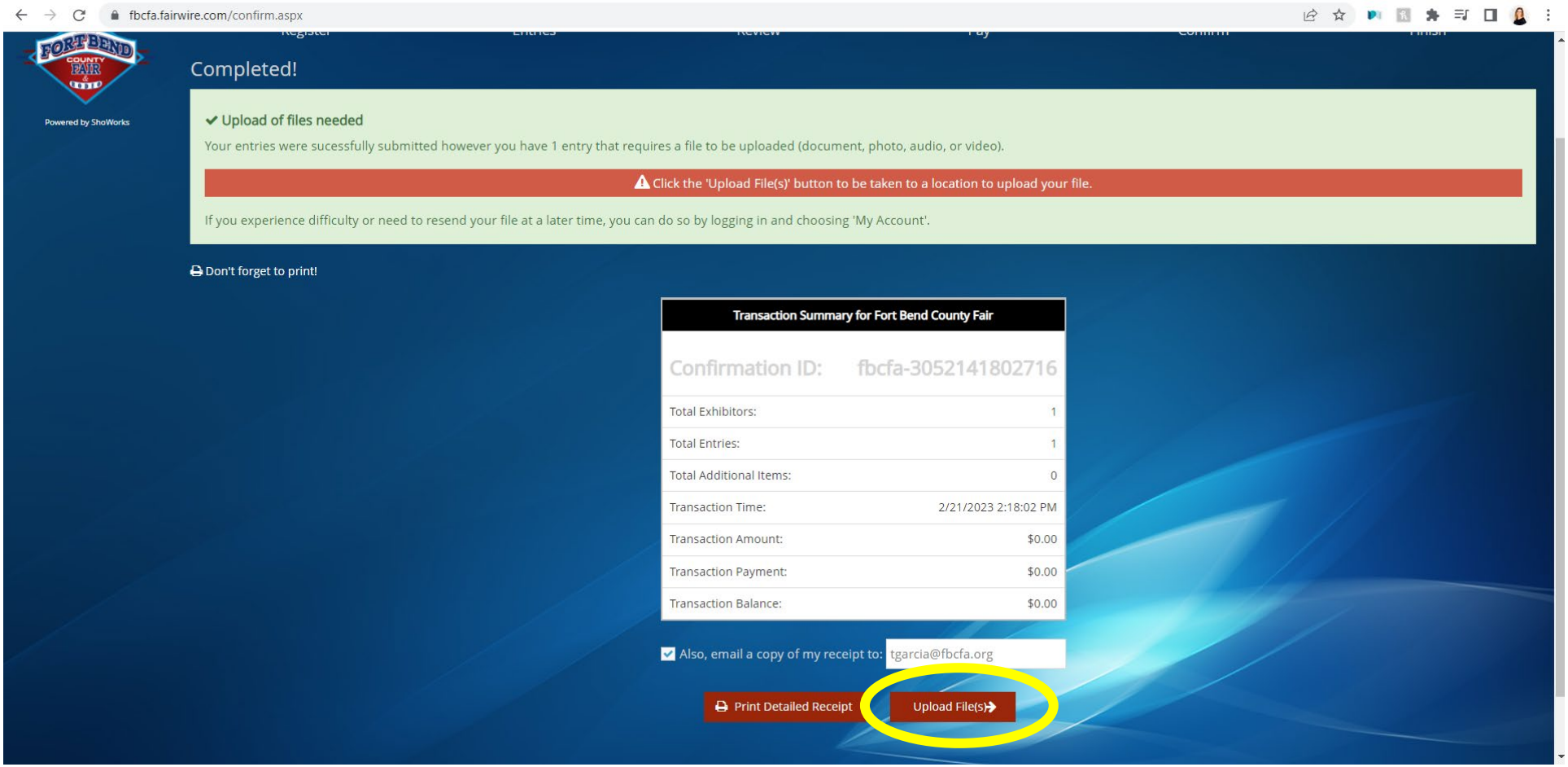
