

Upload Player Birth Certificate



• You should see a page that looks similar to this (this is a test account I have on the system).



Click on the Pad and Pencil icon next to the player. You should see a page that looks like:

Player Informat	ion	
	Legal First Name *	Legal Last Name *
	Jenn	F
	Gender*	Date of Birth *
Change	Female	▼ 3/24/2006

Click on the blue plus sign next to the words Birth Certificate. You will be sent to a page that looks like"

Drag a document here	
- or -	
Select a file from your computer	
Only.com, jog. pdf. jogs, pdf Hes silowed. Max Ne size 10MB	
Upload Document	
	Drag a document here     -0r-     Select a file from your computer     Orly grup grup dif, long, aff files allowed.     Martie size 20MB

You can either choose your file with the birth certificate or drag it onto the page. (It must be either a jpeg, jpg, gif, or png format). You will then have a page that looks like:

S sports connect	Registration • Website • Orders • Teams • Reports • Schedules • Email • Te	xt 🕶
BERLIN YOUTH SOCCER ASSOCIAT	ION	
	Upload Document X	
Player Profile Edit all information for the player profi		
Legal First Name *		
Charge Gender * Female	Upload Document	
Birth Certificate Only .pngjpgpdt.jpegg Max file size 10MB	If files allowed.	

Click on the button entitled Upload Document. Your will then see this page. Note that the wording next to the Birth Certificate now says Document Verified. This means that he upload was successful. (Once verified by the state association, the birth certificate will no longer be visible within the system.)

Player Informat	lon		
	Legal First Name *		Legal Last Name *
	Jenn		F
• •			
-	Gender*		Date of Birth *
	Female	-	3/24/2006

Remember to click Save at the bottom of this Player Profile page.

That should do it.