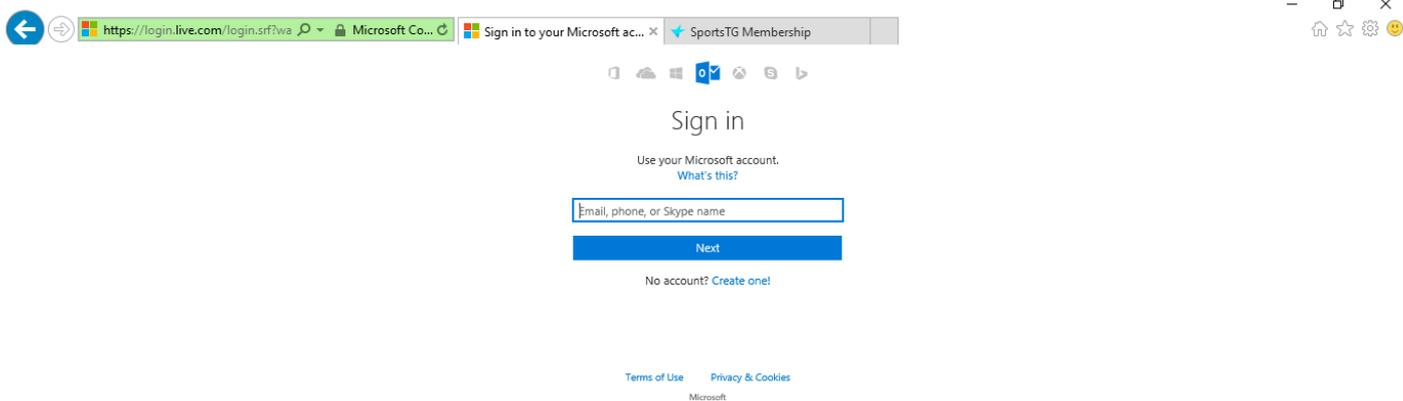
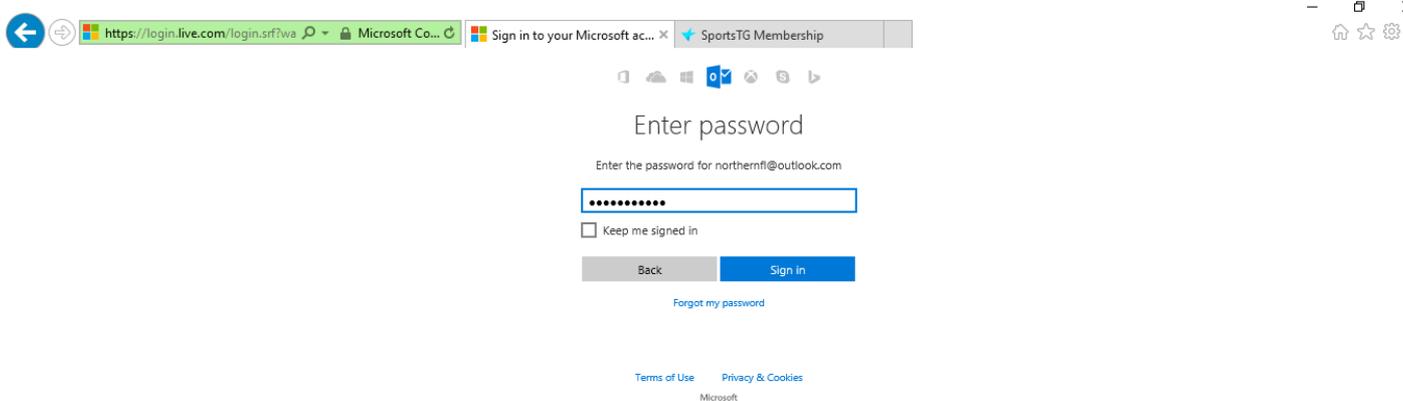