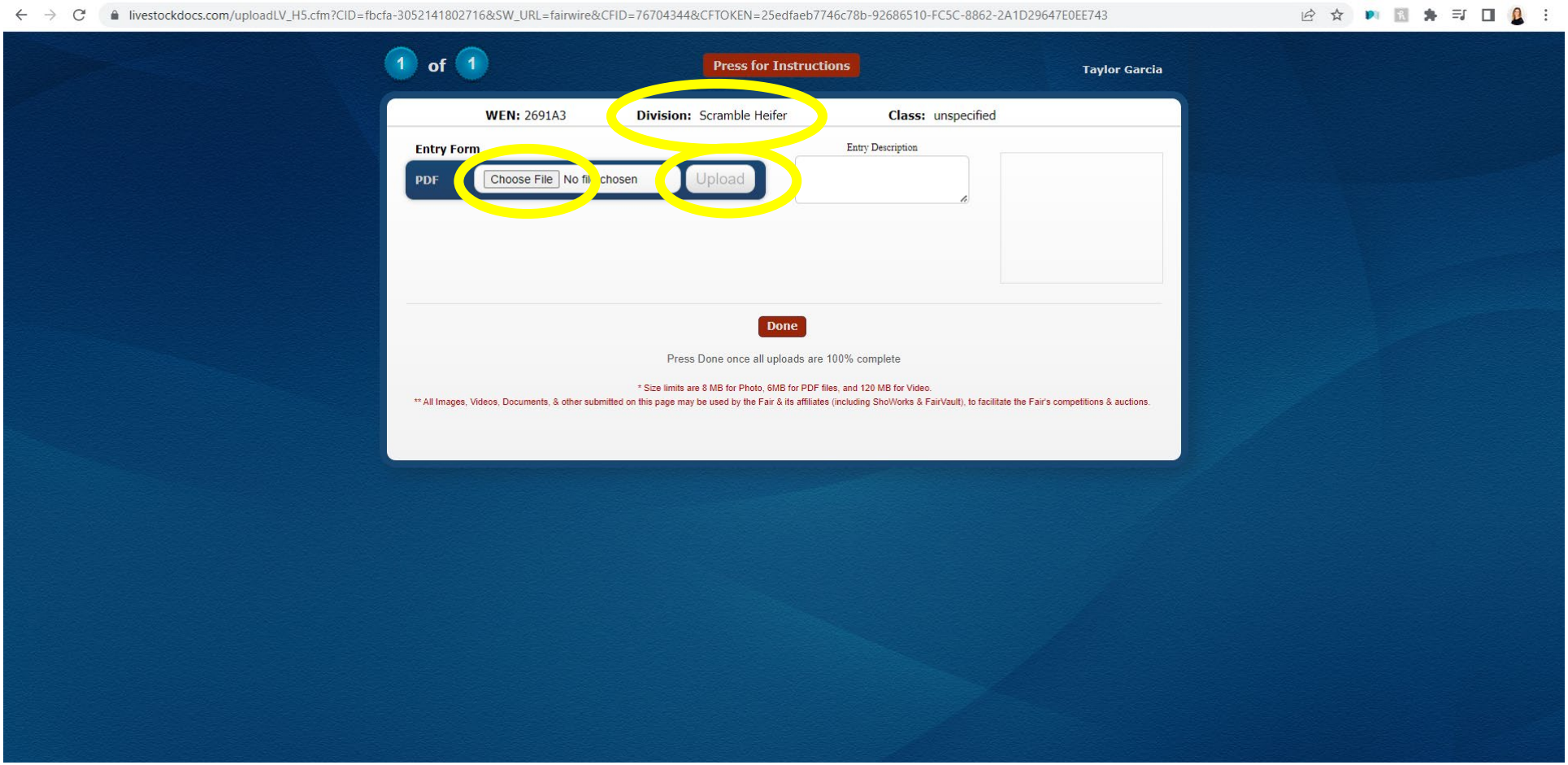
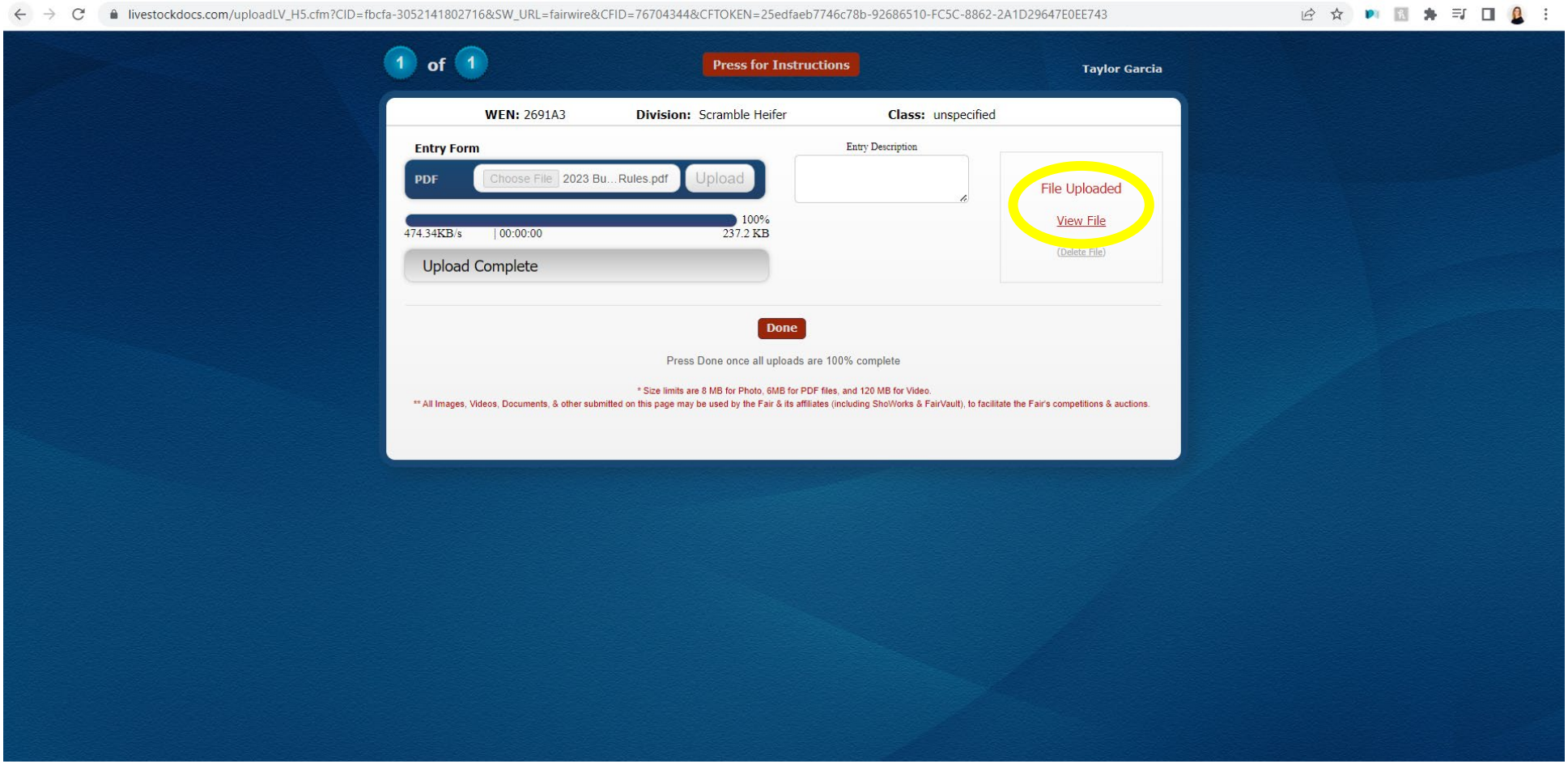


