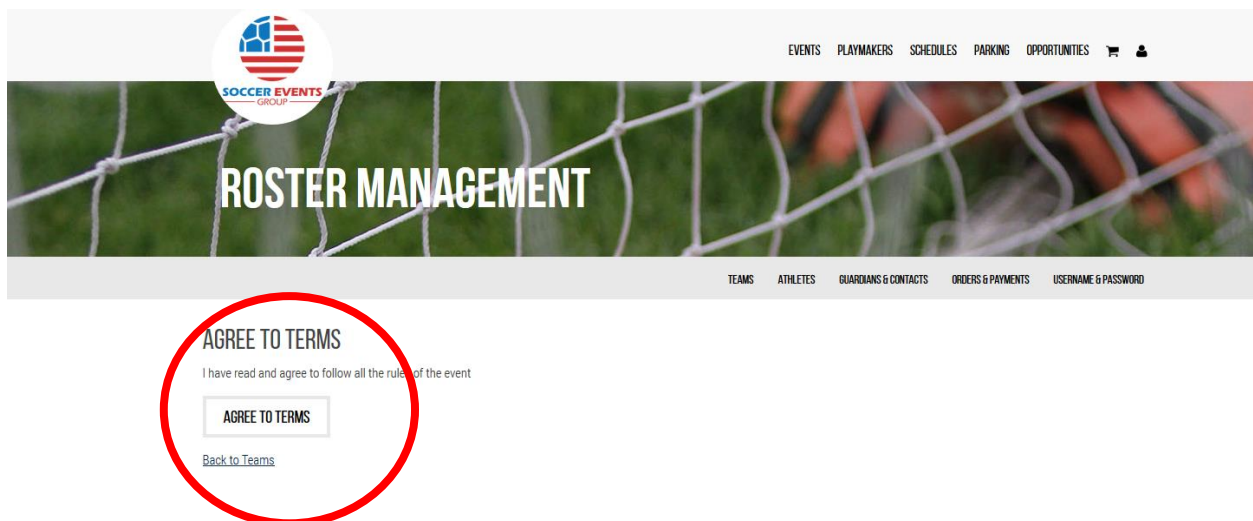


How to Upload Your Soccer Events Group Rosters and Tournament Documents

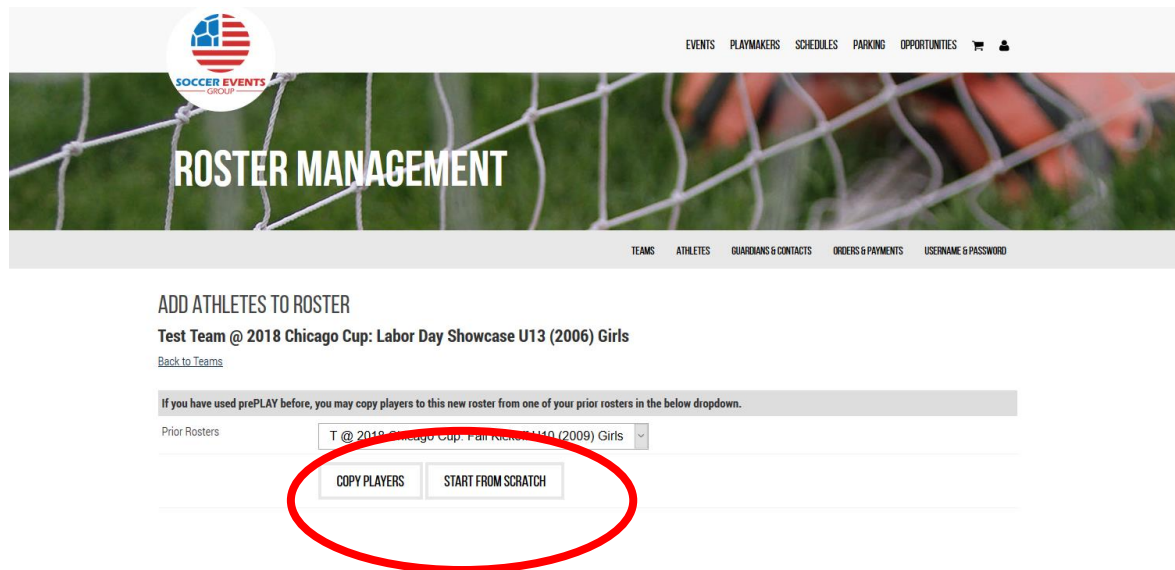
- 1: After registering your team, your Soccer Events Group login will give your Team Manager permissions. Make sure to use the same login that you used to register your team.
- 2: Go to SoccerEventsGroup.com, then **click on the person icon** in the upper right hand corner.
- 3: Once you are logged in, 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.