HOW TO UPLOAD A PLAYER CONTRACT OR PAYMENT FORM

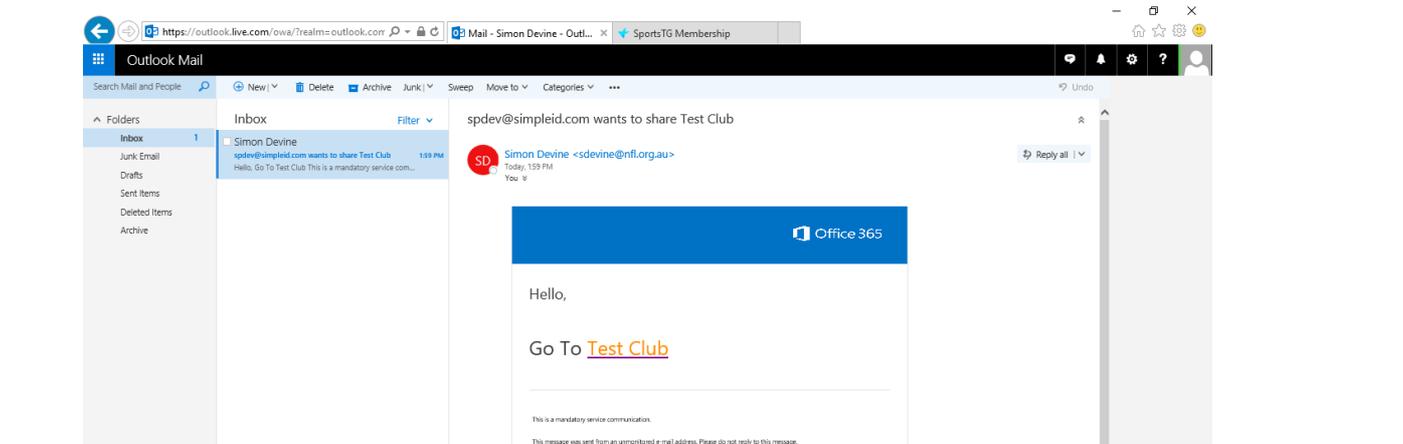
1. Go to www.outlook.com



2. Log in using your outlook email address «Email»
3. Enter your password «Password»



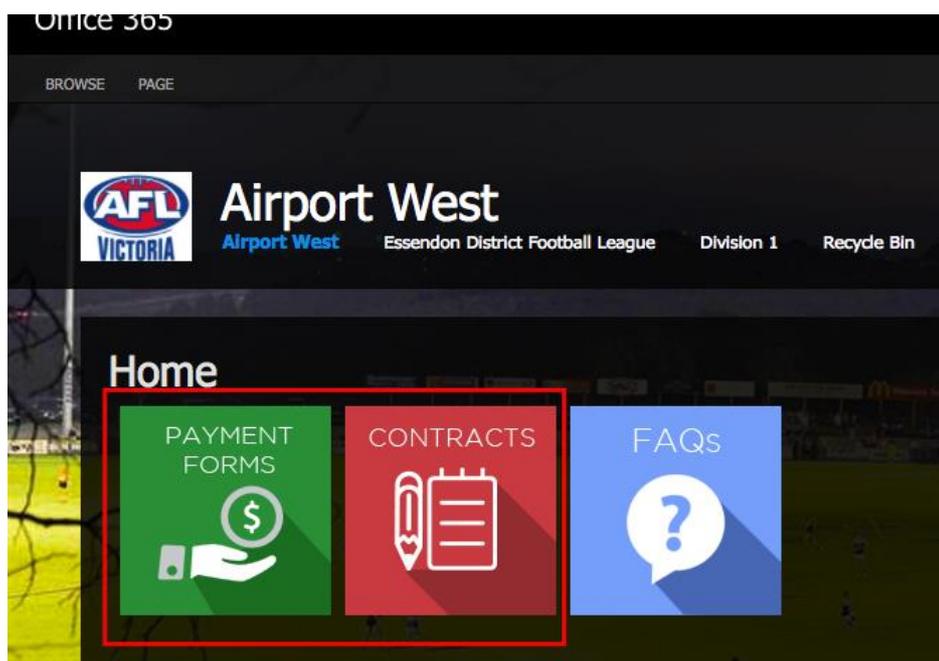
4. An email will be sent to the outlook email address which will have a link to the online portal for Player payments (click on the link)



