

Uploading Documents & Changing Account Settings

To upload your player's birth certificate, school report card and/or athletic permit please follow the instructions below:

Note: JPG format works best

1. OCYF.net
2. Create Account (if not already done)
3. Register Player (if not already done)
4. On the top of the OCYF.net home page:
 - a. Click on your 'Login ID' to go to your '**Dashboard**'
 - b. Click on 'Registrations'
 - c. Click on the Blue 'Order Details' next to your registration
 - d. Click on the Blue 'Order Entry# XXXXXX, Player Name'
 - e. Click on the Blue 'Edit' next to Parent & Player Info
 - f. Page down to file upload section
 - g. Upload document (s)
 - h. Click Save and the bottom of the page!**
5. Or
 - a. From your '**Dashboard**'
 - b. Click on Purchased Items (instead of 'Registrations' as show in b. above
 - c. Click on Blue 'Order Number'
 - d. Click on the Blue 'Order Entry# XXXXXX, Player Name'
 - e. Click on the Blue 'Edit' next to Parent & Player Info
 - f. Page down to file upload section
 - g. Upload document (s)
 - h. Click Save and the bottom of the page!**
6. If you need to edit a player's information you can do this here as well.
7. If you need to change or edit your account information:
 - a. From your '**Dashboard**', click on 'Account Settings'
 - b. Here you can change: name, password, email, phone etc.

Click the OCYF logo at the top left of the page to go back to the OCYF home page.