

## Tips For Uploading Clearance Documents

1. Either jpeg or pdf are acceptable.
2. Make sure they are a reasonable size before uploading. This is especially true of pictures taken with your phone. Make sure you upload using the large or extra-large version of the image.
3. Be sure to clearly identify the three documents when you save them to your computer. (ie's- Tim's State Police Clearance, Tim's Child Abuse clearance, Tim's FBI Clearance) This will prevent you from uploading the same file two or three times.
4. There are three slots for clearances...they are marked "PATCH", "CY113" and "FBI BC/RES AFF". When uploading your three clearances...as long as you upload a State Police Clearance, a Child Abuse Clearance, and either an FBI Clearance or Notarized Volunteer Affidavit (whichever is applicable) into those three slots which is where doesn't matter.
5. There is a re-sizing tool in the edit feature if you believe the document image is small.
6. If you make a mistake and upload a document twice or it is too small. Email Tim McCoy at [tim@pawest-soccer.org](mailto:tim@pawest-soccer.org) to have the bad file removed so you can upload the correct one or one you've re-sized.