

TeamSnap Document Upload Instructions

For Sunset Lacrosse registrants, follow the steps below to upload required documents for registration (ex: medical physical and OHSLA acknowledgement)

Once a player logs into their TeamSnap account they can upload the documents by following the steps below:

1. Log into your TeamSnap account using the email you signed up with
2. Select the Roster tab from the blue navigation bar at the top
3. Click Manage My Player Info and you will be taken to your Roster Profile
4. Scroll to the bottom of your profile and click Add New Files > Choose File > Choose the desired file from your computer > Click Open
5. In the Description Box, type in the name of the file (ie. Player Pledge, Parent Auth, etc).
6. Next to the Description Box > Click the box to mark the file "Private".
7. Click Add This File in green to save the file you have uploaded.

