



Needham Memorial Day Tournament

INVITATIONAL AND COLLEGE SHOWCASE

2021 NMDT FASTLANE ON-LINE CHECK-IN:

GotSoccer UPLOADING DOCUMENTS INSTRUCTIONS

FastLane teams must check-in through their GotSoccer account
by 11:59 Midnight May 21st

Documents Needed are listed in our official NMDT Cover Sheet

Please follow these instructions to upload the required documents for your team.

1. Login to your *GotSoccer* team page
2. Click on the Needham Memorial Day Tournament located under "Event Registration History"
3. Click on the "Documents" tab on the far right
4. Load Documents

Please upload forms in PDF Format- no JPEG submissions will be accepted. Documents should be in alphabetical order, legible, and uploaded as 1 file each for all athlete player passes, medical release forms and official team rosters - please note that we are unable to process documents that are individually scanned or uploaded.

1. When logged into the team account, click on the event you are uploading documents to 44th Needham Memorial Day Tournament

The screenshot shows the GotSoccer website interface for a team account. The navigation bar includes 'Home', 'Events', 'Game History', 'Email Team', 'College Search', 'Player Suspensions', 'Help', and 'Log Out'. The main content area displays the team name 'Girls U12 NSC Jaguars' and a list of events. The 'Event Registration History' section shows a table with the following entries:

Name/Date
42nd Needham Memorial Day Tournament 5/25/2018 - 5/28/2018
BAYS 2018 4/1/2018 - 6/30/2018

The '42nd Needham Memorial Day Tournament' entry is highlighted with a red box. Other visible elements include a 'Universal Account' section with a 'Create your Universal Account' button, and a 'Your Club' section for 'Needham Soccer Club, Inc. (MA)'.



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2. When looking at the Application, click on the Documents tab.

The screenshot shows the GotSoccer website interface. At the top, there is a navigation bar with 'Home', 'Events', 'Game History', 'Email Team', 'College Search', 'Player Suspensions', 'Help', and 'Log Out'. Below this is a secondary navigation bar with 'My Events', 'Search Events', and 'Analytics'. A main navigation bar contains various tabs: 'Team', 'Hotels', 'Rooming', 'Sales', 'Payment & Status', 'Schedule', 'Requests', 'Misconduct', 'Guests', 'Support & Feedback', 'Roster', 'Documents', and 'Analytics'. The 'Documents' tab is highlighted with a red box, and a red arrow points to it from the right. The main content area displays information for the '42nd Needham Memorial Day Tournament Driven by Yokohama' (5/25/2018-5/28/2018). It is divided into two sections: 'Application Information' and 'Contact Information (This Event)'. The 'Application Information' section includes fields for Event, Confirmation#, Date Applied, Last Updated, Group, Club Name, Team Name, and Team State. The 'Contact Information' section includes a checkbox for 'Copy from Team Contact' and input fields for Organization, Contact Name, Address, City, State, and Zip.

3. Once under the Documents tab, you can upload documents in the Team Document Upload section. Select the document you are uploading in the file name, then choose the file from your computer and upload the document. This will allow the event to review this information online.

The screenshot shows the 'Secure Team Document Upload' section of the GotSoccer website. The 'Documents' tab is selected in the navigation bar. The main content area is titled '42nd Needham Memorial Day Tournament Driven by Yokohama' (5/25/2018-5/28/2018). Below the title, there is a section for 'Secure/Encrypted Document Upload' with a sub-section for 'Documents for Event Staff' showing 'No documents uploaded.' To the right, there is a 'Team Status' section with a table:

Team Status		
Foreign Team:	No	Permission to Travel:
Medical Release (All Players)	No	Official Roster Received

Below the table is the 'Secure Team Document Upload' section, which is highlighted with a red box. It contains the following text: 'The documents uploaded in this location can only be accessed by the event director and their authorized staff. As an encrypted and all access is logged. Document Upload cutoff is: 5/17/2018'. Below this text are the following fields:

- Document Type: Official NMDT Medical Release Waiver (dropdown menu)
- Document Description or Name: (text input field)
- Select File: Choose File (button) No file chosen
- Upload File (button)