

1. [Parents / Players](#)

## How and Where Do I Upload a Birth Certificate - Document Repository

This article will show you how and where to upload a birth certificate to a user's profile.

### IMPORTANT NAVIGATION INSTRUCTIONS

Documents must be added to the specific player profile under their forms section **NOT** the Parents Account. Typically, parents will be accessing the system through their **OWN** user account login and **NOT** their child's profile.

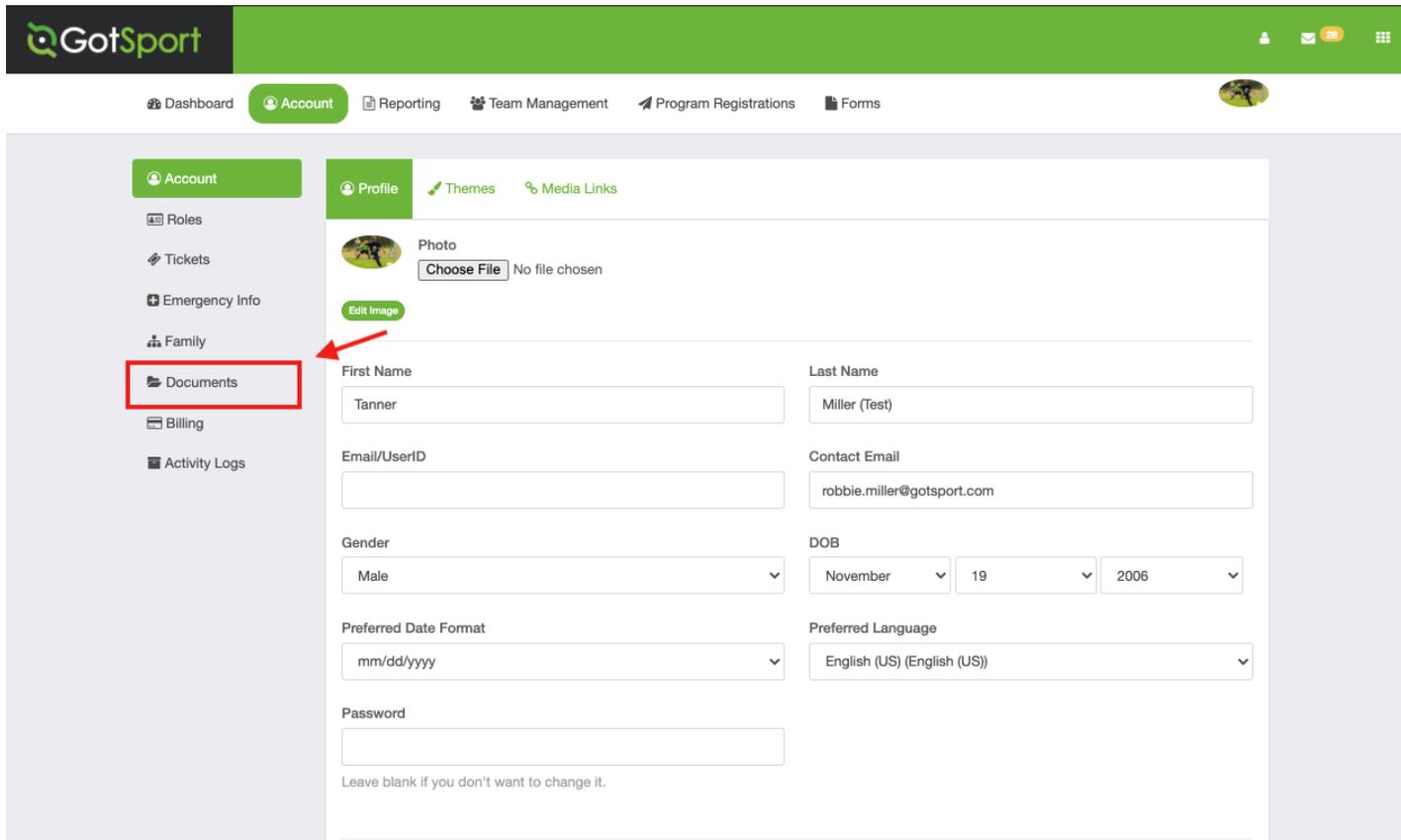
#### Step 1:

- To find your associated family members, you will click "Account" in the top menu bar.
- Next click on "Family" in the left navigation bar.
- Click into the specific player and follow the instructions below:

The screenshot displays the GotSport web application interface. At the top, the GotSport logo is on the left, and user profile, email, and menu icons are on the right. Below the logo is a horizontal navigation bar with the following items: Dashboard, Account (circled in red), Reporting, Team Management, Program Registrations, and Forms. On the left side, there is a vertical navigation menu with the following items: Account, Roles, Tickets, Emergency Info, Family (circled in red), Documents, and Billing. The main content area shows a 'Family' section with a list of family members. The first entry is 'Doe, John' (circled in red), with a profile picture to the left and contact information to the right: 'Phone number: 5555555555' and 'Mobile Phone Number: 5555555555'. A red trash icon is visible to the right of the contact information.

