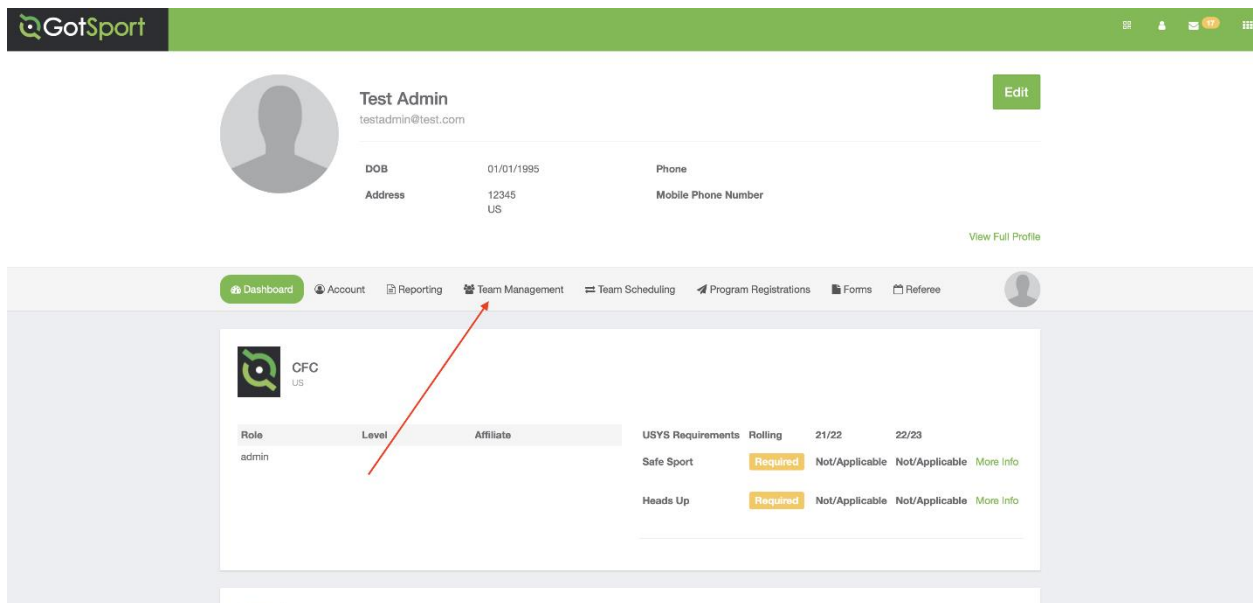


How do I Upload Documents for Online Check In?

Instructions

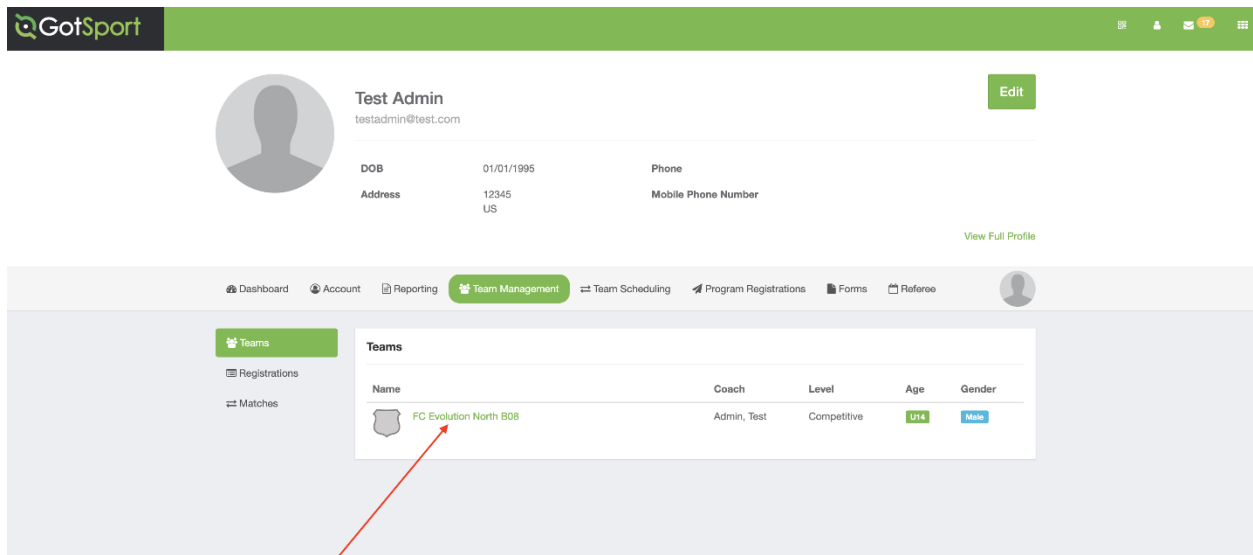
Step 1:

