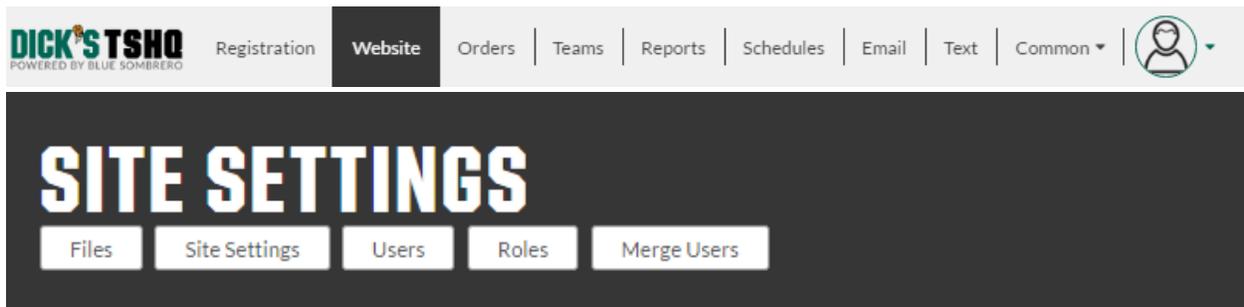




How to Upload Birth Certificate on Blue Sombrero

Users may upload birth certificates during the participant registration process.

To enable this feature, administrators must go to “**Website**”, then “**Site Settings**”.



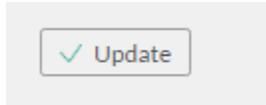
Under the “**Player Info Settings**” check the corresponding box labelled “**Birth Certificate Upload**” and select both “**Display**” and “**Required**”.

Player Info Settings

Emergency Contact First Name	<input type="checkbox"/> Display	<input type="checkbox"/> Required
Emergency Contact Last Name	<input type="checkbox"/> Display	<input type="checkbox"/> Required
Emergency Contact Telephone	<input type="checkbox"/> Display	<input type="checkbox"/> Required
Birth Certificate Upload	<input checked="" type="checkbox"/> Display	<input type="checkbox"/> Required
Birth Certificate Upload Note	<input type="text"/>	
Weight	<input type="checkbox"/> Display	<input type="checkbox"/> Required



Then click on “**Update**” at the bottom of the page.



Administrators can download and then verify participants' birth certificates under **Teams** then “**Player>Verification**”.

**** See the handout for “**Player Verification**” for instructions. ****



If you do need further assistance, Regional Commissioners will receive priority support by emailing aysosupport@bluesombrero.com or by calling 866-258-3303. Parents with questions may email support@bluesombrero.com.