

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*).

The screenshot shows a web browser window with the URL <https://registration.bluesombrero.com/82023/edit-player-info/83601791?returnurl=https%3F%2Fleagues.bluesombrero.com%2FDefault.aspx%3Ftabid%3D1720500%26familyid%3D3000...>. The page is titled "Player Profile" and "Edit all information for the player profile." The "Player Information" section includes fields for "Legal First Name" (Test), "Legal Last Name" (Account), "Gender" (Female), and "Date of Birth" (1/1/2013). There is a "Change" button next to a placeholder image. Below this is a "Birth Certificate" upload section with the text "Only .png, .jpg, .pdf, .jpeg, .gif files allowed. Max file size 10MB". The "Address Information" section is partially visible at the bottom. The browser's address bar and tabs are visible at the top, and the Windows taskbar is at the bottom.

Step 3: Find the Document Upload Section

Scroll down to the "Documents" section under your participant's profile.

The screenshot shows the "Documents" section of the Sports Connect profile. It includes fields for "Parent 2 First Name", "Parent 2 Last Name", "Parent 2 Family Role" (a dropdown menu), "Parent 2 Email Address", and "Parent 2 Mobile Phone". There are three document upload sections: "Medical History Form", "Player Contract", and "Report Card 2", each with the text "Only .png, .jpg, .pdf, .jpeg, .gif files allowed. Max file size 10MB". A "Report Card or Proof of Scholastic Fitness" section is also visible. At the bottom, there is a "Secondary Contact Last Name" field. The browser's address bar and tabs are visible at the top, and the Windows taskbar is at the bottom.

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.

The screenshot shows a web browser window with the URL <https://registration.bluesombrero.com/82023/edit-player-info/83601791?returnurl=https%2F%2Fleagues.bluesombrero.com%2FDefault.aspx%3Ftabid%3D1720500%26familyid%3D3000...>. The form contains the following fields and sections:

- List any known allergies (if none, write none): *** (Text input: None) (2 / 40)
- Date of last Tetanus Toxoid Booster: *** (Text input: NA) (2 / 40)
- GPA Score** (Text input: 89) (4 / 40)
- Weight** (Text input: Enter Answer) (0 / 40)
- 2025 YOUTH PARTICIPANT MEDICAL HISTORY FORM *** (Status: Accepted)
- 2025-2026 PARTICIPANT CONTRACT AND PARENTAL CONSENT FORM *** (Status: Accepted)
- Buttons:** < Back to My Account, Save

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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!