## Step 2:

- Click the "Documents" tab over on the left.



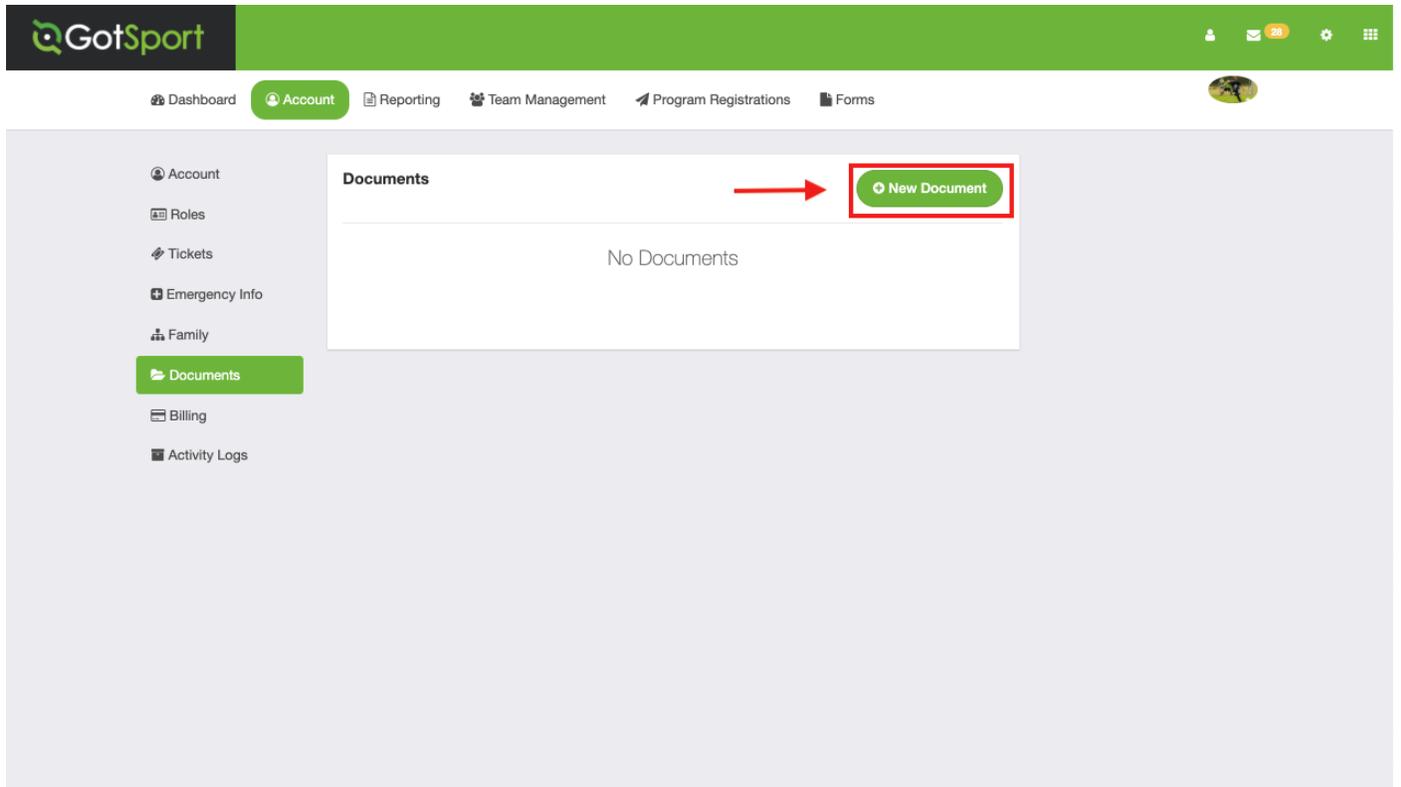
The screenshot shows the GotSport user interface. At the top, there is a green header with the GotSport logo and navigation icons. Below the header is a navigation bar with tabs: Dashboard, Account (highlighted), Reporting, Team Management, Program Registrations, and Forms. On the left side, there is a sidebar menu with the following items: Account (highlighted), Roles, Tickets, Emergency Info, Family, Documents (highlighted with a red box and a red arrow), Billing, and Activity Logs. The main content area displays the user's profile information, including a photo placeholder, a 'Choose File' button, and an 'Edit Image' button. The profile form contains the following fields:

Photo	Choose File   No file chosen					
Edit Image						
First Name	Tanner		Last Name	Miller (Test)		
Email/UserID			Contact Email	robbie.miller@gotsport.com		
Gender	Male		DOB	November	19	2006
Preferred Date Format	mm/dd/yyyy		Preferred Language	English (US) (English (US))		
Password						

Leave blank if you don't want to change it.