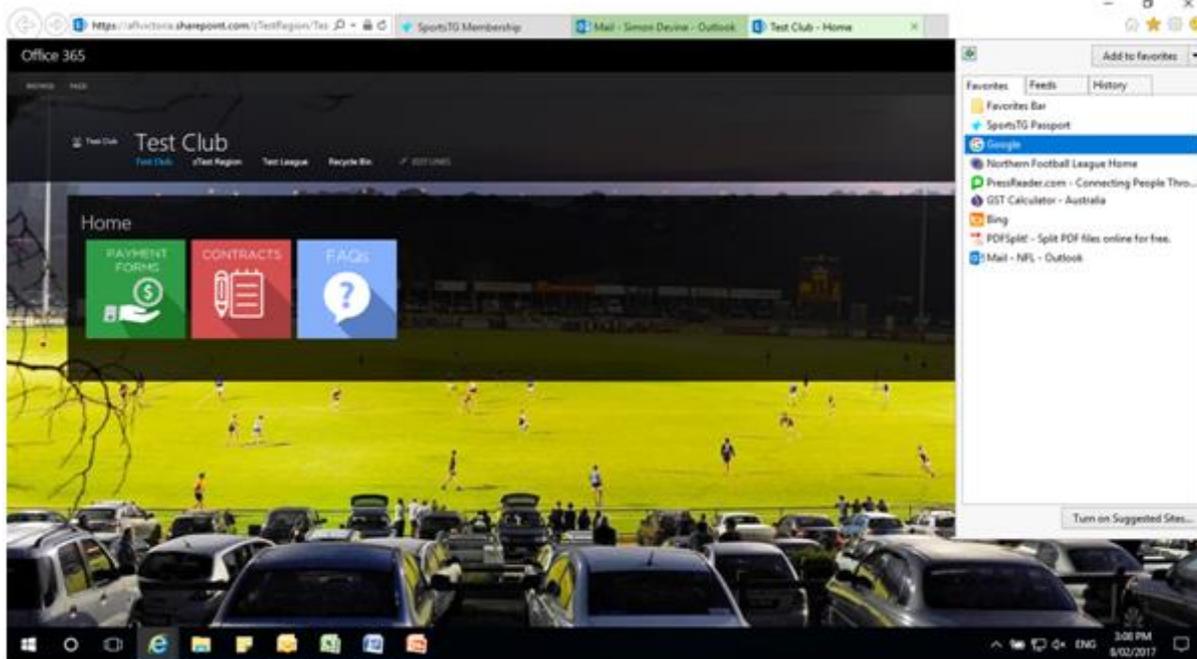
5. Click on Microsoft Account when it appears



