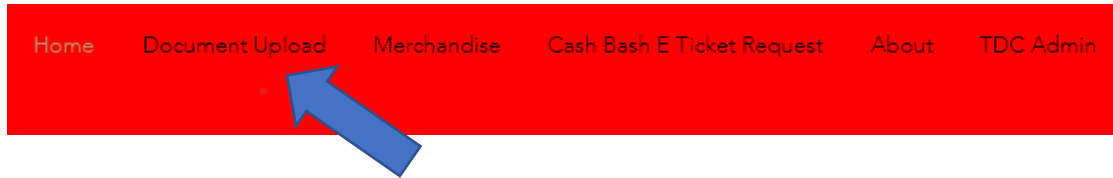


# Document Upload Instruction

**Step 1:** Go to tdcjfl.org and click on the “Document Upload” link at the top of the Page

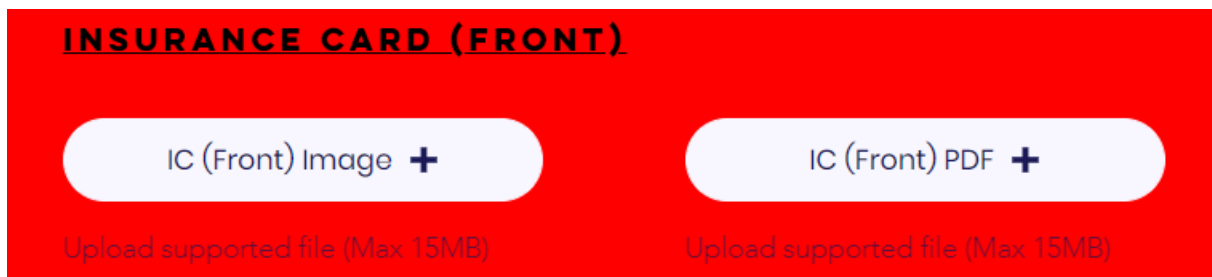


**Step 2:** On the “Document Upload Form” Enter your Player’s First and Last Name and the Program that they are participating in this year

A red form with white input fields. The fields are: Player First Name \*, Player Last Name \*, Program \*, and Comments. Below the Program field is a link: Sports Physical Download. A blue arrow points to the Player First Name field, another to the Player Last Name field, and a third to the Program field.

Note a link to the IHSA Sports Physical has been provided for your convenience along with a Comment Field

**Step 3:** Go to the appropriate Document Section and click on the Upload Button for the file you would like to attach

A red section titled **INSURANCE CARD (FRONT)**. It contains two white rounded rectangular buttons with blue text and a plus sign: 'IC (Front) Image +' and 'IC (Front) PDF +'. Below each button is the text 'Upload supported file (Max 15MB)'.

**Note that due to the limitations of the site, Images (Pictures) and PDF's must be uploaded separately. Be sure to select the correct upload button for each document type.**

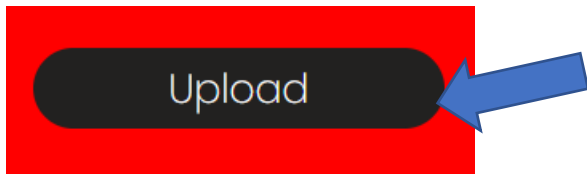
## Document Upload Instruction

After your file selection is complete, you will see the document file name under the upload button,



Continue through all the Document Selections until complete

**Step 4:** Once all the documents are selected for each Document Section click on the “Upload” button at the bottom of the page.



Note that due to the size of the files, it may take up to a minute for the upload to complete. Once files are uploaded you will be redirected to a confirmation page with the following message

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### Thank you for your Submission

Please return to the Document Upload Page if further submissions are required

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Return