### Step 3:

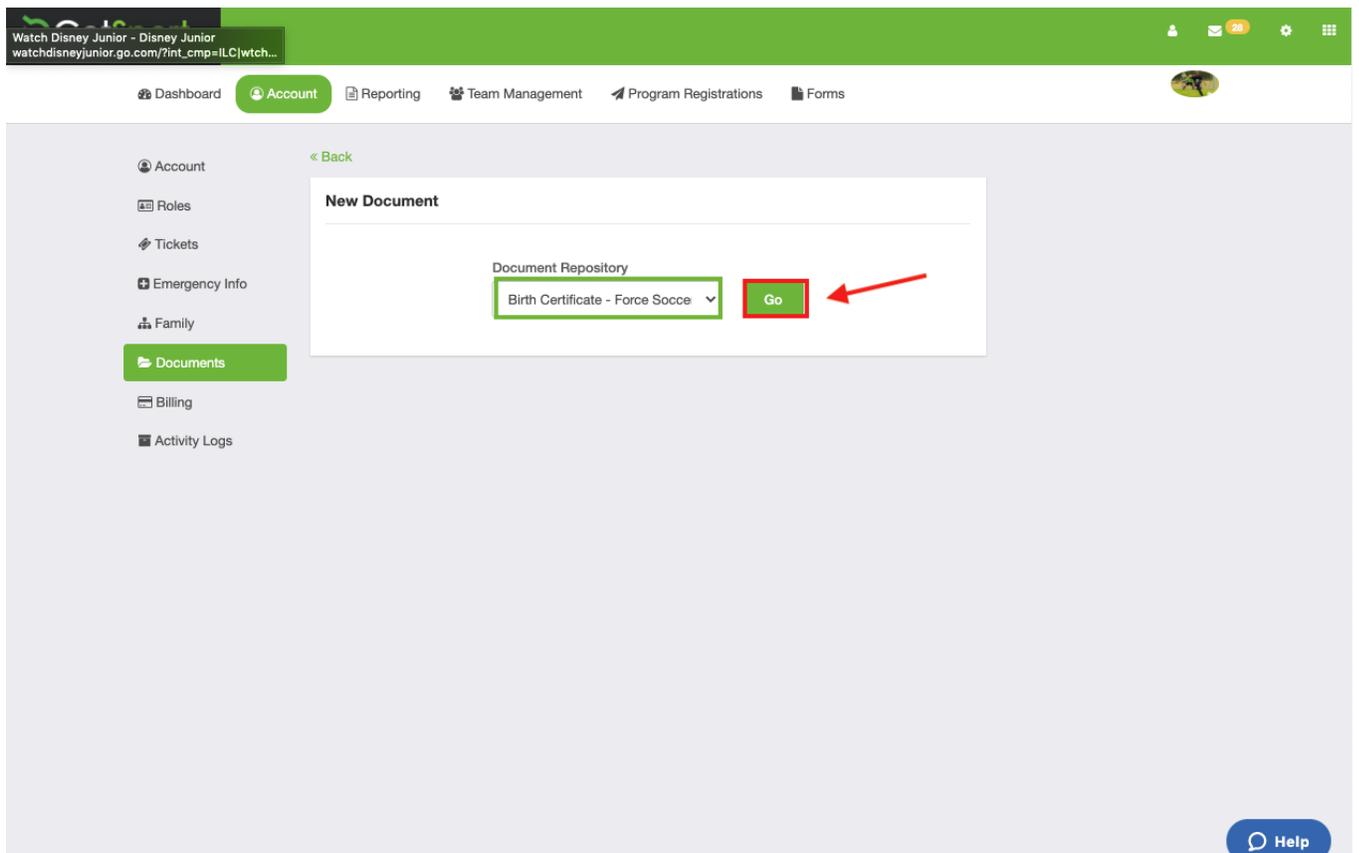
- Click "New Document"



#### Step 4:

- Select "Birth Certificate" in Document Repository and click "Go".

**NOTE - if you do NOT see Birth Certificate as an option it means your organization has not created a document repository for birth certificates - please contact them and ask to them to create one.**



## Step 5:

- Upload the file and click "Save".

The screenshot displays the GotSport web application interface. At the top, there is a green header with the GotSport logo and navigation icons. Below the header, a white navigation bar contains links for Dashboard, Account, Reporting, Team Management, Program Registrations, and Forms. The main content area features a sidebar on the left with menu items: Account, Roles, Tickets, Emergency Info, Family, Documents (highlighted in green), Billing, and Activity Logs. The central part of the page shows a 'New Document' form with the following fields:

- Repository Name: Birth Certificate
- Document Label: Select One...
- File: Choose File birthcertificate.jpeg

A red box highlights the 'Save' button at the bottom of the form, with a red arrow pointing to it.