

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.

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'. The 'Event Registration History' section displays a table with the following data:

Name/Date	Type	Status	Applied	Accepted	Paid	Roster	Schedule	eTravel	Support
Grove United Memorial Day Shootout Presented by Quaker Oats 5/23/2014 - 5/26/2014	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 GotSoccer. The main navigation bar is the same as in the previous screenshot. Below it, there are tabs for 'Team', 'Hotels', 'Rooming', 'Sales', 'Application Status', 'Schedule', 'Requests', 'Misconduct', 'Guests', 'Support & Feedback', 'Roster', and 'Documents'. The 'Documents' tab is circled in red. The event title is 'Grove United Memorial Day Shootout - Presented by Quaker Oats' with the dates '5/23/2014-5/26/2014'. There are several buttons for actions like 'Print Completed Application', 'Contact Information (This Event)', 'Manager Information', 'Application Information', 'Copy from Team Contact', 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 put the name of the file using the format described in step 1.

The screenshot shows the 'Team Document Upload' page on GotSoccer. The main navigation bar is the same. Below it, there are tabs for 'Team', 'Hotels', 'Rooming', 'Sales', 'Application Status', 'Schedule', 'Requests', 'Misconduct', 'Guests', 'Support & Feedback', 'Roster', and 'Documents'. The 'Documents' tab is selected. The page title is 'Girls U19 GROVE UNITED TEST (IL)'. There is a table with columns 'Document', 'Created', 'Accessed', and 'Verified'. The 'Team Document Upload' form is circled in red. It contains a text input field for 'File Name/Description (recommended)', a 'Select File' button, a 'Browse...' button, and an 'Upload File' button.

- 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.

gotsoccer Soccer >> Teams User: hgold10/cruz Administrator: Full Access

Home Events Game History Email Team College Search Help Log Out

My Events Search Events

Team Hotels Rooming Sales Application Status Schedule Requests Misconduct Guests Support & Feedback Roster Documents

Girls U19 GROVE UNITED TEST (IL)

Document	Created	Accessed	Verified
GroveUnited Rev Select U19 Girls IWSL Roster	3/8/2014 11:27:27 AM	N/A	 Delete
Grove United Rev Select U19 Girls IYSA Med Releases	3/8/2014 11:26:06 AM	N/A	 Delete
GroveUnited Rev Select U19 Girls IYSA Tourn Roster	3/8/2014 11:25:04 AM	N/A	 Delete

Team Document Upload

File Name/Description (recommended)

Select File

- 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.

gotsoccer Soccer >> Teams User: hgold10/cruz Administrator: Full Access

Home Events Game History Email Team College Search Help Log Out

My Events Search Events

Team Hotels Rooming Sales Application Status Schedule Requests Misconduct Guests Support & Feedback Roster Documents

Girls U19 GROVE UNITED TEST (IL)

Document	Created	Accessed	Verified
GroveUnited Rev Select U19 Girls IWSL Roster	3/8/2014 11:27:27 AM	3/8/2014 5:09:46 PM	
Grove United Rev Select U19 Girls IYSA Med Releases	3/8/2014 11:26:06 AM	N/A	
GroveUnited Rev Select U19 Girls IYSA Tourn Roster	3/8/2014 11:25:04 AM	N/A	

Team Document Upload

File Name/Description (recommended)

Select File