

## **How to Upload a Players Picture**

1. Log into your account at: [system.gotsport.com](http://system.gotsport.com)
2. Click on Account on the top menu bar
3. Click on Family on the menu bar to the right
4. Click on the player who you need to upload a photo for
5. Click choose file – the picture you choose must be from the shoulders up!
6. Scroll to the bottom of the page and click Save

## **How to Upload a Players Birth Certificate**

1. Log into your account at: [system.gotsport.com](http://system.gotsport.com)
2. Click on Account on the top menu bar
3. Click on Family on the menu bar to the right
4. Click on the player you need to upload the Birth Certificate for
5. Click on Documents on the menu bar to the right
6. Click +New Document (green button)
7. Click under Document Repository
8. Select Birth Certificate/Passport – North Texas Soccer Association