



# 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 the document which needs to be uploaded.
2. In the team account, go to the **WMYSA Seasonal Year 2018 – 2019 Team Registration Event**

The screenshot shows the GotSoccer website interface. At the top, there are navigation tabs for 'Association', 'Soccer', 'Teams', and 'Accounts'. Below this is a navigation bar with links like 'Home', 'Events', 'Game History', 'Email Team', 'College Search', 'Player Suspensions', 'Help', and 'Log Out'. The main content area is titled 'Team - [Team Name]' and includes a 'Universal Account' login section. On the left, there are promotional banners for 'Get the most out of your account' and 'Your Club'. The central part of the page features an 'Event Registration History' table with the following columns: Name/Date, Type, Status, Applied, Accepted, Paid, Notify, Roster, Schedule/Travel, Support, and Misconduct/IR. The table lists various events, with the 'WMYSA MSPSP Fall 2017 - Spr 2018 Team Commitment (Age Verification)' event highlighted in red. Below the table, there are pagination controls showing 'Items 1 - 10 of 33'.

3. Click on the Documents Tab

The screenshot shows the 'Documents' tab for the 'WMYSA MSPSP Fall 2017 - Spr 2018 Team Commitment (Age Verification)' event. The page has a navigation bar with tabs for 'Team', 'Hotels', 'Rooming', 'Sales', 'Payment & Status', 'Schedule', 'Requests', 'Misconduct', 'Guests', 'Support & Feedback', 'Roster', and 'Analytics'. The 'Documents' tab is active. Below the navigation bar, there is a table with columns 'Document', 'Created', 'Accessed', and 'Verified'. The first row shows 'Official Roster' with a creation date of '1/13/2018 8:12:23 AM' and 'N/A' for accessed and verified. To the right of this table is a 'Notify Registrar' section with a 'Notify' button. Below that is a 'Team Status' section with fields for 'Foreign Team' and 'Medical Release (All Players)', each with a 'No' option and a 'Permission to Travel: Official Roster Received' checkbox. At the bottom is a 'Team Document Upload' section with a 'File Name/Description (recommended)' dropdown set to 'Sample', a 'Select File' button, and a 'Choose File' button. Below these is an 'Upload File' button.



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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.
  - b. Click on the Parent Expectations Signatures
  - c. Click on Choose File button and select the file you want to use
  - d. Click Upload File button

WMYSA MSPSP Fall 2017 - Spr 2018 Team Commitment (Age Verification)

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

Notify Registrar: No [Notify](#)

Message: Team Status

Foreign Team: No      Permission to Travel: No

Medical Release (All Players): No      Official Roster Received: No

File Name/Description (recommended): Sample

Select File

[Choose File](#) No file chosen

[Upload File](#)

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

WMYSA MSPSP Fall 2017 - Spr 2018 Team Commitment (Age Verification)

Document	Created	Accessed	Verified	Actions
Sample	5/27/2018 9:53:03 AM	N/A		<a href="#">Delete</a>
Official Roster	1/13/2018 8:12:14 AM	N/A		

Notify Registrar: No [Notify](#)

Message: Team Status

Foreign Team: No      Permission to Travel: No

Medical Release (All Players): No      Official Roster Received: No

Team Document Upload

File Name/Description (recommended): Sample

Select File

[Choose File](#) No file chosen

[Upload File](#)