



Player Verification on Blue Sombrero

The player verification module is most often used as a way to track birth certificates as well as other documents uploaded. If you have chosen to require other documents like proof of residency, this is where you can verify their accuracy. The birth certificate only needs to be verified once in the system before locking down the birth date from being changed by the parent. Any other document uploads will be verified individually.

**** You must enable the birth certificate upload option to utilize this page. See the “How to Upload Birth Certificate” handout for instructions. Players can only be verified if there are documents associated with them. ****

Click on the **Teams** button on the blue Control Panel at the top of your screen. This will take you to your **Teams Landing Page**. Then click on **Players** and **Verification**.





You have the option to search for people by program/division and team, by what documents have been verified, or by their name. To filter by their name or any of the other columns, just click the arrow next to the column for filter options.

Program  2016 Fall Tryout Division <All> Team Select an Option

Player Name 	Account Name	DOB	Address	Cell Phone
Allan Garrison	Kayllie Garrison	04/18/2003	123 Main St Atlanta GA, 30022	234-234-2342
Brandon Grasinger	Mary Grasinger	03/15/2001	123 Main St Atlanta GA, 30022	123-234-5678

Files and Documents

Birth Certificates

Show all verified

Show all unverified

Files

Show all verified

Show all unverified

Once you have found the correct player record, click on the **Files** button to expand all of the files for that person. You can **View** the file to confirm it is correct.

Player Name	Account Name	DOB	Address	Cell Phone	Files	+ Note
Allan Garrison	Kayllie Garrison	04/18/2003	123 Main St Atlanta GA, 30022	234-234-2342	Files	+ Note

Question Verified

Birth Certificate View + Note

Proof of Residency 1 View + Note

Proof of Residency 2 View + Note



You can also click **Note** to comment about the particular document.
Click **Ok** once you are done.

Add/Edit Note

Birthday verified.

Cancel OK

When you are ready to verify the information for a player, just check the boxes next to each file and click **Verify** at the bottom of the screen.

Player Name	Account Name	DOB	Address	Cell Phone
Allan Garrison	Kayllie Garrison	04/18/2003	123 Main St Atlanta GA, 30022	234-234-
<input checked="" type="checkbox"/> Question		Verified		
<input checked="" type="checkbox"/> Birth Certificate				View
<input checked="" type="checkbox"/> Proof of Residency 1				View
<input checked="" type="checkbox"/> Proof of Residency 2				View
Brandon Grasinger	Mary Grasinger	03/15/2001	123 Main St Atlanta GA, 30022	123-231-
Danny Rotenberry	Matt Rotenberry	09/14/2001	123 Main St Atlanta GA, 30022	123-123-

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When you verify a player, this will automatically lock the player's birth date and parents will no longer be able to change or edit this date within their account.

***Please Note:** Even though parents will no longer be able to edit their child's date of birth, any person with Club Admin access can edit this player birth date by going to [Search & Manage Users](#), searching for the player account, and clicking **Edit Participant Info** next to the player name.

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.