



# Uploading Docs to Sports Engine

1. Login to Sports Engine: <https://my.sportngin.com/user>
2. Click on “Registrations” and then “Player Registration Fall- 2023” for the first child your registered.

**Registrations**

Search

**Player Registration Fall-2023**  
Entry #110155821 for Hunter Dutton completed on Mar 13, 2023 • Oak Creek Youth F

**Player Registration Fall-2023**  
Entry #110154753 for Jonathan Dutton completed on Mar 13, 2023 • Oak Creek Youth

**2023 OCYF Combine**  
Entry #110005952 for Hunter Dutton completed on Mar 10, 2023 • Oak Creek Youth F

**2023 OCYF Combine**  
Entry #108198601 for Jonathan Dutton completed on Feb 10, 2023 • Oak Creek Youth

**Board Member Registration**  
Entry #104860031 for Nicole Dutton completed on Nov 28, 2022 • Oak Creek Youth Fc

**2023 Early Bird Registration**  
Entry #103749876 for Jonathan Dutton completed on Oct 31, 2022 • Oak Creek Youth

**2022 Player Registration**  
Entry #98142136 for Jonathan Dutton completed on Jul 4, 2022 • Oak Creek Youth Fc

3. The registration that you submitted will appear on your screen. Scroll down to the section where you see “Player Forms” and click on the grey edit pencil on the right side to upload forms.

Player Forms	
Report Card Upload (Required)	Hunter D. report card.pdf
Birth Certificate Upload (Required)	Hunter birth cert.pdf



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4. You will choose a file from your computer to upload to the registration. Once all forms are uploaded, you can click "Save Registration Entry" and you're good to go!

EDIT

## Player Forms

To ensure the utmost security and protection of our organization, families, and athletes, Sports Engine has changed their document retention policy. All documents uploaded to Sports Engine are deleted from the system after the season 180 days after being uploaded. Due to this change, all documents will need to be uploaded yearly at registration.

Report Card Upload (Required):

Hunter D. report card.pdf Remove this document

Birth Certificate Upload (Required):

Hunter birth cert.pdf Remove this document

## Athletic Permit Guidelines

It is required every player have a current athletic permit on file prior to conditioning week. An athletic permit is good for two years from the exact date of exam not the date of dr's signature. This form will need to be uploaded every year.

Athletic Permit Upload (Required):

No file chosen

SAVE REGISTRATION ENTRY



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5.