

ADDENDUM TO TEAM CHECK-IN INFORMATION – 4/27

Explains what to do if your documents are not ready by 5/1

With the deadline for teams to complete the RCC Online Check-in of Monday May 1, fast approaching, I am getting many questions about the process, including adding guest players after May 1, etc. As we are all learning together, here is the update to our procedure:

1) FIRST: [YOU MUST CAREFULLY REVIEW TEAM CHECK-IN INFORMATION](#) found here. The whole process is explained here. -- YOU MUST START [HERE](#).

2) EVERYTHING COMPLETE: If your roster is complete (including guests, if you are using any), you have all your player passes, your travel papers (if necessary) and have completed the Real CO Cup Rule/Policy and Info Form, please upload all documents on or before May 1.

3) STILL WORKING ON GUEST PLAYERS: If you are planning on adding guest players to your roster and don't have them all in order yet, here is what you do:

- Under your [Documents](#) tab inside your Real Cup team application, make note under NOTIFY REGISTRAR that you are working on guest players.
- We will make note and not bug you until you again NOTIFY REGISTRAR that your documents (including all guest player info and docs) are complete and uploaded.
- The deadline for guest players to be added is **MAY 12**.

4) MAKING A CHANGE AFTER VERIFICATION: Once your documentation is submitted, verified by us and you have received your RCC Verified Roster from us (we upload into your team application where you will print it from) if you need to make a change, you will need to start over by uploading all new documentation. You must add a note under NOTIFY REGISTRAR again so we know to go back in and re-verify, re-upload, etc.

NOTE: it will absolutely be best to use notes under NOTIFY REGISTRAR on your team docs page whenever you want to communicate with us about check-in issues, rather than email us. With the number of emails we are receiving, it is entirely possible that some might get overlooked so **PLEASE USE NOTIFY REGISTRAR** for anything having to do with team check-in. When we respond to your NOTIFY REGISTRAR we will send an automatic email telling you we have responded so you know to look into your team docs to view our response or question, etc., and respond there.

ROSTER FREEZE DATE: **MAY 12**

This Addendum to Team Check-In Information-4/27 will be online (under Team Check-in Information found at realcolorado.net, tournaments, Real CO Cup).

Thank you for working with us as we all go through this new process together to make team check-in at the tournament easier!

Cindy Thomas, Real CO Tournament Director