

Instructions for Online Team Check-in (REQUIRED)

Here are the documents needed for check-in:

- **Copy of the Roster** – This can be your outdoor state roster, indoor league roster or the [kcsoccerONE Roster](#) (we will need to keep a copy)
- **Proof of age** – This can be an outdoor player card, copy of birth certificate or driver's license for high school age groups
- **Homefield_kcsoccerONE Release Waiver** – [This form](#) must be completed and signed for all participating players. **No other waivers will be accepted** (e.g., indoor facility waivers, MYSA, KSYSA outdoor waivers, etc. will not be accepted) and players will not be able to participate without this completed form. **KCSG Team Do Not Need to submit these as these were previously collected and on file in the KCSG Office.**

Following are the steps to complete the Online Team Check-In process:

1. Login at www.htgsports.net. If you have never logged in before, use the team managers email address as the user ID and password.
2. Click your name in the top right corner of the page, then the My Sports button.
3. At the bottom of the page under the "My Teams" section you will see your team listed for the KC Soccer One Indoor League. Click the "Not Paid" link in the Online Check-In column to submit payment.
4. Snap pictures of your check-in paperwork with your camera phone or scan them in on a copier in .pdf, .jpg or .png format (note: you can consolidate all player cards to one document and all waivers to one document).
5. Click the Add Documents link in the middle of the page to upload all of your documents.
6. At the bottom of the page under the "My Teams" section you will see your team listed for the KC Soccer One Indoor League. Click on your team name to view the team detail page.
7. Click on each document name (Official Roster, Athlete Waivers, and Player Cards to move the document from the master list (left column) to the league document list (right column). Once the document is in the right hand column and ready to be submitted for review, select "Submitted" from the drop down menu, add any notes (e.g., Jane's player card says she's U13 because she's rostered on a U13 team, but her birthdate meets the U12 age group) and click save at the bottom of the page.
8. Once all documents are submitted, we will review the paperwork and either approve or notify you of changes that need to be made. You can follow the status of your documents in the status column. It will read "Submitted", "In Review", "Approved" or "Rejected." If rejected, we will include notes to notify you changes that need to be made (e.g., missing Johnny's waiver).

The deadline to complete the OCI process is by Midnight on Sunday, November 15, 2020.