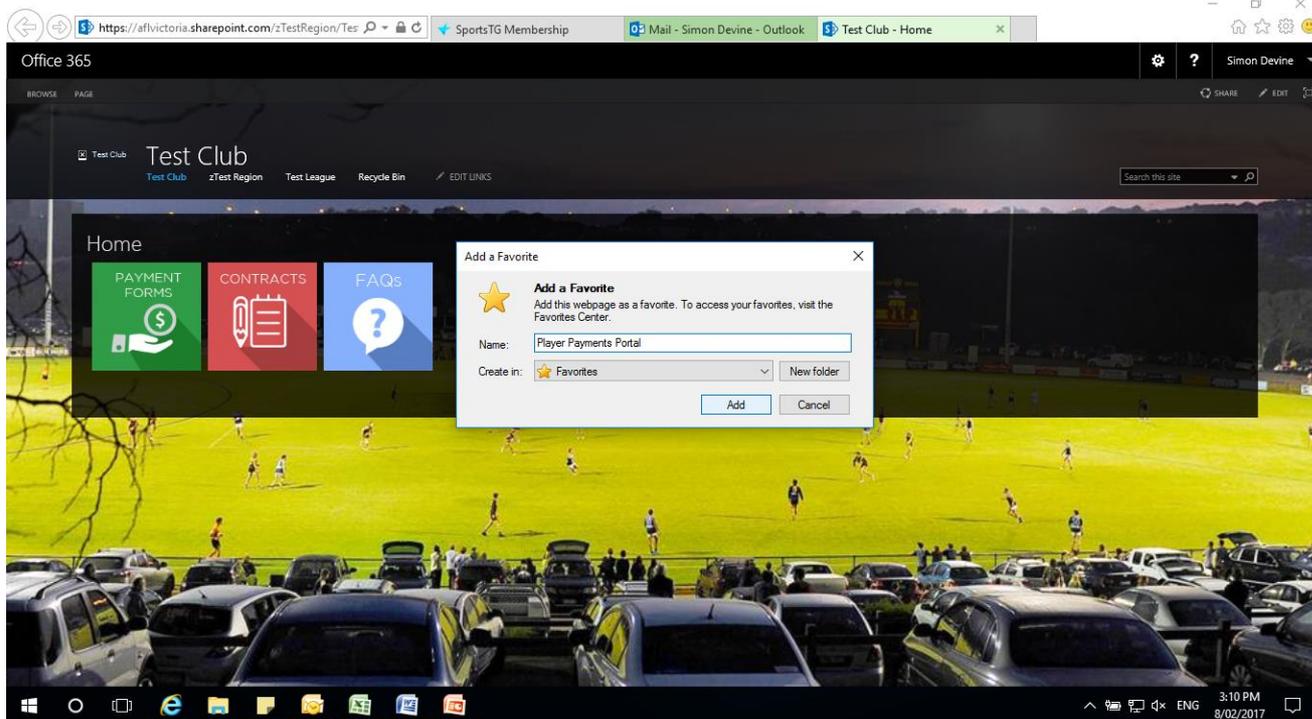
6. The next screen that should appear is the home screen of your club (example below).



