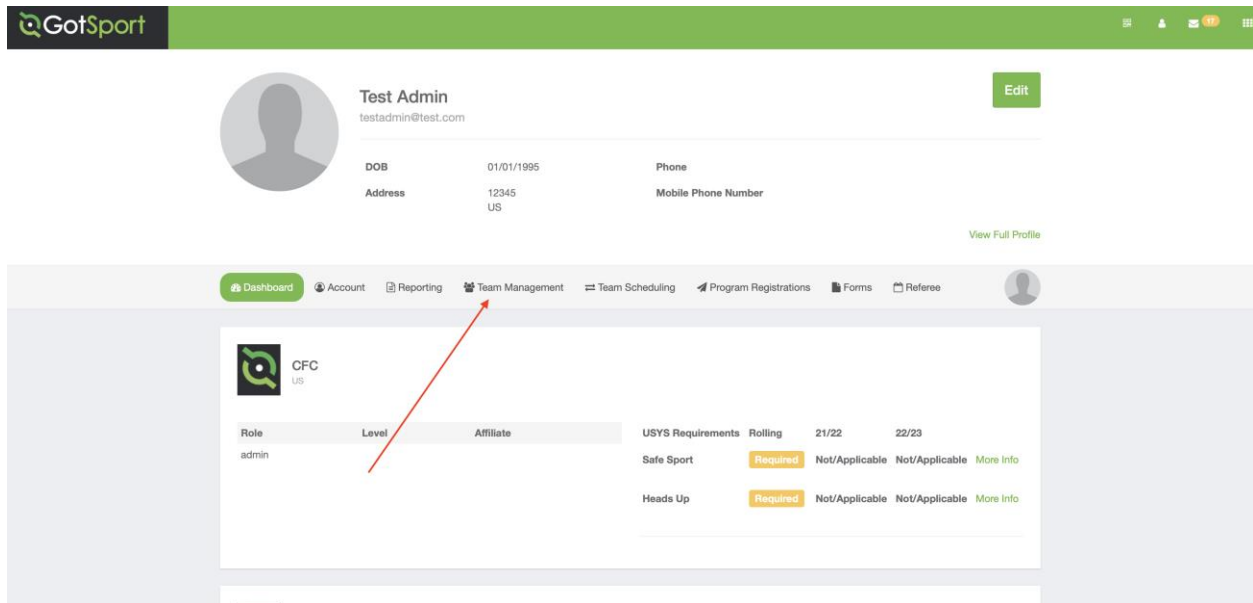


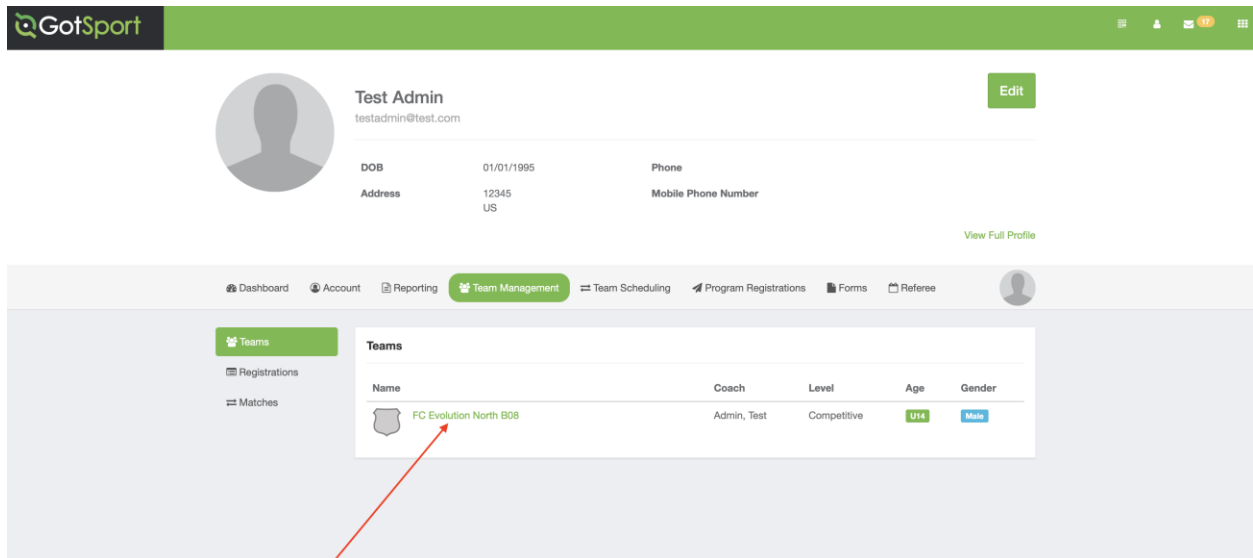
# HOW TO UPLOAD PAPERWORK INTO GOTSPORT FOR TOURNAMENT

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



The screenshot shows the GotSport user profile for 'Test Admin' (testadmin@test.com). The profile includes fields for DOB (01/01/1995), Address (12345 US), Phone, and Mobile Phone Number. A navigation bar at the top contains buttons for Dashboard, Account, Reporting, Team Management, Team Scheduling, Program Registrations, Forms, and Referee. The 'Team Management' button is highlighted with a red arrow. Below the navigation bar, there is a table for 'CFC US' with columns for Role, Level, Affiliate, USYS Requirements, Rolling, 21/22, and 22/23. The table shows 'admin' as the role and 'Required' status for USYS requirements.

2. Click on the name of the team you are working on



The screenshot shows the GotSport 'Teams' page for 'Test Admin'. The navigation bar is the same as in the previous screenshot, but the 'Teams' button is highlighted. The 'Teams' section displays a table with columns for Name, Coach, Level, Age, and Gender. The table shows one team: 'FC Evolution North B08' with Coach 'Admin, Test', Level 'Competitive', Age 'U14', and Gender 'Male'. A red arrow points to the team name.

# HOW TO UPLOAD PAPERWORK INTO GOTSPORT FOR TOURNAMENT

## 3. Open the "Team Registrations" tab

FC Evolution North B08

Team Registrations

FC Evolution North B08 U14 Male Competitive  
Birthday Range: 01/01/08 - 12/31/08

Name: FC Evolution North B08 Short Name: fcevo Legacy ID: Opta ID:

Competitive Level: Academy Gender: Boys Age Group: U14 (01/01/08)  
[Switch to School Year](#)

Sport: Soccer Country: Team Association:

