

How to upload required documentation:

These instructions assume you have already setup your account during the online registration process and you are now attempting to upload your required proof of residency, birth certificate and medical release form.

The proof of residency upload fields will be under the primary account holder. Please visit our website for proof of residency requirements and be sure to upload all three requirements.

<http://www.teamsideline.com/sites/RioLindaLittleLeague/content/9679/Residency-Requirements>

Each player will need a birth certificate and a medical release form uploaded. Therefore the fields to upload will be under the players page. You can find the medical release form on our website at:

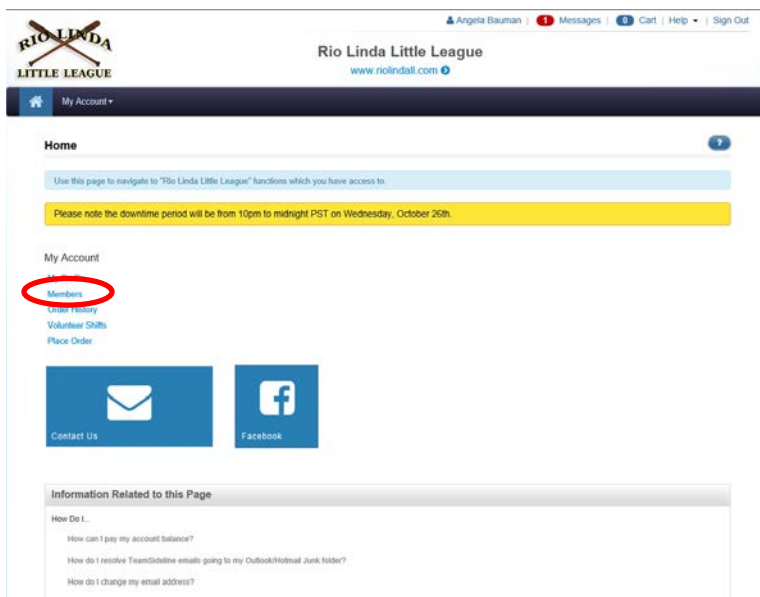
<http://riolindall.com/sites/RioLindaLittleLeague/downloads>

The following instructions will step you through the process of uploading the required documents.

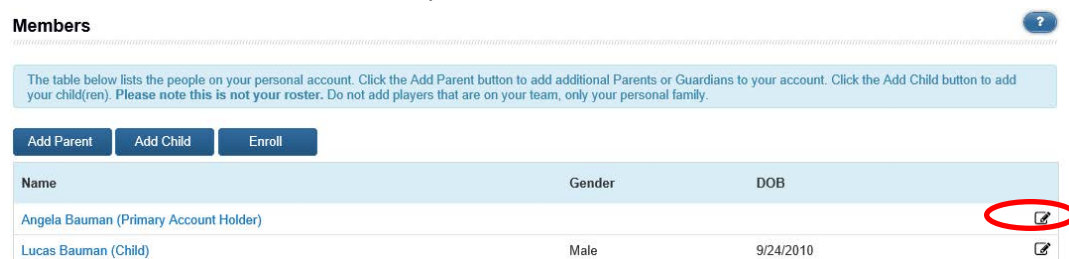
1. From the [www.riolindll.com](http://www.riolindll.com) website, the parent or user can click on the Sign In button on the top right hands side.



2. This next screen shot is the home page that you will see after logging in. If there is a current season going on and you have a child on a team, there will also be a link for any of the team sites you have players on. Click on the Members link in this window.



3. You will now see a list of the people on your account. If you have signed up a child you will have at least two people, the Primary Account Holder and your child, the player. To upload the proof of residency documents, click on the edit icon for the Primary Account Holder.

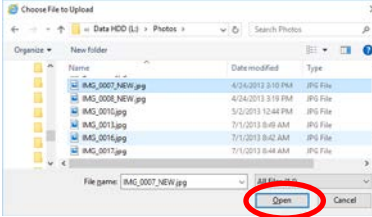


- You will be brought to a page to edit the My Profile page. Scroll all the way to the bottom and you will find the fields that will allow you to upload your documents. For each document, you will click on the select button, a pop up window will open for you to navigate to the file you want to upload, then select the open button. Once all your documents are selected and uploaded, click on the save button.

Proof of Residency 1     
IMG\_4316.JPG Please upload your first proof of residency. Details can be found at: <http://riolindall.com/sites/RioLindaLittleLeague/content/9679/Residency-Requirements>

Proof Of Residency 2     
Please upload your first proof of residency. Details can be found at: <http://riolindall.com/sites/RioLindaLittleLeague/content/9679/Residency-Requirements>

Proof of Residency 3     
Please upload your first proof of residency. Details can be found at: <http://riolindall.com/sites/RioLindaLittleLeague/content/9679/Residency-Requirements>



- Now you can scroll up to the top and select My Account then Members.



- That will bring you back to the Members page. Now you need to edit each child and upload the birth certificate and medical release form. The process is the same as above. Click on the edit button for the child.

**Members** ?

The table below lists the people on your personal account. Click the Add Parent button to add additional Parents or Guardians to your account. Click the Add Child button to add your child(ren). Please note this is not your roster. Do not add players that are on your team, only your personal family.

Name	Gender	DOB	
Angela Bauman (Primary Account Holder)			<input type="button" value="Edit"/>
Lucas Bauman (Child)	Male	9/24/2010	<input type="button" value="Edit"/>

- You will be taken to the Edit Child page. Scroll all the way to the bottom to find the upload fields. Follow the same procedures as above to upload your documents and then select the save button.

Birth Certificate     
Official Player Birth Certificate

Medical Release Form     
The Medical Release Form can be found at: <http://riolindall.com/sites/RioLindaLittleLeague/downloads>

- Repeat the process for each child.
- Email [webadmin@riolindall.com](mailto:webadmin@riolindall.com) if you have any questions about this process.