7. Save this page in your favorites (for future ease).



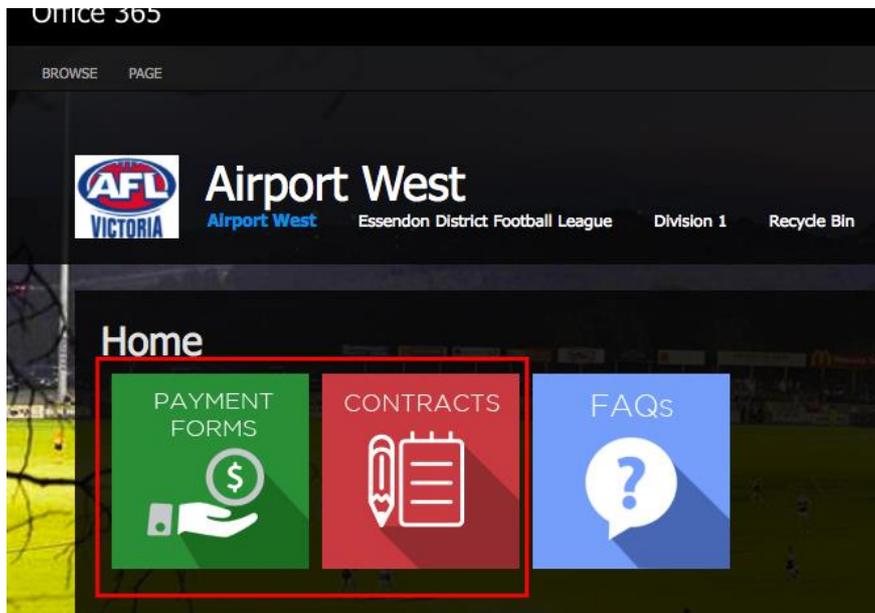
8. Total Player Payments



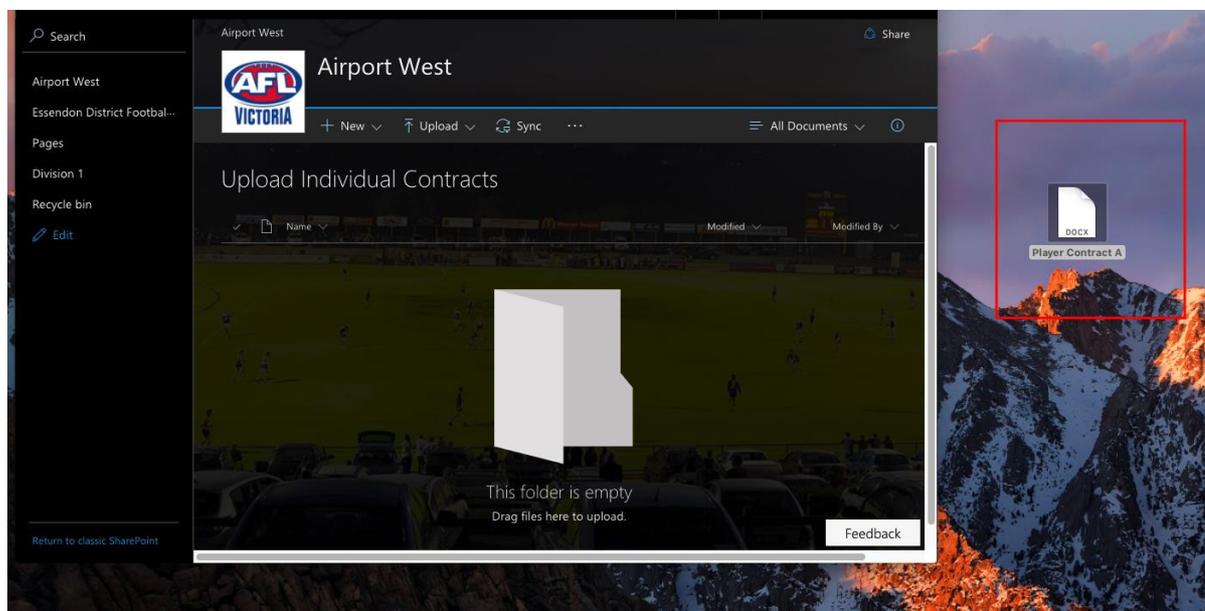
There are two methods to upload a player contract or payment form:

1. DRAG AND DROP METHOD

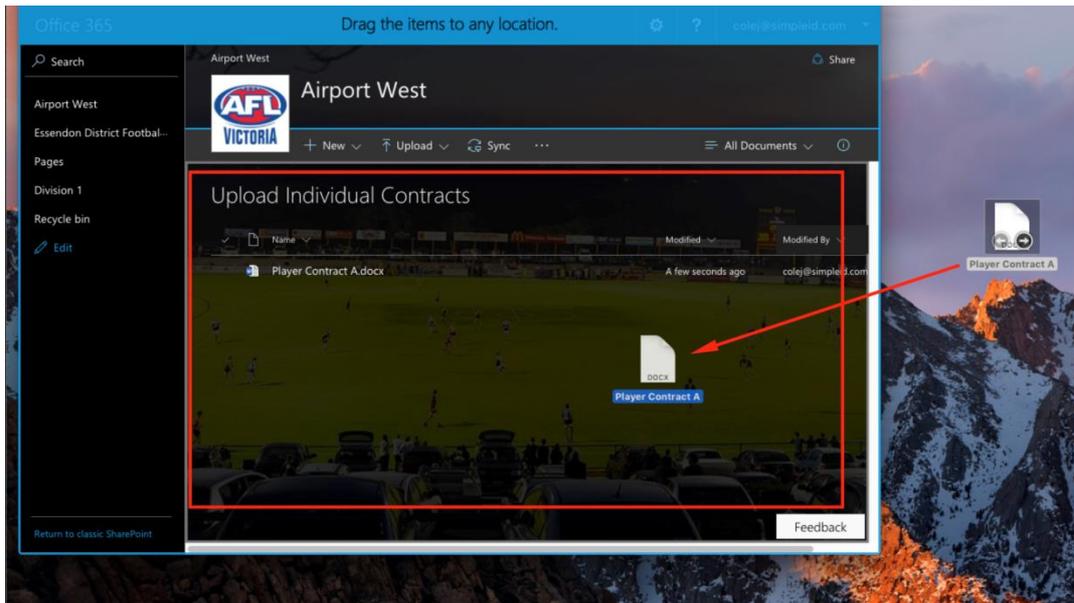
1. Click the "Contracts" or "Payment Forms" tile on the homepage.