Postal Code: Logo: Choose File no file selected

Colors:  Roster Editing Locked

## 4. Click on the Event that you are Working to Upload Documents to

FC Evolution North B08

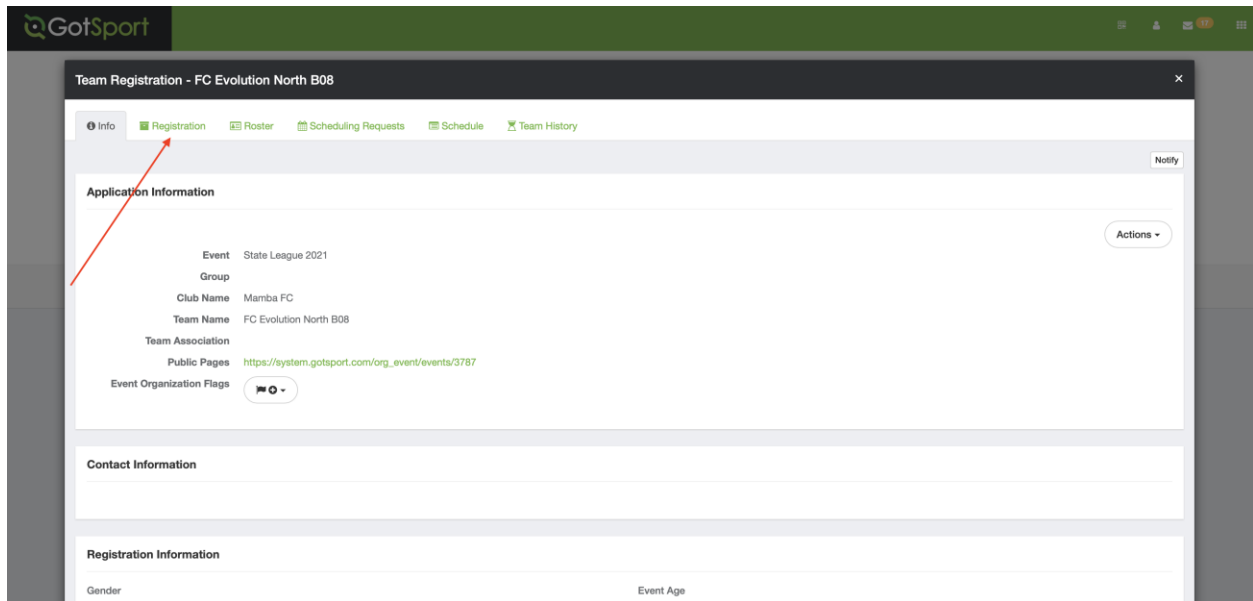
Team Registrations

Event Search Event Name Search

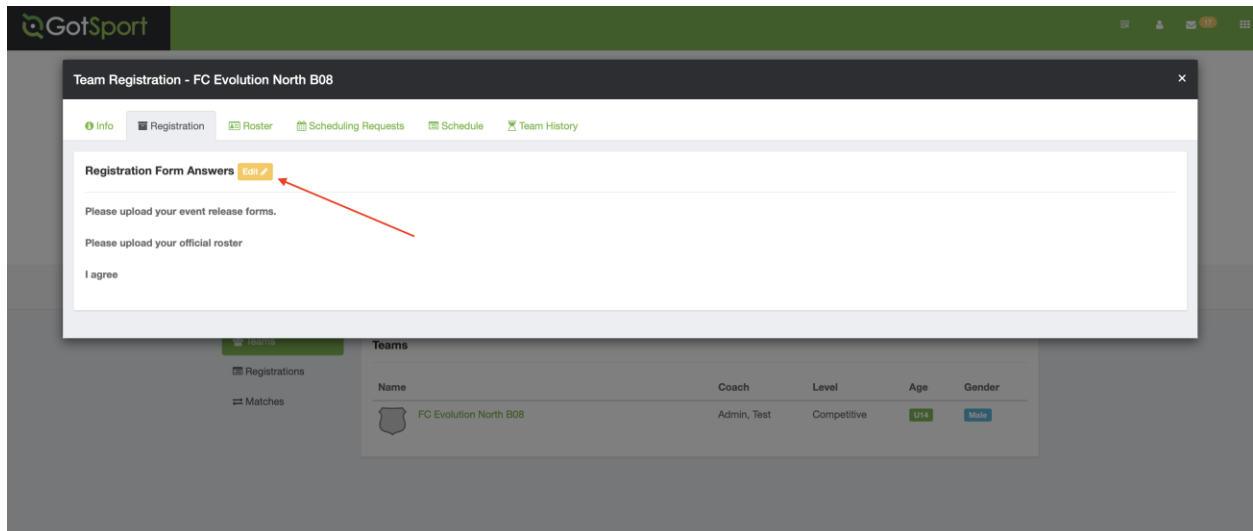
Event	Age	Gender	Event Start Date	
Fall Tournament 2021	U14	Male	2021-10-22	<a href="#">Rosters</a>
State League 2021	U13	Male	2021-03-01	<a href="#">Rosters</a>

# HOW TO UPLOAD PAPERWORK INTO GOTSPORT FOR TOURNAMENT

5. Open the "Registration" tab



6. Next click on the "Edit" button



## HOW TO UPLOAD PAPERWORK INTO GOTSPORT FOR TOURNAMENT

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

The screenshot displays the 'Team Registration - FC Evolution North B08' interface. At the top, there is a navigation bar with the GotSport logo and several menu items: Info, Registration, Roster, Scheduling Requests, Schedule, and Team History. The main content area is titled 'Registration Form Answers' and contains two distinct upload sections. The first section, 'Please upload your event release forms.', features a 'Choose File' button and the text 'no file selected'. The second section, 'Please upload your official roster', also features a 'Choose File' button and the text 'no file selected'. At the bottom of the form, there is an 'I agree' checkbox and two buttons: a green 'Save' button and a red 'Cancel' button. Red arrows in the image point to the 'Choose File' buttons in both upload sections.

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