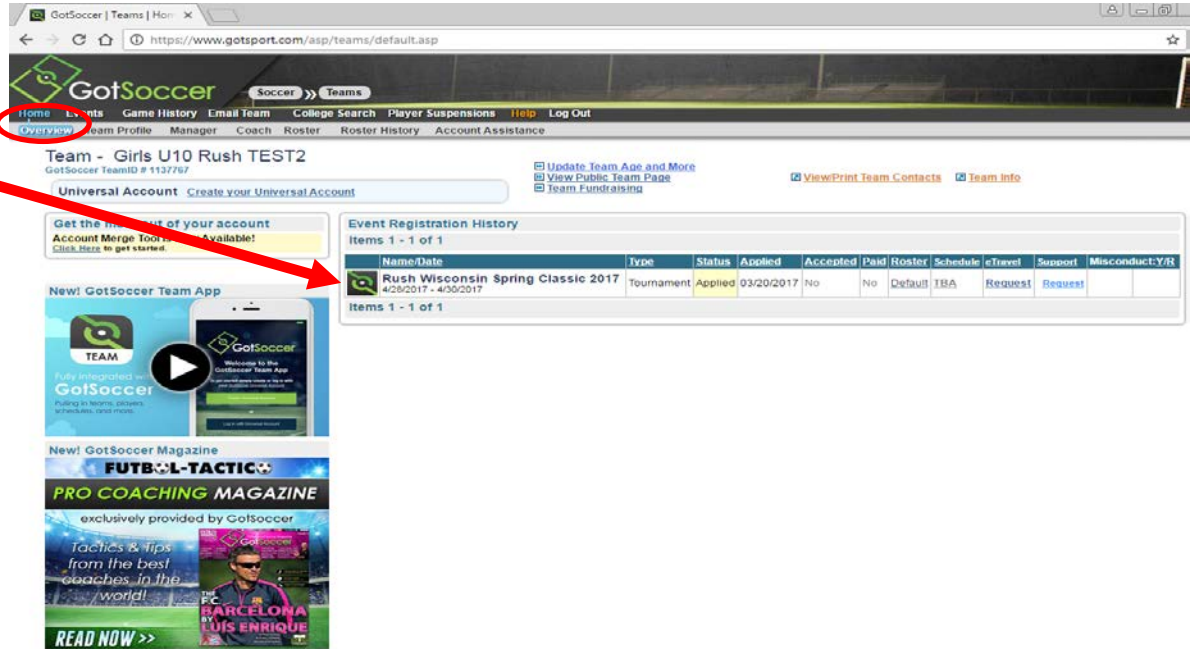


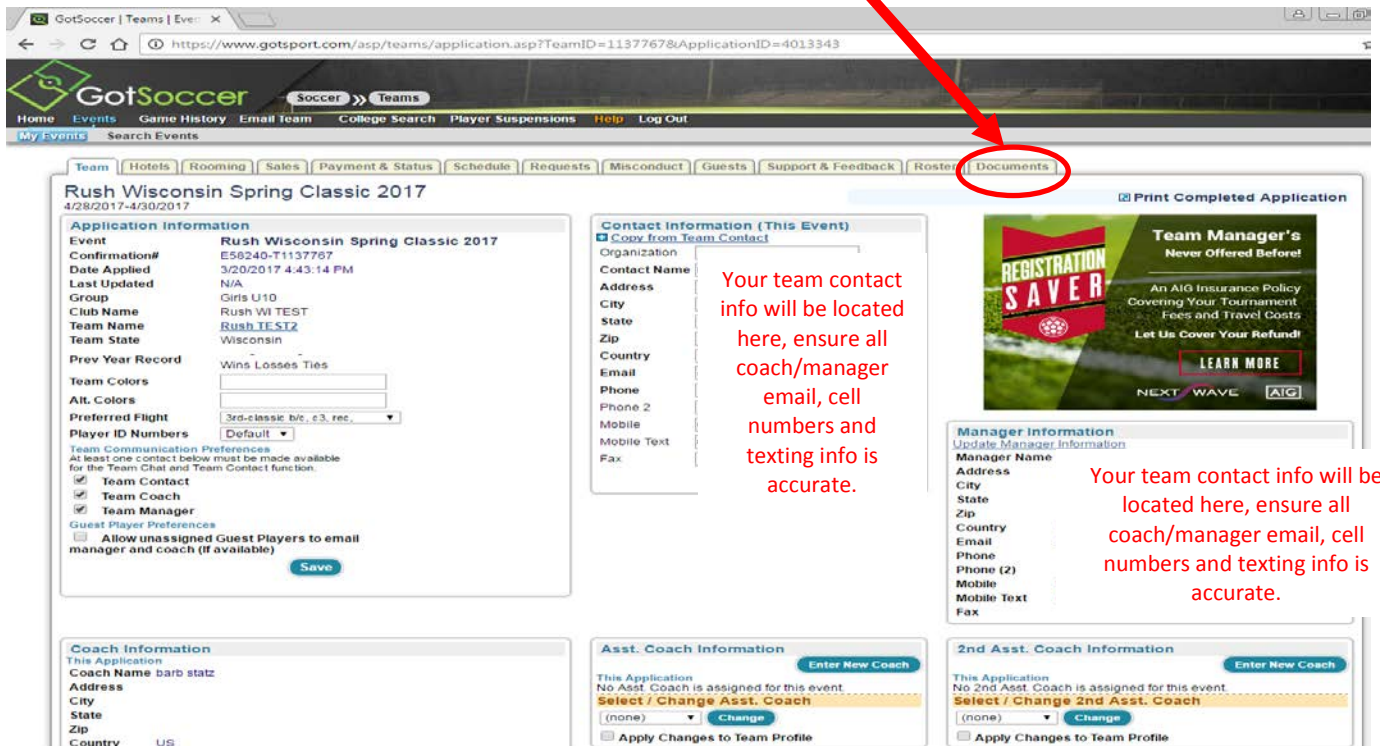


HOW TO UPLOAD TEAM DOCUMENTS INTO GOTSOCCER for required tournament documentation *Must be completed 14 days prior to tournament*

1. Log In to your team's GotSoccer account
 - Once you have successfully logged in, select Overview. Your page will look like the image below. You will see the Event Registration History with the tournaments your team has registered for.
 - Select the tournament you need to upload team documents for by clicking on the event name.



2. The registration for your team for that Event will open, Click on the Documents Tab.



3. Once on the Documents page:

- Click on name of the document. Please be descriptive, example: WYSA Roster, Medical Waivers, Travel Permit, etc.
- Click on Choose File to select the document from your computer. All documents must be in PDF, word or excel format
- Click on Upload file to complete the upload for that document

1. Use the drop down arrow to find "name" of document

2. Click on choose file to select the file off of your computer -should be pdf or jpg for readability.

3. Click on Upload file to upload your document to the tournament

4. Once you have successfully uploaded a document it will show on your document page. Complete the uploading process with all required documents.

Note: It WILL work best to save all medical waivers to one (or two) PDF files, rather than having to upload individual waivers for each player.

AND please try to keep everything alphabetical order by last name.

WHEN YOU ARE COMPLETED WITH ALL REQUIRED DOCUMENTS PLEASE CLICK ON THE NOTIFY BUTTON.

5. Once you have submitted your documents and the tournament has verified the documents, your documents page for the tournament will look like the image below. There will be a check mark in the Verified column next to the document.

You will not be able to delete or update that document once the tournament has verified, as well as show "yes" next to the required document in the Team Status box. If you need to update documents (maybe due to injury, added guest player, etc) you can delete and update prior to VERIFIED button is checked. After that you will need to bring all documents to team check in at the tournament.

NOTE: Although you have submitted all documentation through this online process, you will still have to come to team check in at the tournament registration desk to check in your player cards and pick up your team gifts/packet.