

Picture Upload Procedure: Deadline: 08/08/18

Step 1: Log into GotSoccer

1. Go to www.gotsoccer.com
2. Select the USER LOGIN in the top right corner of the webpage:



3. Log into TEAMS / TEAM OFFICIAL

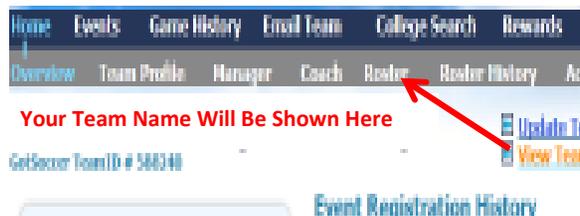


4. Log into your TEAM ACCOUNT using the Username and Password provided by **YOUR CLUB REGISTRAR**



Step 2: Update or Add Player Photos

1. Select ROSTER (on grey menu bar)



After "roster" has been selected, photos will appear as thumbnails in the "photo" column of the "Full Team Player List". If a photo has already been uploaded by a

parent and you want to replace it, you can delete and upload another photo. If the photo is acceptable (appropriately sized, clear view of the player's face, etc) you may want to leave it loaded as is. Photo should be an **in-focus portrait (passport/headshot style)** in order to be valid. Player's face should be shown from:

TOP OF HEAD TO BOTTOM OF CHIN & EAR TO EAR with a CLOSE UP OF THE FACE!

2. Select a player by first or last name from the list and click on it. This will bring up the player record.
3. Select UPLOAD (if the player has no photo loaded) and follow prompts or use the DELETE/CHANGE button beneath the PLAYER PHOTO

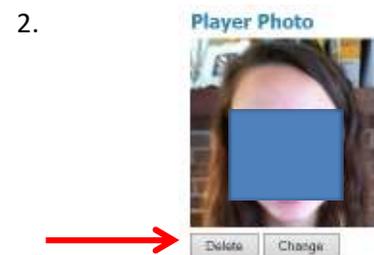


4. Browse for the file, once found, UPLOAD IMAGE



Step 3: Verify Your Work

1. You should see the photo on the next page. If not, click the delete button and do it again. Note: Sometimes the system takes a little time to refresh/display the new photo (especially if you have clicked the "change" button) so give it a little time before you repeat the process.



IMPORTANT NOTE:

It is **MANDATORY** that all player photos be loaded into GotSoccer by **Wednesday, August 8thth 10:00pm.**

We suggest that **ONLY** team managers upload photos into player accounts but remember... parents have the ability to change the photo as well so please make sure that they understand not to alter the image as this will affect their player's ID card.

The photos that are loaded into the player account **ARE** the photos that will be viewed on the virtual player card. Therefore, if a photo is not properly uploaded, it will place the team on a "processing hold" until such time the photo(s) are properly uploaded into the team account. **So Please Check Your Team!!**