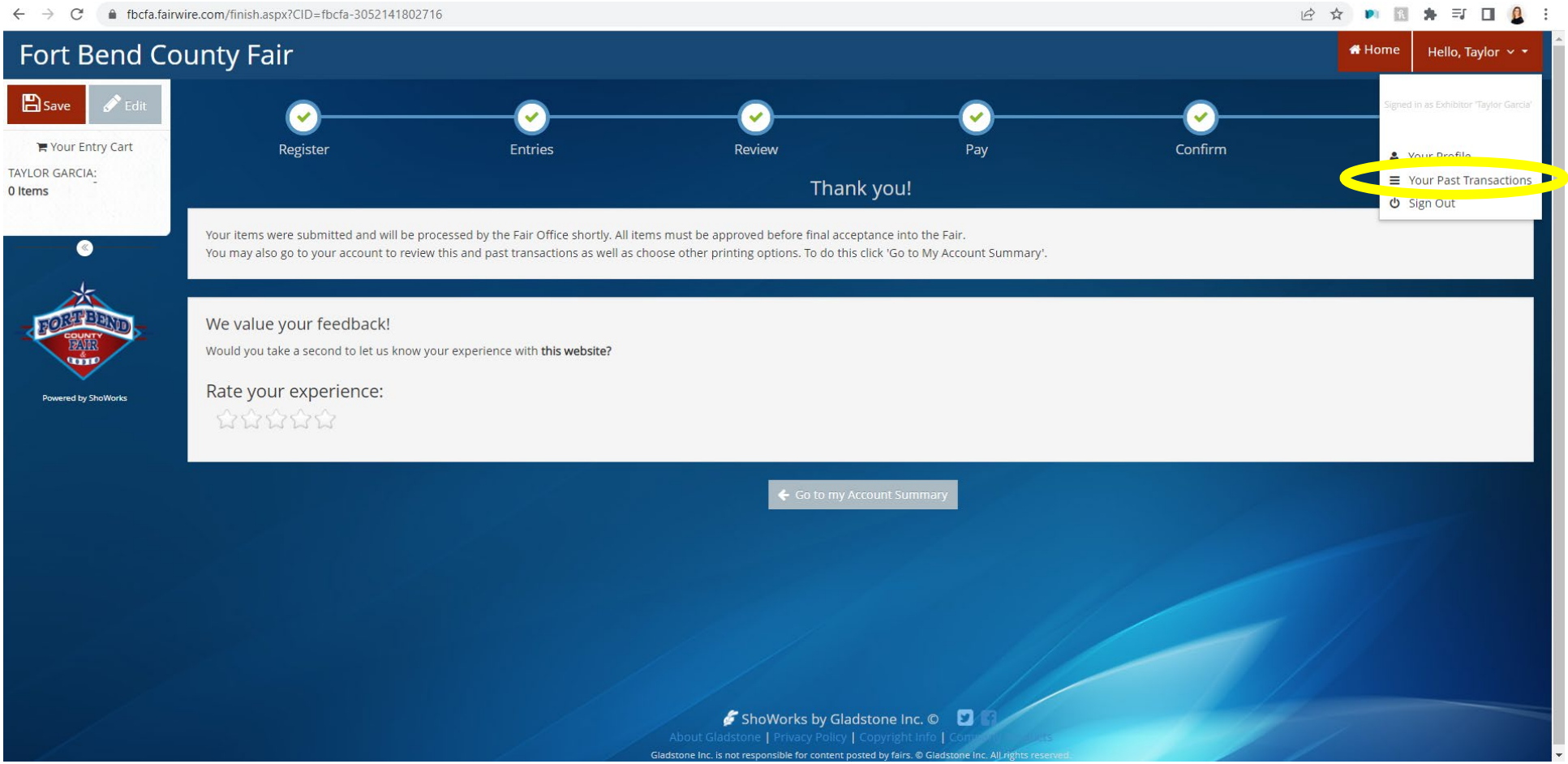
After payment has been made, please click the “upload files” button.