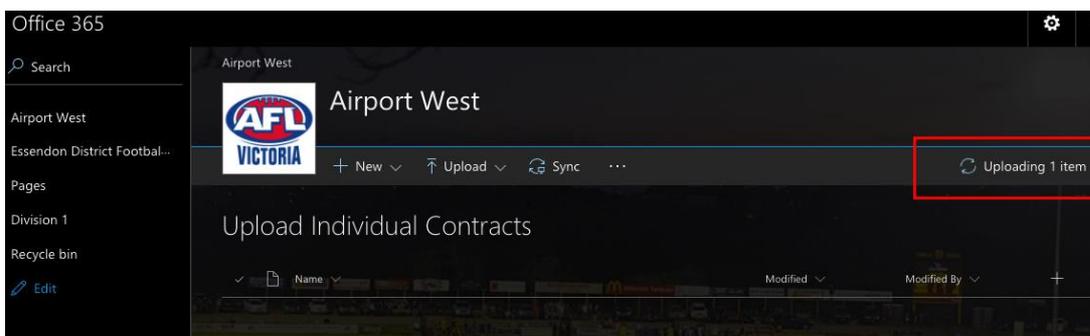
2. Locate the file you want to upload from your computer, from wherever you have it saved on your computer, such as your desktop, file explorer, documents, etc.



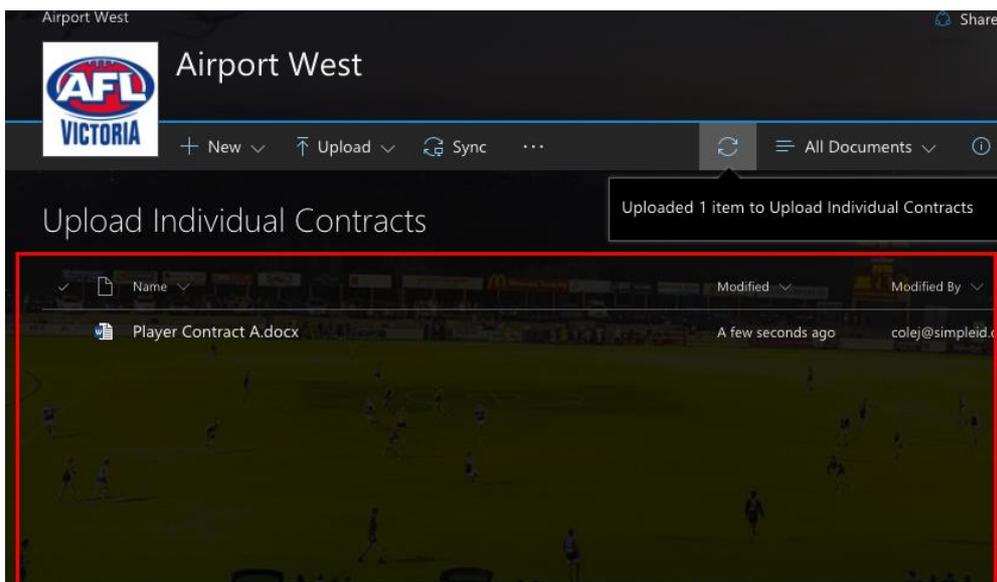
3. Drag and drop the file into the Documents area.



