

HOW TO UPLOAD DOCUMENTS:

Uploading Files (Rosters, Player Passes, and Travel Paperwork):

1. Login to your **GotSport** account. *Make sure you are using the email you used to register for the event.*
2. On the top menu bar click the **Team Management** tab for your account.
3. To the left of the big white box, click on **REGISTRATIONS**
4. Locate the team and event you are wanting to upload your online check-in documents for.
5. Click on the "**Event Name**".
6. Click the **REGISTRATION** tab on the top menu bar.
7. Click the **orange** edit button on the top of the page and scroll down to the bottom to upload your documents.
8. Click **SAVE**