

LEAGUE DOCUMENTS IN GOTSOCCER

Required Documents for Upload:

1. **North Texas State Soccer Association Official Roster**

- Signed by an official NTSSA registrar
- All participating players and coaches must have a valid "passcard expires date" listed

To Upload Documents:

1. Log in to your GotSoccer team account
2. Click on the **Home** tab
3. Under **Event Registration History**, click on league name
 - a. In **My Events** (highlighted in Blue) there will be 11 tabs to select
 - b. Select **Documents** (far right)
 - c. In **Team Document Upload** section (bottom right)
 - i. Select File Name / Description of Document in drop down menu
 - ii. Click **Choose File**
 - iii. Search your computer for the document and select document for upload
 - iv. Click **Upload File** (blue box)
 - d. Document will appear in left window under the League Name when uploaded

Documents are to be uploaded 48 hours prior to the first game of the league.** When uploads are complete, send an email to soccer@primetimesportz.com stating documents have been uploaded. Please include your team name and age group in either the title of email or in the body of the email. Within two business days, PrimeTime Sports staff will review uploaded documents and send to the team an approval of documents or a list of missing or incomplete documents.

At each league game, teams must have copy of all uploaded documents, medical releases (consent to treatment), a league game report to give to referees before each game, and NTSSA player and coach ID cards.

** = If you add a player or coach to your team after the first game of the season, you must upload your revised NTSSA Roster to your GotSoccer team account and notify us to review it PRIOR to the new player(s) participating in a league game. Always have the most current version of your NTSSA Roster and ID cards with you at all games.