

## **How to submit tournament paperwork 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 into your teams account**
- 3. The first page is the “home” “overview”**
- 4. Click on the event you are needing to submit paperwork 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 upload, ex. Official Roster, you will see that file as you named it.**
- 8. In the drop-down box, choose what it is: Medical releases, 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 paperwork 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.**
- 12. However, once the paperwork has been verified you will no longer be able to change your paperwork without approval from the tournament director.**