

How To Upload Team Documents

Step One:

Scan your types of documents in to separate files (player passes in one, medical releases in another and so on). Please make sure everything is in alphabetical order.

Step Two:

Once you are logged into your team account click on the event's name you wish to upload documents for.

The screenshot shows the GotSoccer website interface for a team account. The main content area displays the 'Event Registration History' table. The first row, 'La Liga', is highlighted with a red box. The table has columns for Name/Date, Type, Status, Applied, Accepted, Paid, Roster, Schedule, Travel, Support, and Misconduct/Y/N.

Name/Date	Type	Status	Applied	Accepted	Paid	Roster	Schedule	Travel	Support	Misconduct/Y/N
La Liga 8/1/2016 - 12/31/2017	League	Applied	03/16/2017	No	No	Default	View	Request	Request	
Winter League - Norcal - Demo 1/1/2017 - 5/31/2017	League	Accepted	02/13/2017	Yes	No	Default	TBA	Request	Request	

Step Three:

Then click on the documents tab on the right-hand side of your screen. you will then see the team document upload section in the bottom right.

The screenshot shows the 'Documents' tab selected in the top navigation bar. The main content area displays the 'Team Document Upload' section, which is highlighted with a red box. This section includes a file selection area with a 'Choose File' button and an 'Upload File' button.

Step Four:

Select the proper document title and then upload the document. Once you have uploaded the document the event will be able to review those documents.

Team Document Upload

File Name/Description (recommended)

- Home Team Roster
- Away Team Roster
- Game Card
- [unclear] Home Chosen