- Log in to your coach/manager account and click on the **"Team Management"** button



Step 2:

- Click on the name of the team you are working on



Step 3:

- Open the **"Team Registrations"** tab

The screenshot shows the GotSport interface for a team named 'FC Evolution North B08'. The 'Team Registrations' tab is selected, indicated by a red arrow. The team's details are as follows:

- Name:** FC Evolution North B08
- Short Name:** fcevo
- Legacy ID:** (empty)
- Opta ID:** (empty)
- Competitive Level:** Academy
- Gender:** Boys
- Age Group:** U14 (01/01/08) [Switch to School Year](#)
- Sport:** Soccer
- Country:** (empty)
- Team Association:** (empty)
- Postal Code:** (empty)
- Logo:** Choose File no file selected
- Colors:** (empty)
- ☐ Roster Editing Locked

Step 4:

- Click on the Event that you are Working to Upload Documents to

The screenshot shows the GotSport interface for a team named 'FC Evolution North B08'. The 'Team Registrations' tab is selected, indicated by a red arrow. The interface shows a search bar for events and a table of team registrations.

Event Search:

Search Event Name

Team Registrations Table:

Event	Age	Gender	Event Start Date	
Fall Tournament 2021	U14	Male	2021-10-22	Posters
State League 2021	U13	Male	2021-03-01	Posters

Step 5:

- Open the **"Registration"** tab

Team Registration - FC Evolution North B08

Info | **Registration** | Roster | Scheduling Requests | Schedule | Team History

Application Information

Event: State League 2021
 Group:
 Club Name: Mamba FC
 Team Name: FC Evolution North B08
 Team Association:
 Public Pages: https://system.gotsport.com/org_event/events/3787
 Event Organization Flags: [icon]

Contact Information

Registration Information

Gender: _____ Event Age: _____

Step 6:

- Next click on the **"Edit"** button

Team Registration - FC Evolution North B08

Info | Registration | **Roster** | Scheduling Requests | Schedule | Team History

Registration Form Answers **Edit**

Please upload your event release forms.
 Please upload your official roster
 I agree

Name	Coach	Level	Age	Gender
FC Evolution North B08	Admin, Test	Competitive	U14	Male

Step 7:

- For any files that are being asked to be uploaded, you will be able to click on the **"choose file"** button and upload accordingly.
- **If you have a challenge uploading a document, there is a good chance that the document is too large and will need to be decreased in size.**

The max file size that can be uploaded is 20 mb

GotSport

Team Registration - FC Evolution North B08

Info Registration Roster Scheduling Requests Schedule Team History

Registration Form Answers

Please upload your event release forms.

Choose File no file selected

Please upload your official roster

Choose File no file selected

I agree

Save Cancel

Step 8:

- Click Save

Step 9:

- Once this is complete, then the event director will be able to view your documents for the online check in process.

***Note that you will only be able to upload one file. If you have multiple documents that need uploaded, you will need to condense/merge them into one file and here are some helpful instructions to do this: <https://www.adobe.com/acrobat/online/merge-pdf.html>.