How to submit tournament paper work via gotsoccer
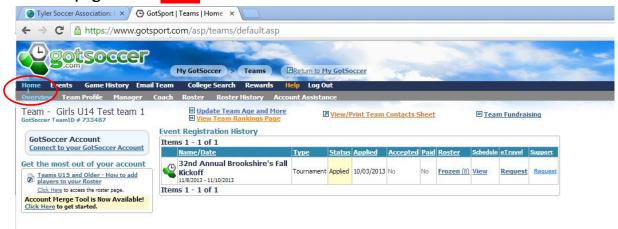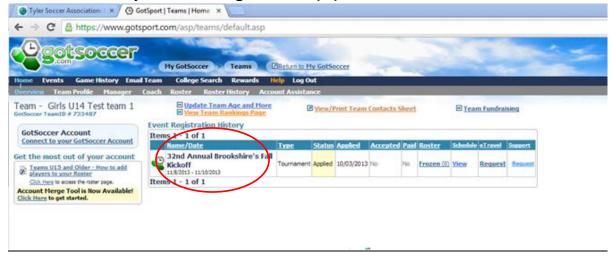
1. Scan all your documents to your computer, PDF format is suggested. Best way is to scan like papers into one scan, ex: all medical releases are one document, roster and guest player forms could be another one.
2. Sign in to your teams account
3. The first page is the "home" "overview"

4. Click on the event you are needing to submit paper work to

5. This is the "Events" "My Events" "team" tab section. You will need to click on "documents" tab:

6. Under the "documents" tab section you will click "choose file" button.

7. After you choose the file that you are wanting to uplaod, ex. Official Roster, you will see that file as you named it.
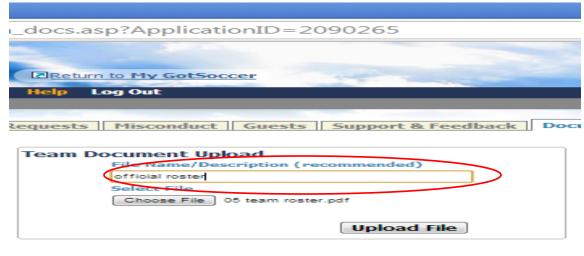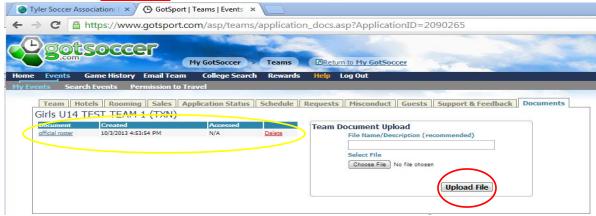
8. In the drop down box, choose what it is: Medical releses, roster, guest player forms, etc
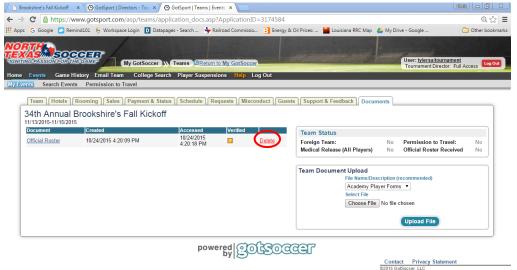

9. Then click the "Upload File" button. You will see it appear on the left.

10. Repeat for each document you want to submit. When completed, your paper work is done.

11. If for any reason your paperwork changes, you can go back in and delete the old file to update with the new file. (Until the paperwork deadline)

12. However, once the paperwork has been verified you will no longer be able to change your paperwork without approval from the tournament director.