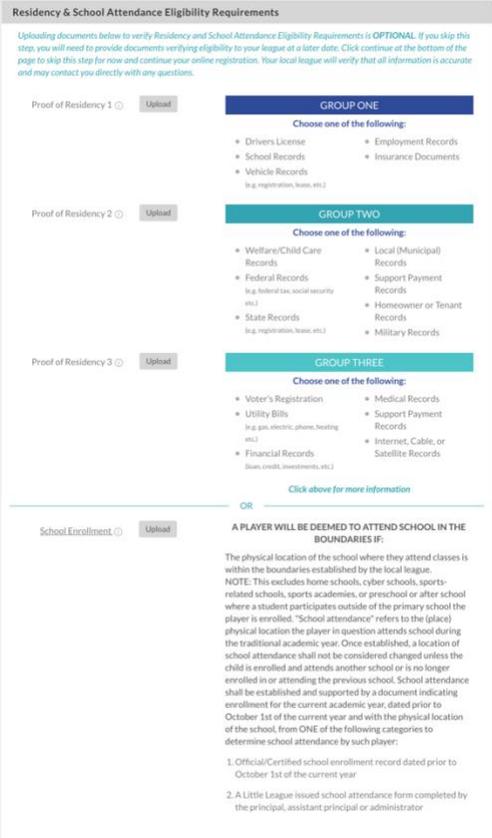


Uploading Residency Requirements to Player Info

Before you start save copies of your residency documents on a local drive. The file(s) 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”

<p>Login to your account</p>	
<p>Click on the Edit Icon beside the player’s name</p>	
<p>Scroll down to the Residency & School Attendance Residency Requirements section</p>	

Click on the Upload button next to a Proof of Residency requirement or School Enrollment heading

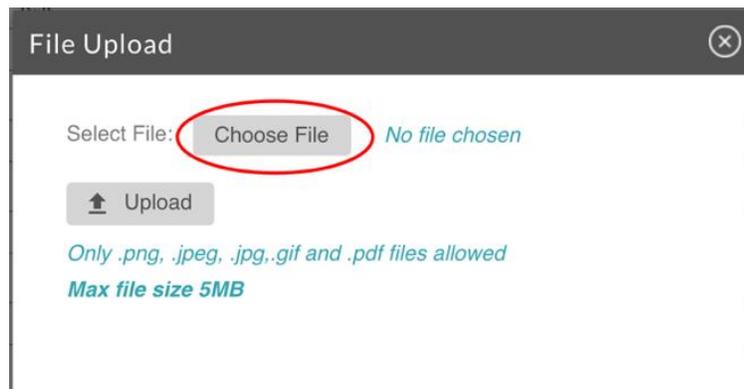
Proof of Residency 1 ⓘ

Upload

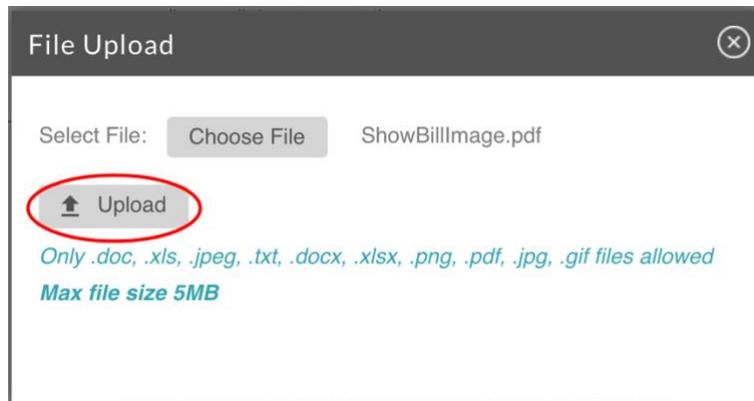
School Enrollment ⓘ

Upload

Click Choose File and locate form on local drive (note file types allowed)



After selecting the file, click Upload



If the file uploaded successfully, the file icon and name will display.

Proof of Residency 3 ⓘ

637175497316

108263_showbillimage.png

GROUP THREE

Choose one of the following:

- Voter's Registration
- Utility Bills (e.g. gas, electric, phone, heating etc.)
- Financial Records (loan, credit, investments, etc.)
- Medical Records
- Support Payment Records
- Internet, Cable, or Satellite Records

If uploading Proof of Residency documents, repeat so that all three areas have been uploaded with documents from their corresponding groups. Once all three document groups are satisfied, move on to next item.

If uploading School Enrollment form, move on to next item.

Finally, scroll to bottom of page and click Update