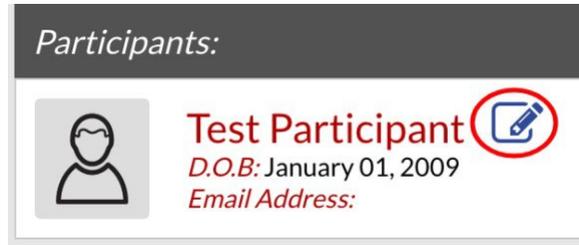**Uploading Birth Certificates to Website**

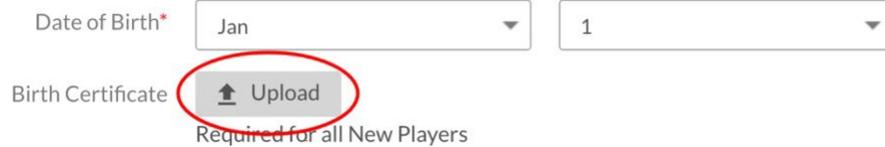|	
Before you start save a copy of the birth certificate on a local drive. The file must be in one of the following formats – .pdf, .png, .jpeg, or .gif. Include the player's first and last name and division in the file name, e.g. "Test-Player-U8.PDF"	
Login to your account	
Click on the Edit Icon beside the player's name	
Click on the Upload button next to the Birth Certificate heading	
Click Choose File and locate birth certificate on local drive (note file types allowed)	

After selecting the file, click Upload	File Upload ⊗ Select File: Choose File No file chosen ⬆ Upload Only .png, .jpeg, .jpg,.gif and .pdf files allowed Max file size 5MB
If uploaded successfully, the file icon and name will display.	Date of Birth* Jan ▼ 12 ▼ 636221397046811443_testplayeru8.pdf ⊗
Scroll to bottom of page and click Update	Back Archive Update