

# HOW TO UPLOAD TEAM DOCUMENTS INTO GOT SOCCER

1. Log In to your team's GotSoccer account
2. Once you have successfully logged in, select Overview. Your page will look like the image below. You will see the Event Registration History with the tournaments your team has registered for.
3. Select the tournament you need to upload team documents for by clicking on the event name.

The screenshot shows the 'Overview' page for a team named 'Boys U11 B 04/05 Black'. The 'Event Registration History' table lists several tournaments. The 'Rick Kilps Classic - 2016' is highlighted with a red circle. The table has columns for Name/Date, Type, Status, Applied, Accepted, Paid, Roster, Schedule, eTravel, and Support.

Name/Date	Type	Status	Applied	Accepted	Paid	Roster	Schedule	eTravel	Support
2016 Reddan Spring Shootout 4/8/2016 - 4/10/2016	Tournament	Accepted	02/09/2016	Yes	No	Default	View	Request	Request
<b>Rick Kilps Classic - 2016</b> 4/16/2016 - 4/17/2016	Tournament	Applied	01/25/2016	No	No	Default	TBA	Request	Request
Racine Lighthouse Classic - 2015 10/10/2015 - 10/11/2015	Tournament	Accepted	08/29/2015	Yes	Yes	Default	View	Request	Request
Battle On The Border 2015 8/22/2015 - 8/23/2015	Tournament	Accepted	08/02/2015	Yes	No	Default	View	Request	Request
Racine Lighthouse Classic - 2014 10/11/2014 - 10/12/2014	Tournament	Accepted	09/08/2014	Yes	Yes	Default	View	Request	Request
Battle On The Border Soccer Tournament 8/23/2014 - 8/24/2014	Tournament	Accepted	08/02/2014	Yes	No	Default	View	Request	Request
USYSC Annual Tournament 6/8/2013 - 6/9/2013	Tournament	Accepted	06/01/2013	Yes	No	Default	View	Request	Request

4. The registration for your team for that Event will open. Click on the Documents Tab, as shown in the image below.

The screenshot shows the registration page for the '2016 Reddan Spring Shootout'. The 'Documents' tab is highlighted with a red circle. The page contains sections for Application Information, Contact Information (This Event), and Manager Information.

**Application Information**

Event: 2016 Reddan Spring Shootout  
Confirmation#: 2/8/2016 11:00:03 AM  
Date Applied: N/A  
Last Updated: N/A  
Group: Boys U11  
Club Name: Racine Utd  
Team Name: **8 04/05 Black**  
Team State: Wisconsin  
Prev Year Record: Wins Losses Ties  
Team Colors: Red  
Alt. Colors: Black  
Preferred Flight: Default  
Player ID Numbers: Default  
Team Communication Preferences: ☒ Team Contact, ☒ Team Coach, ☒ Team Manager  
Guest Player Preferences: ☐ Allow unassigned Guest Players to email manager and coach (if available)

**Contact Information (This Event)**

Copy from Team Contact  
Organization:  
Contact Name: *Your team contact info will be here. Please make sure emails, cell numbers, and mobile text is all accurate*  
Address:  
City:  
State:  
Zip:  
Country:  
Phone:  
Phone 2:  
Mobile:  
Mobile Text:  
Fax:

**Manager Information**

Update Manager Information  
Manager Name:  
Address:  
City:  
State:  
Zip:  
Country:  
Email:  
Phone:  
Phone (2):  
Mobile:  
Mobile Text:  
Fax:

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## 5. Once on the Documents page:

- Enter the name of the document. Please be descriptive, example: Certified Roster, Medical/Liability Waivers, Player Passes, etc.
- Click on Choose File to select the document from your computer. All documents must be in PDF format
- Click on Upload file to complete the upload for that document

The screenshot shows the 'Documents' tab for the '2016 Reddan Spring Shootout' team. The page includes a 'Team Status' section with fields for 'Foreign Team' and 'Medical Release (All Players)', both currently set to 'No'. Below this is the 'Team Document Upload' section, which has a text input field for 'File Name/Description (recommended)' containing 'WYSA Roster'. A red arrow points to the 'Choose File' button, which is labeled with a red circle and the text '0405Black.pdf'. Another red arrow points to the 'Upload File' button, which is also circled in red. Red text annotations are overlaid on the page: '1. Enter the name of the document. Please be descriptive - WYSA Roster, Medical Waivers, Etc' points to the input field; '2. Click on Choose File to select the file off of your computer. Documents must be in PDF format' points to the 'Choose File' button; and '3. Click on Upload File to upload your document' points to the 'Upload File' button. The footer includes 'powered by gotsoccer', 'Contact Privacy Statement', and '©2016 GotSoccer, LLC'.

## 6. Once you have successfully uploaded a document it will show on your document page, like below. Complete the uploading process with all required documents.

*Note: It may work best to save all medical waivers to one PDF file, rather than having to upload individual waivers for each player.*

The screenshot shows the 'Documents' tab for the '2016 Reddan Spring Shootout' team. The 'Team Document Upload' section now displays a table with one document: 'WYSA Roster', created on '2/9/2016 1:47:31 PM', with 'Accessed' and 'Verified' columns showing 'N/A' and '2' respectively. A red arrow points to the 'Delete' button. Red text annotations are overlaid: 'When you have successfully uploaded a document it will show here.' points to the document table; 'Complete the uploading process with your Medical Waivers, Any premission to Travel Forms, and Guest Player Forms.' points to the 'Upload File' button; and '\*\* NOTE: It may be easier if you combine all of the medical waivers into one PDF, rather than uploading each individual player's medical waiver.' points to the 'Upload File' button. The footer includes 'powered by gotsoccer', 'Contact Privacy Statement', and '©2016 GotSoccer, LLC'.

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7. Once you have submitted your documents and the tournament have verified the documents, your documents page for the tournament will look like the image below.

There will be a check mark in the Verified column next to the document. You will not be able to delete or update that document once the tournament has verified, as well as show “yes” next to the required document in the Team Status box.

If you need to update the document, please contact the tournament director at [echeckin@lakefrontsc.com](mailto:echeckin@lakefrontsc.com)

**GotSoccer** Soccer >> Teams

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My Events Search Events

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

**Rick Kilps Classic - 2016**  
4/16/2016-4/17/2016

Document	Created	Accessed	Verified
<a href="#">Official Roster</a>	2/9/2016 12:14:52 PM	N/A	<input checked="" type="checkbox"/>

Once the club verifies receipt of your documents you will see a check mark in the Verified box. You will not be able to update or alter any documents after they have been verified.

If you need to update any forms, please contact the tournament director at [tournament@racineunited.com](mailto:tournament@racineunited.com)

**Team Status**

Foreign Team:	No	Permission to Travel:	No
Medical Release (All Players)	No	Official Roster Received	Yes

**Team Document Upload**

File Name/Description (recommended)

Select File

Choose File No file chosen

Upload File