



West Michigan Youth Soccer Association

Uploading your documents in the Team GotSoccer Account

To complete the uploads and submissions you will need to be in the team account.

1. Scan/Save each document which needs to be uploaded. Player Contracts should be scanned and uploaded as a single file.
2. Go to the WMYSA Age Verification Event

Name/Date	Type	Status	Applied	Accepted	Paid	Notify	Roster	Schedule/Travel	Support	Misconduct/YR
Nike Academy College Showcase 2018 8/20/2018 - 8/20/2018	Tournament	Accepted	09/02/2018	Yes	No	Default	Full	Request	Request	
MSPSP Fall 2017/Spring 2018 8/1/2017 - 7/31/2018	League	Applied	8/1/2018	No	No	Crossed (15)	View	Request	Request	
MSPSP Spring 2018 5/1/2018 - 4/14/2018	League	Applied	12/12/2017	Yes	No	Default	View	Request	Request	
WMYSA MSPSP Fall 2017 - Spr 2018 Team Commitment (Age Verification) 8/1/2017 - 1/31/2018	League	Pending	11/28/2017	No	No	Frozen (15)	IBA	Request	Request	
Paragon Soccer Classic 2017 10/21/17 - 10/21/17	Tournament	Accepted	05/23/2017	Yes	Yes	Default	Full	Request	Request	2
PSI 2017 - The Facecaster Soccer Invitational Tournament	Tournament	Accepted	03/05/2017	Yes	Yes	Default	View	Request	Request	
MSPSP Spring 2017 3/1/2017 - 7/31/2017	League	Applied	12/03/2016	Yes	No	Default	View	Request	Request	
FC Pride Cup 2016 8/30/2016 - 10/2/2016	Tournament	Accepted	08/01/2016	Yes	Yes	Default	View	Request	Request	
MSPSP Fall 2016/Spring 2017 8/1/2016 - 7/31/2017	League	Applied	06/28/2016	Yes	No	Frozen (15)	View	Request	Request	

3. Click on the Documents Tab

Document	Created	Accepted	Validated
Official Roster	1/13/2018 8:12:23 AM	N/A	

Team Document Upload

File Name/Description (recommended)
Sample
Select File
Choose File No file chosen
Upload File



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4. On the right side is a section for uploading files.
 - a. There is a dropdown box of the names of the files. Select the correct choice
 - b. Click on Choose File button and select the file you want to use
 - c. Click Upload File button

Document List:

Document	Created	Accessed	Verified
Official Roster	1/13/2018 8:12:23 AM	N/A	

File Upload Section:

File Name/Description (recommended): Sample

Buttons: Choose File, No file chosen, Upload File

Text Box:

- a. File Names
- b. Choose file from hard drive
- c. Click Upload File

5. After you upload the file, you will see it in the list on the left column

Document List:

Document	Created	Accessed	Verified	Delete
Sample	5/27/2018 9:53:03 AM	N/A		
Official Roster	1/13/2018 8:12:14 AM	N/A		

File Upload Section:

File Name/Description (recommended): Sample

Buttons: Choose File, No file chosen, Upload File

6. Repeat the process until you have uploaded all of the necessary documents