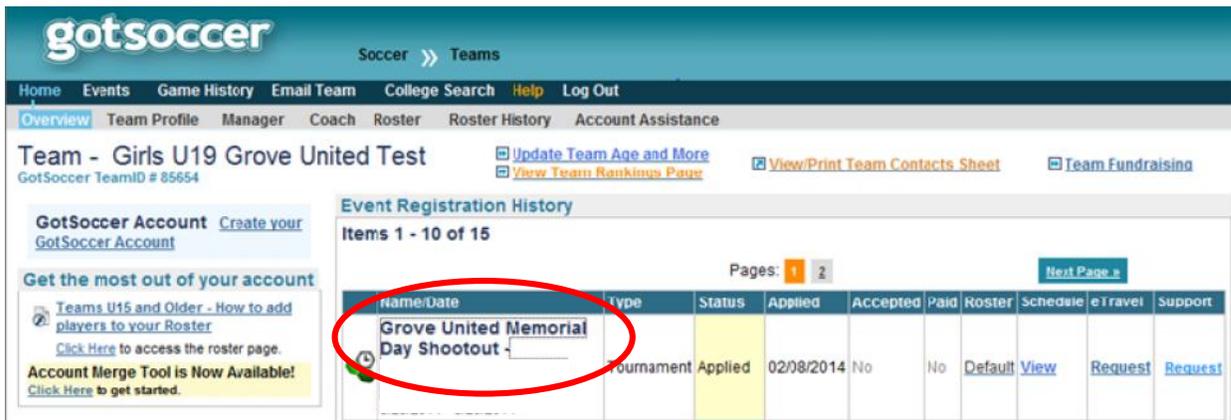


INSTRUCTIONS FOR UPLOADING TEAM DOCUMENTS THROUGH GOTSOCCKER

- 1) In order for your team files to be accepted electronically, you must include the following in the file name: Club name, team name, age group you will be playing in, team gender, and what the content of the document is. **File's need to be scanned or downloaded from your league's website as PDF formatted documents (no .jpg files). Multi-page documents (e.g. IYSA Medical Release forms) need to be uploaded as a single file.**

Naming examples: *Grove United Rev Select U19 Girls IYSA Medical Rel.pdf*
Grove United Rev Select U19 Girls IYSA Tourn Roster.pdf

- 2) Log into your team's GotSoccer account
- 3) You should open to your home page showing your "Event Registration History". Choose "Grove United Memorial Day Shootout" by clicking on the name of the tournament.



The screenshot shows the GotSoccer website interface. The main navigation bar includes 'Home', 'Events', 'Game History', 'Email Team', 'College Search', 'Help', and 'Log Out'. Below this, there are tabs for 'Overview', 'Team Profile', 'Manager', 'Coach', 'Roster', 'Roster History', and 'Account Assistance'. The current page is titled 'Team - Girls U19 Grove United Test' with a GotSoccer TeamID of 85654. There are several utility links: 'Update Team Age and More', 'View Team Rankings Page', 'View/Print Team Contacts Sheet', and 'Team Fundraising'. On the left, there are sections for 'GotSoccer Account' and 'Get the most out of your account'. The main content area is 'Event Registration History' showing 'Items 1 - 10 of 15'. A table lists events with columns: name/Date, Type, Status, Applied, Accepted, Paid, Roster, Schedule, Travel, and Support. The first row is 'Grove United Memorial Day Shootout' with a status of 'Applied' and an applied date of '02/08/2014'. The name of the event is circled in red.

name/Date	Type	Status	Applied	Accepted	Paid	Roster	Schedule	Travel	Support
Grove United Memorial Day Shootout	Tournament	Applied	02/08/2014	No	No	Default	View	Request	Request