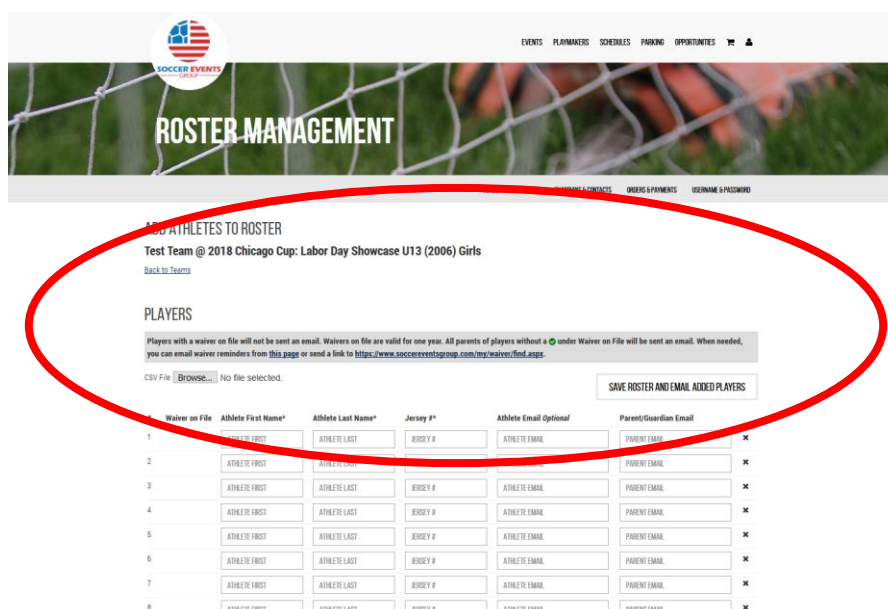
5: On the Roster Management page, you can either choose to **COPY PLAYERS** (if you have played in a previous SEG Event and will be using a past roster) or **SUBMIT FROM SCRATCH** (if this is the first time you are submitting a roster for this team).



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. Email addresses are optional, if you are using the manual entry method, the email columns will not be an option. **In that case 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. Inputting email addresses is an option, if you desire, when using this method.

-Once you've opened Excel, use Column A for First Name, Column B for Last Name, Column C Athlete Date of Birth, Column D for the optional Athlete's Email Address, and Column E for the optional Parent/Guardian Email and Column F for athlete jersey number. **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.



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. **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.

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

[EVENTS](#) [PLAYMAKERS](#) [SCHEDULES](#) [PARKING](#) [OPPORTUNITIES](#) [CART](#) [USER](#)

ROSTER MANAGEMENT

[RANKINGS & CONTACTS](#)
[ORDERS & PAYMENTS](#)
[USERNAME & PASSWORD](#)

ADD ATHLETES TO ROSTER

Test Team @ 2018 Chicago Cup: Labor Day Sh

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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 Browse... No file selected.

SAVE ROSTER AND EMAIL ADDED PLAYERS

#	Waiver on File	Athlete First Name*	Athlete Last Name*	Jersey #*	Athlete Email Optional	Parent/Guardian Email	
1	✗	Test	Player	1	ATHLETE EMAIL	@soccereventsgroup.com	×
2		ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	×
3		ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	×
4		ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	×

10: After you have uploaded your rosters, you can now add coaches and upload your tournament documents.

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 and upload your tournament documents.

****You can only add this information AFTER your SEG prePLAY Rosters have been entered. **** If coaches were added upon registration they will already be populated, if they were not, you will need to add them.

Glisten @ Test Girls 10 Silver
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DOCUMENTS

⚠ Required documents must be uploaded prior to the event.

Name	Instructions	Required	Completed	Select	Delete
Sanctioned League Roster	Please upload your official, sanctioned league roster	✓		<input type="button" value="Choose File"/> N...	
Sanctioned Tournament Roster	Please upload your league sanctioned roster, that includes guest and added players.	✓		<input type="button" value="Choose File"/> N...	
League Medical Forms	Please upload all player medical forms here.	✓		<input type="button" value="Choose File"/> N...	
Travel Forms	Only required for teams traveling in from outside of IL			<input type="button" value="Choose File"/> N...	

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"/>	✕

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.

12: Next, you will need to add your Tournament Documents. Once again, the **TEAMS** tab will bring you to your **ROSTER MANAGEMENT** page.

Under the DOCUMENTS section, you will simply click on **CHOOSE FILE** next to the document you are uploading. Locate this document from your files then click **OPEN**.

When your document has been accepted a check mark will appear under **COMPLETED**.

REVIEW/CHANGE ROSTERS

Glisten @ Test Girls 10 Silver

[Back to Teams](#)

DOCUMENTS

⚠ Required documents must be uploaded prior to the event.					
Name	Instructions	Required	Completed	Select	Delete
Sanctioned League Roster	Please upload your official, sanctioned league roster	✓	✓	Choose File N...	✕
Sanctioned Tournament Roster	Please upload your league sanctioned roster, that includes guest and added players.	✓		Choose File N...	
League Medical Forms	Please upload all player medical forms here.	✓		Choose File N...	
Travel Forms	Only required for teams traveling in from outside of IL			Choose File N...	

You're all set!

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