4. Uploading progress will show in the upper right

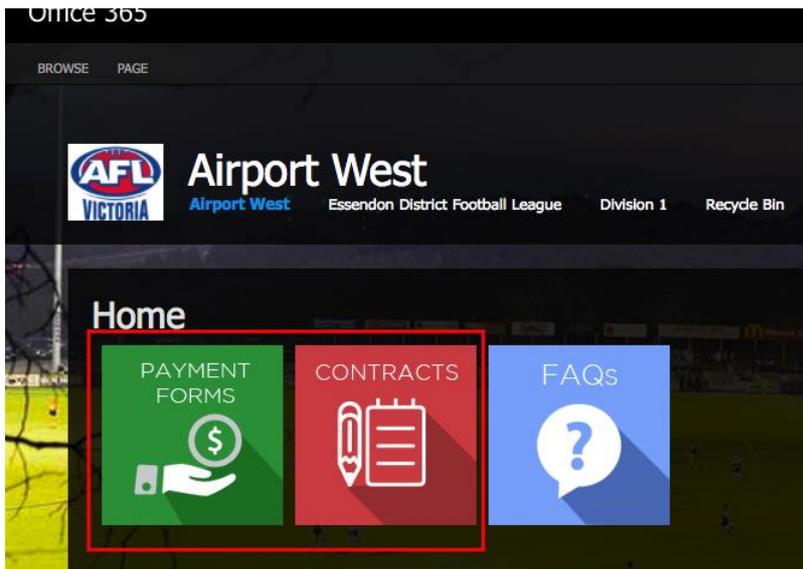


5. Successfully uploaded files will automatically appear on the page.

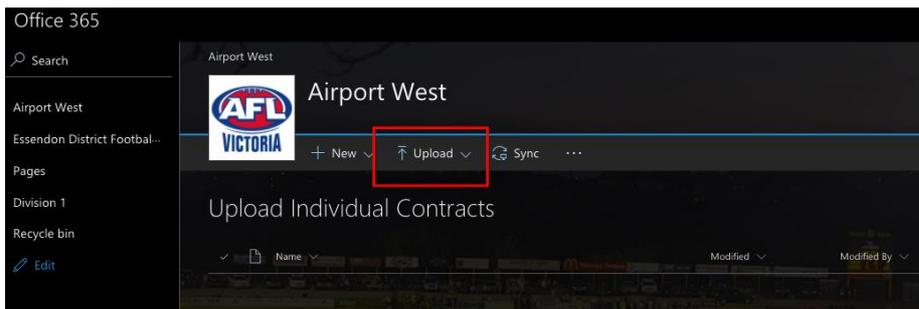


2. UPLOAD METHOD

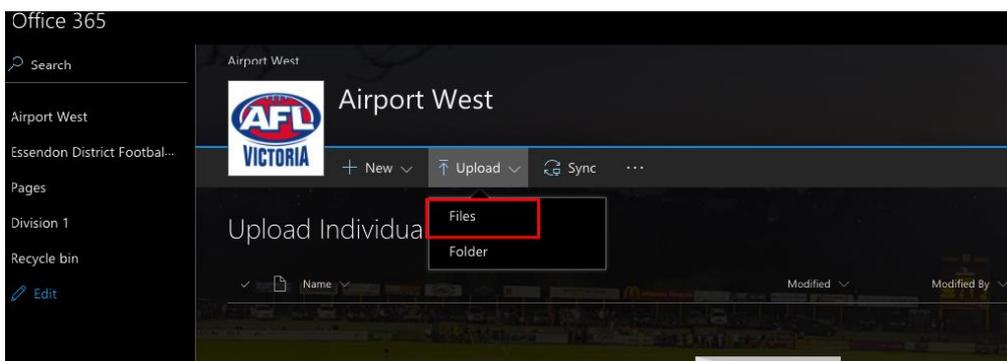
1. Click the "Contracts" or "Payment Forms" tile on the homepage.