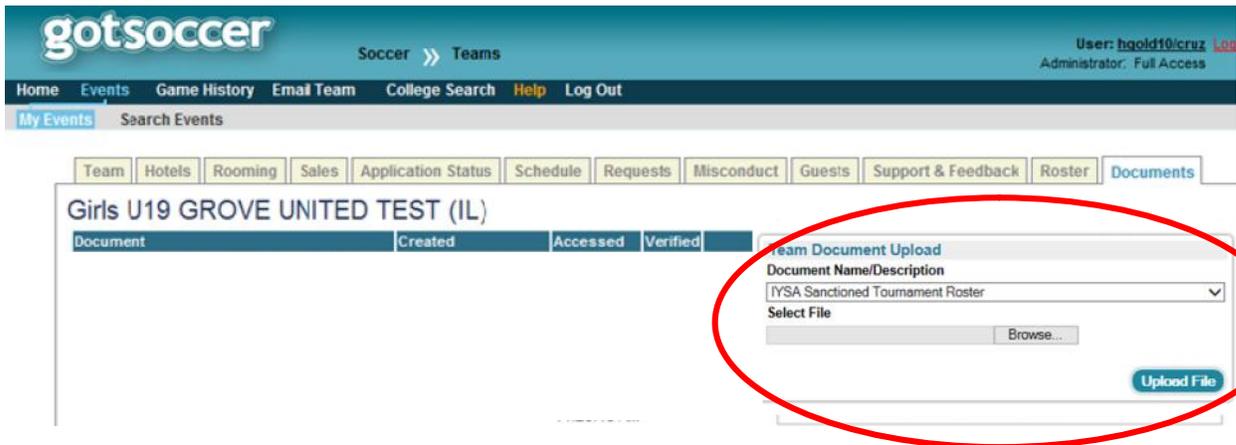
- 4) You should now be at the "My Events" page. If not, click on "Events" towards the top of the page (right next to "Home"). In the body of the page, there will be multiple tabs. Click on the tab named "Documents" on the far right side.



The screenshot shows the 'My Events' page on the GotSoccer website. The main navigation bar is the same as in the previous screenshot. Below it, there are tabs for 'My Events' and 'Search Events'. The current event is 'Grove United Memorial Day Shootout'. There are several utility tabs: 'Team', 'Hotels', 'Rooming', 'Sales', 'Application Status', 'Schedule', 'Requests', 'Misconduct', 'Guests', 'Support & Feedback', 'Roster', and 'Documents'. The 'Documents' tab is circled in red. Below the tabs, there are sections for 'Print Completed Application', 'Application Information', 'Contact Information (This Event)', 'Copy from Team Contact', 'Manager Information', and 'Update Manager Information'.

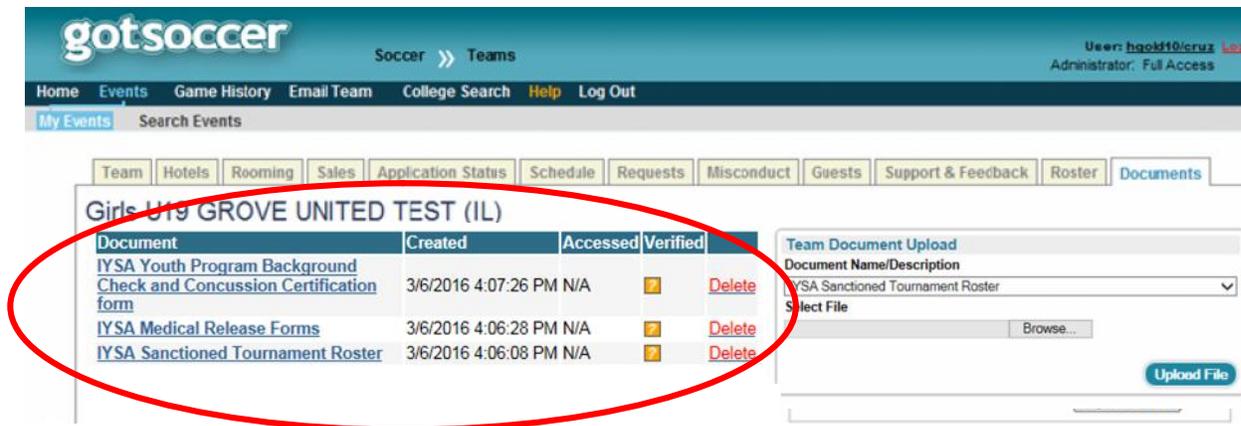
5) You should now be at the page to upload documents (see below). Click in the box named “File Name/Description” and choose the type of file you are uploading. The selections include:

- (IYSA Sanctioned Tournament Roster, Certified State Roster (local league))
- IYSA Medical Release forms
- Permission to Travel form (for out-of-state teams)
- Form NT (for US Clun and non-USYSA affiliated leagues)
- IYSA Youth Program Background Check and Concussion Certification form.



6) Click the “Browse” to locate the file on your hard drive. Double click on the file to enter the path name. Then click on “Upload File”.

7) Repeat this step for each of the documents you need to submit.



8) The documents you uploaded should be viewable as shown above. Once we have reviewed your documents, the box titled “Verified” will go from  to  (see below). You can log back into GotSoccer at any time to check the status of your documents.

