

## HOW TO UPLOAD A BIRTH CERTIFICATE IN MEMBER ACCOUNT FOR PGF

In order to upload a birth certificate, you must first register the player for PGF. If you have not yet registered your player, please contact your coach, or give us a call for further support.

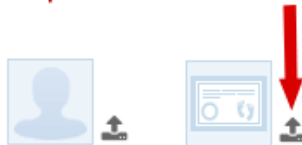
Although we recommend using the latest versions of Google Chrome or Mozilla Firefox to upload the certificate, you can complete the task using a mobile device. Please note that older versions of Internet Explorer may not allow you to upload the document, and this is why we recommend the alternative browsers listed above.

To upload the birth certificate (and/or player photo)

1. Go to [www.premiergirlsfastpitch.com](http://www.premiergirlsfastpitch.com) and click Login, it is the Red button in the upper right hand corner.
2. Enter your username and password.
3. You will see a certificate (or player) icon next to the player's name. To upload, click the small arrow to the right of the icon.
  - If you do not see a certificate next to the player's name, they have not yet been registered.
4. After clicking the small arrow, you will then be prompted to browse for the document on your device.
  - For desktop or laptop computers, you will need to select Open after selecting the file to upload. You can upload both PDF and JPEG versions of the document.
  - For Android and Apple mobile devices, you will have the choice to take a photo of the document or choose the file from your library/gallery. Again, you can upload both PDF and JPEG versions of the document.
5. Once you have selected the file, the icon should turn yellow indicating the upload was successful. If you uploaded a photo, the photo should appear.

When logged on to PGF

Click this icon  
to upload Birth Certificate



Click this icon  
to upload Photo