

# PLAYER PHOTOS IN GOTSOCCER

**NOTE: Player photos must include the full head and not much of the torso. Please do NOT upload full body shots. No more than one more player in each photo.**

## To Upload Player Photo to Roster:

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 **Roster** (middle of tabs)
  - c. Click on either last name or first name of player
  - d. Under **Player Photo**, click on **Upload** (blue button)
    - i. Click on **Choose File** (gray button)
    - ii. Search your computer for the document and select document for upload
    - iii. Click on **Upload Image** (blue box)
  - e. Photo will appear under **Player Photo**
  - f. Click on **Update** (blue button)
  - g. Repeat steps c – f until photos are uploaded for all players

Player photos 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](mailto:soccer@primetimesportz.com) stating player photos 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 player photos and send to the team an approval of player photos or a list of missing or unacceptable player photos.

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 US Club Soccer player and coach ID cards.

\*\* = If you add a player to your team through KYCK after the first game of the season, you must upload 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 US Club Soccer Official Roster and ID cards with you at all games.

## To Upload Team Photo (Optional):

1. Log in to your GotSoccer team account
2. Click on the **Home** tab
3. Click on **Team Profile**
  - a. Under **Team Photo** (in gray), click on **Upload** (blue button)
    - i. Click on **Choose File** (gray button)
    - ii. Search your computer for the document and select document for upload
    - iii. Click on **Upload Image** (blue box)