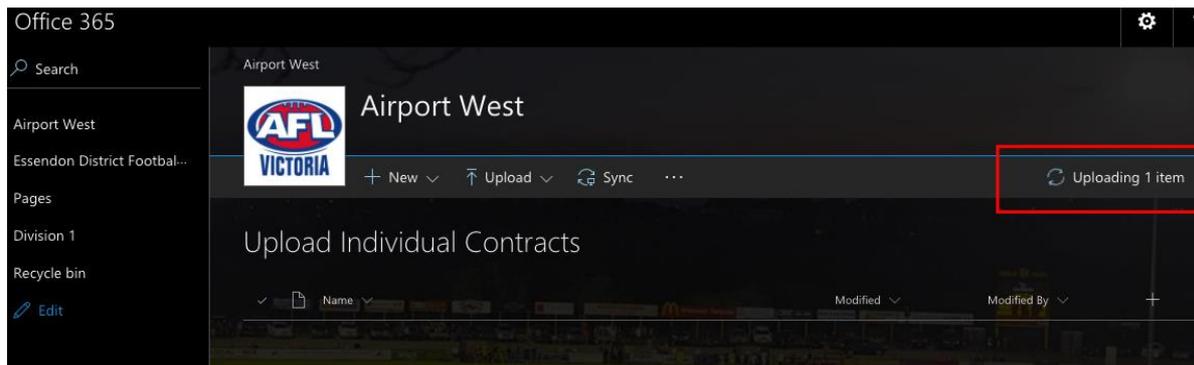
2. Click "Upload" button.



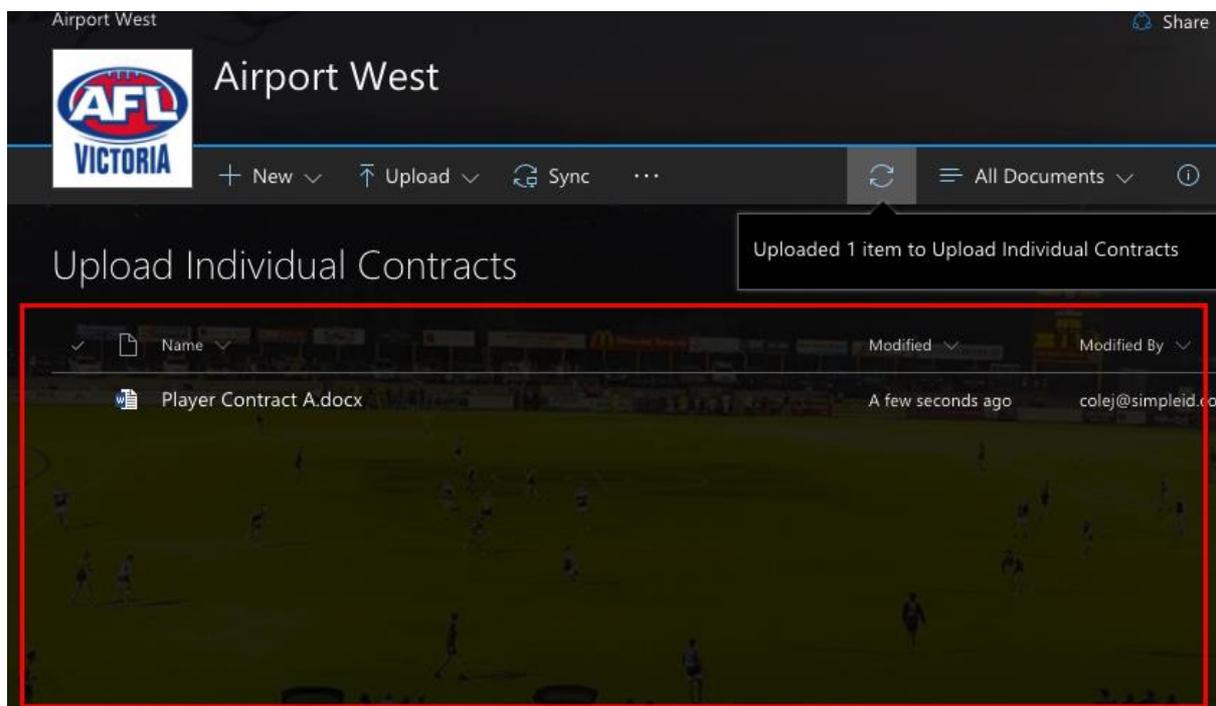
3. Select 'Files' in the dropdown, browse and select for the file that you need to upload from your computer. Then select 'OK' to upload the file.



4. Uploading progress will show in the upper right



5. Successfully uploaded files will automatically appear on the page in the documents area.



HOW CAN I GET HELP?

You may email our SharePoint provider, Simple iD, at businesshub@simpleid.com. For urgent issues, you may call Simple iD during business hours at 1300 30 40 47.