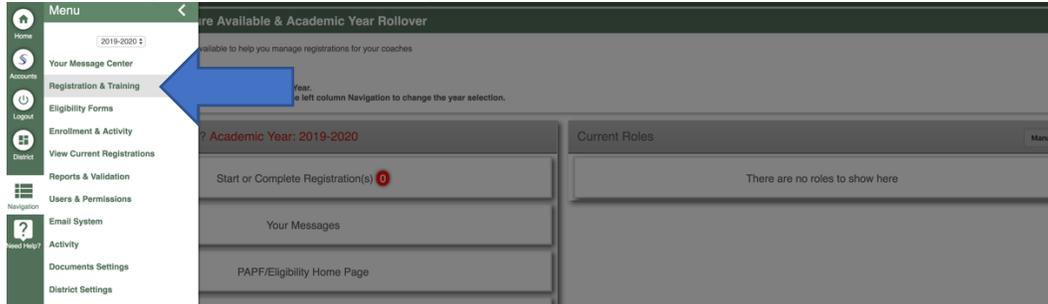


## How to Upload Atavus Certificate

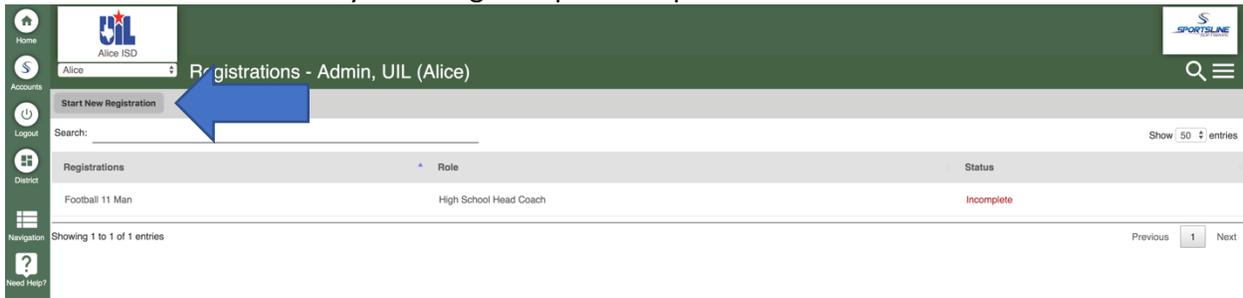
1. Log into account
2. Click on Registration and Training on the left toolbar



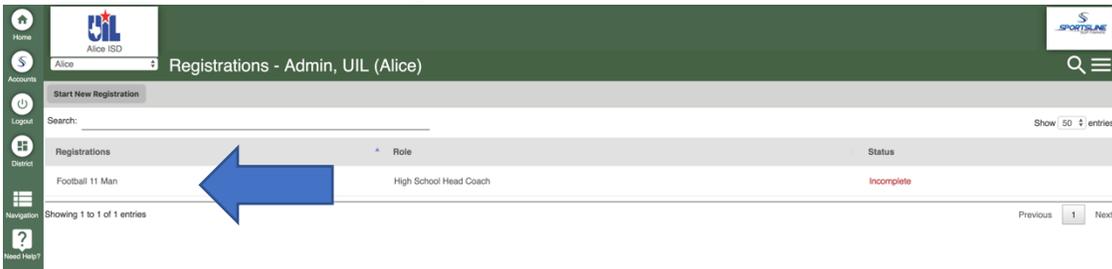
3. Click on My Registrations



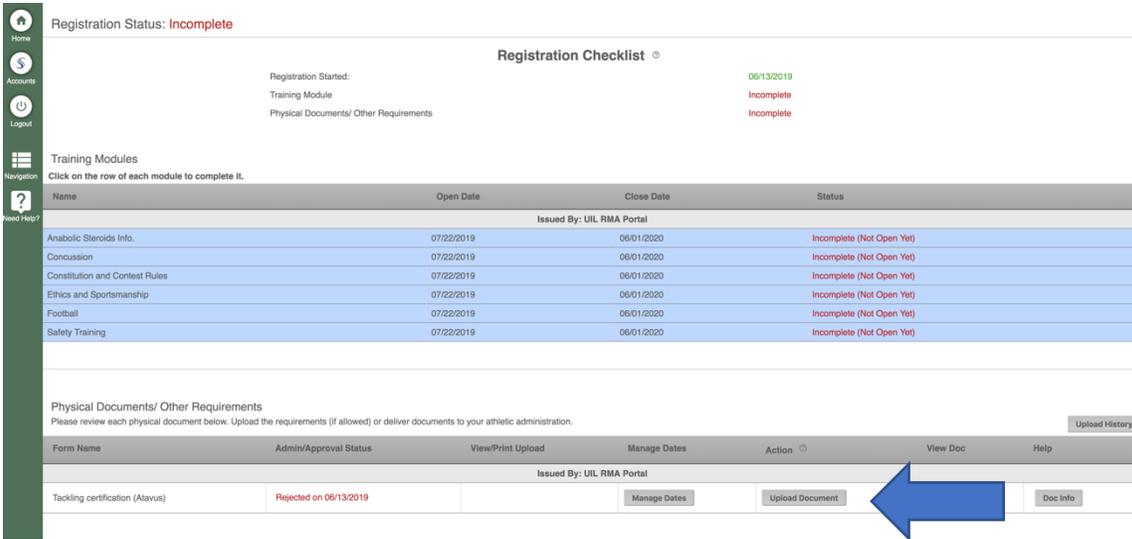
4. If you have not already started a new registration for the 19-20 school year, you will need to start one by selecting the sport and positions.



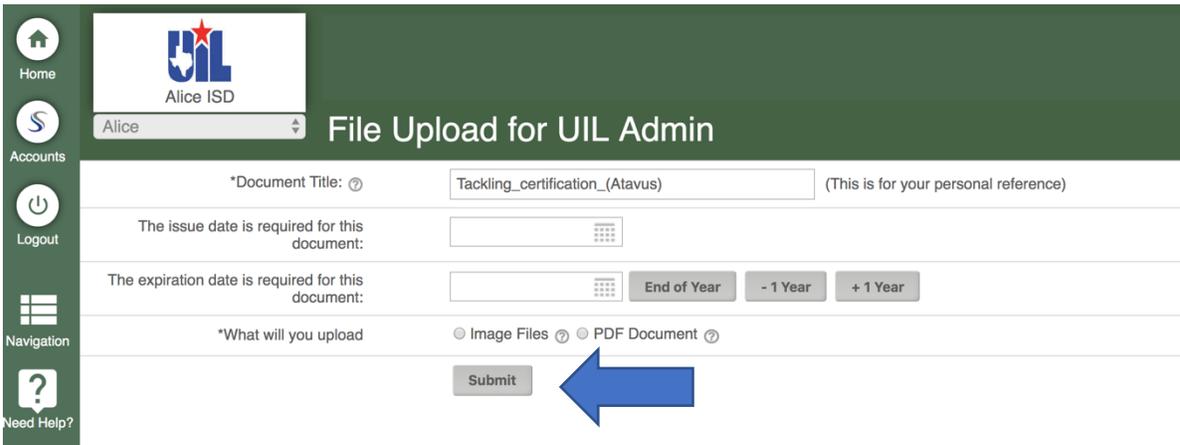
5. Once you have an active registration, click on the football line item.



6. At the bottom of the checklist is a place to upload documents. Click 'Upload Document'



7. Choose the date the document was issued, the expiration date and the type of file then hit submit.



Once submitted, your certificate must be reviewed and approved by your administrator. Once approved, the process is complete.