**HOW TO UPLOAD DOCUMENTS FOR TOURNAMENT**

1. Scan all of your documents in advance to your computer for easy upload, PDF format is suggested
2. Log into your gotsport account
3. Click on the three dashes on the left side of the screen
4. On the Dashboard, click on the ID to get to your account screen
5. On the right side of the screen, click on the three dashes
6. Scroll down to “Team Management”
7. Scroll down to your team, if you have more than 1 team, click on the team you are wanting to upload documents to (you will follow the same instructions for each team you have registered for the event)
8. Click on “team registrations”
9. Click on the event you are uploading documents for; i.e. “Brookshire’s Fall Kickoff)
10. Click on “registration”
11. Click on the box that says “edit”
12. Scroll down to where it says “official roster required”, go to the box that says “choose file”, this is where you will upload your saved official roster signed by your registrar
13. If you have any guest players, the next box is where you will upload into 1 PDF file your guest player(s) form(s)
14. Once you have all these documents uploaded, click save at the bottom of the screen
15. After forms are uploaded, click on roster at the top of the screen and this is where you will add your guest player(s) if you have any attending the event with your team.