INSTRUCTIONS FOR UPLOADING TEAM DOCUMENTS THROUGH GOTSOCCER

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).**

   Naming example: *Grove United Rev Select U19 Girls IYSA Medical Rel.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 – Presented by Quaker Oats" by clicking on the name of the tournament.

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.

5) You should now be at the page to upload documents (see below). Click in the box named "File Name/Description" and put the name of the file using the format described in step 1.

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.