How to Upload Documents on Sports Connect

Step 1: Log In
Go to the [Sports Connect website](#) and log into your account using your email and password.

Step 2: Select Your Participant
After logging in, you'll see your dashboard. Find your child's name under "Players" and click on the pencil icon next to the name

Under the "Player Information" section, you can upload the picture (*passport style, face forward, white background, and no headbands or shades)* and birth certificate *(certificate must show the file date and the official seal)*.

Step 3: Find the Document Upload Section
Scroll down to the "Documents" section under your participant's profile.

Step 4: Choose the Required Document Type
This includes:

- Report Card
- Medical History Form (the actual physical). If you have multiple pages, please scan and save as a pdf because it will only allow you to upload one file.

Step 5: Upload the File
Click the plus sign *"+"* next to the document name.
Choose the file from your phone, tablet, or computer and click Open or Submit.

Step 6: Confirm Upload
Make sure the file appears as "Uploaded" or has a checkmark next to it. If not, try again or refresh the page.

Step 7: Repeat for All Documents
Continue uploading until all required documents show as completed.

Step 8: Confirm Acceptances
Also make sure to accept the participant medical history form and the parental consent form at the bottom of the page. Click the "Save" button.

Tips:
- Make sure each document is clear and readable.
- Accepted formats: PDF, JPG, or PNG.

Let us know if you run into any issues. Go Canes!