

# Process for uploading documents to Team GotSoccer account

## 1) Log into Team GotSoccer account

Member Account Login

Don't want to create a GotSoccer Universal Account? Login directly to your existing member accounts below.

**Organizations**  
Directors, Registrars, States & Assignors  
[Login](#)

**College Coaches**  
Search player profiles and register to attend events.  
[Login](#)

**Teams & Team Officials**  
View and print rosters, schedules, game cards, and submit risk management reports.  
[Login](#)

**Players & Families**  
Players & Parents - update your contact information and find forms.  
[Login](#)

**Referees & Assignors**  
Create and verify assignments, and submit game reports.  
[Login](#)

**Event Scheduling/Scoring**  
Leagues & Tournaments  
[Scheduling](#) [Scoring Input](#)

Member Account Login

**Team Account**

Username:  Password:   
[Login](#)

[Team Account Lookup](#)

**Individual Coach**

Username:  Password:   
[Login](#)

[Coach Account Lookup](#)

**Individual Manager**

Username:  Password:   
[Login](#)

[Manager Account Lookup](#)

New to GotSoccer?  
[Create Your Account](#)

## 2) Select appropriate Event

Team - Boys U18 Cobras FC BU18 Elite  
GotSoccer TeamID #: 299298

[Update Team Age and More](#) [View Team Rankings Page](#) [View/Print Team Contacts](#) [Team Info](#)  
[Team Fundraising](#)

[Universal Account](#) [Create your Universal Account](#)

Get the most out of your account  
**Account Merge Tool is Now Available!**  
Click [Here](#) to get started.

New! GotSoccer Team App  
Fully integrated with GotSoccer

Event Registration History  
Items 1 - 10 of 40

Name/Date	Type	Status	Applied	Accepted	Paid	Notify	Roster	Schedule	Travel	Support	Misconduct(Y/N)
Cobras FC Summer Classic & College Showcase - 28th Annual Soccer Tournament 7/13/2018 - 7/15/2018	Tournament	Accepted	08/20/2018	Yes	No		Default	View	Request	Request	
Lakefront Classic Showcase 2018 6/15/2018 - 6/17/2018	Tournament	Accepted	04/18/2018	Yes	Yes		Default	TBA	Request	Request	
19th Annual FC DELCO Players Cup 5/25/2018 - 5/29/2018	Tournament	Accepted	03/17/2018	Yes	Yes		Default	View	Request	Request	1
GPS-NY College Showcase 2018 02/26/2018	Tournament	Accepted	02/26/2018	Yes	Yes		Default	View	Request	Request	

### 3) Select "Documents" tab

Team | Hotels | Rooming | Sales | Payment & Status | Schedule | Requests | Misconduct | Guests | Support & Feedback | Roster | Documents

Cobras FC Summer Classic & College Showcase - 28th Annual Soccer Tournament  
7/13/2018-7/15/2018

**Application Information**  
Event: Cobras FC Summer Classic & College Showcase - 28th Annual Soccer Tournament  
Confirmation#: E63807-T299298  
Date Applied: 4/28/2018 9:41:19 PM  
Last Updated: 4/28/2018 9:48:49 PM

**Contact Information (This Event)**  
Copy from Team Contact  
Organization: Cobras FC  
Contact Name: Barb Kopacz  
Address: 273 Cherry Creek Lane

### 4) Use drop down box of Documents required to upload your documents

Team | Hotels | Rooming | Sales | Payment & Status | Schedule | Requests | Misconduct | Guests | Support & Feedback | Roster | Documents | Analytics

Cobras FC Summer Classic & College Showcase - 28th Annual Soccer Tournament  
7/13/2018-7/15/2018  
No documents to list.

**Notify Registrar** No

Message  
Team Status

Foreign Team: No Permission to Travel: No  
Medical Release (All Players) No Official Roster Received No

**Team Document Upload**  
Document Upload cutoff is: 6/26/2018

File Name/Description (recommended)  
Team Check-in Cover Sheet  
Cobras FC Summer Classic & College Showcase  
Certified Roster  
Player passes/passbooks  
Permission to Travel

### 5) Uploaded documents appear on left hand side

Team | Hotels | Rooming | Sales | Payment & Status | Schedule | Requests | Misconduct | Guests | Support & Feedback | Roster | Documents | Analytics

Cobras FC Summer Classic & College Showcase - 28th Annual Soccer Tournament  
7/13/2018-7/15/2018

Document	Created	Accessed	Verified	Delete
Certified Roster	5/27/2018 10:59:22 PM	N/A	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>

**Notify Registrar** No

Message  
Team Status

Foreign Team: No Permission to Travel: No  
Medical Release (All Players) No Official Roster Received No

### 6) Select "Notify" button to signal to Tournament committed that you have completed the upload

Team | Hotels | Rooming | Sales | Payment & Status | Schedule | Requests | Misconduct | Guests | Support & Feedback | Roster | Documents | Analytics

Cobras FC Summer Classic & College Showcase - 28th Annual Soccer Tournament  
7/13/2018-7/15/2018

Document	Created	Accessed	Verified	Delete
Certified Roster	5/27/2018 10:59:22 PM	N/A	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>

**Notify Registrar** No

Message  
Team Status

Foreign Team: No Permission to Travel: No  
Medical Release (All Players) No Official Roster Received No