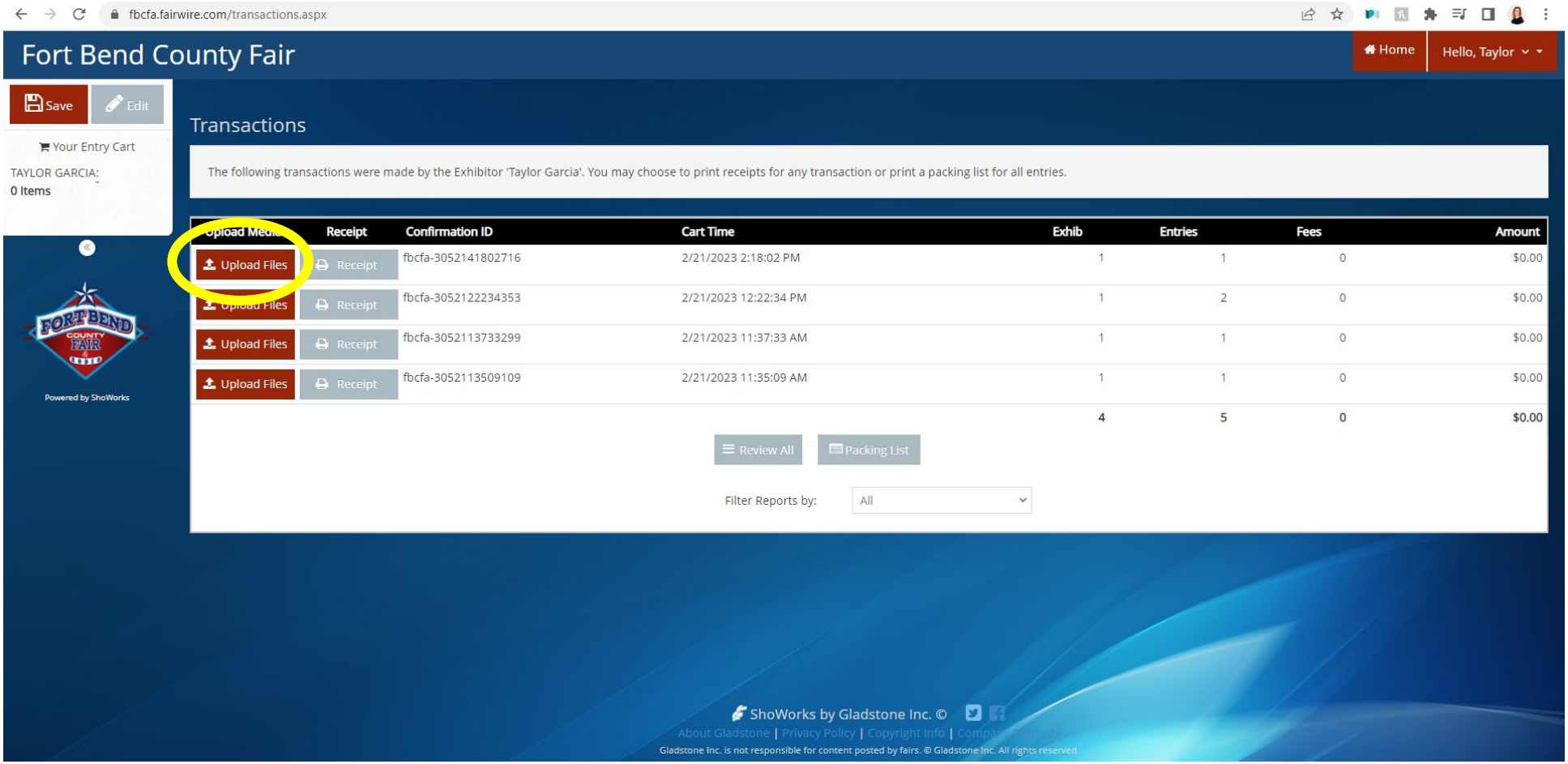
Select “choose file” and choose the completed entry form for the division listed on this screen. The document can be a photo or pdf. Then press the upload button.



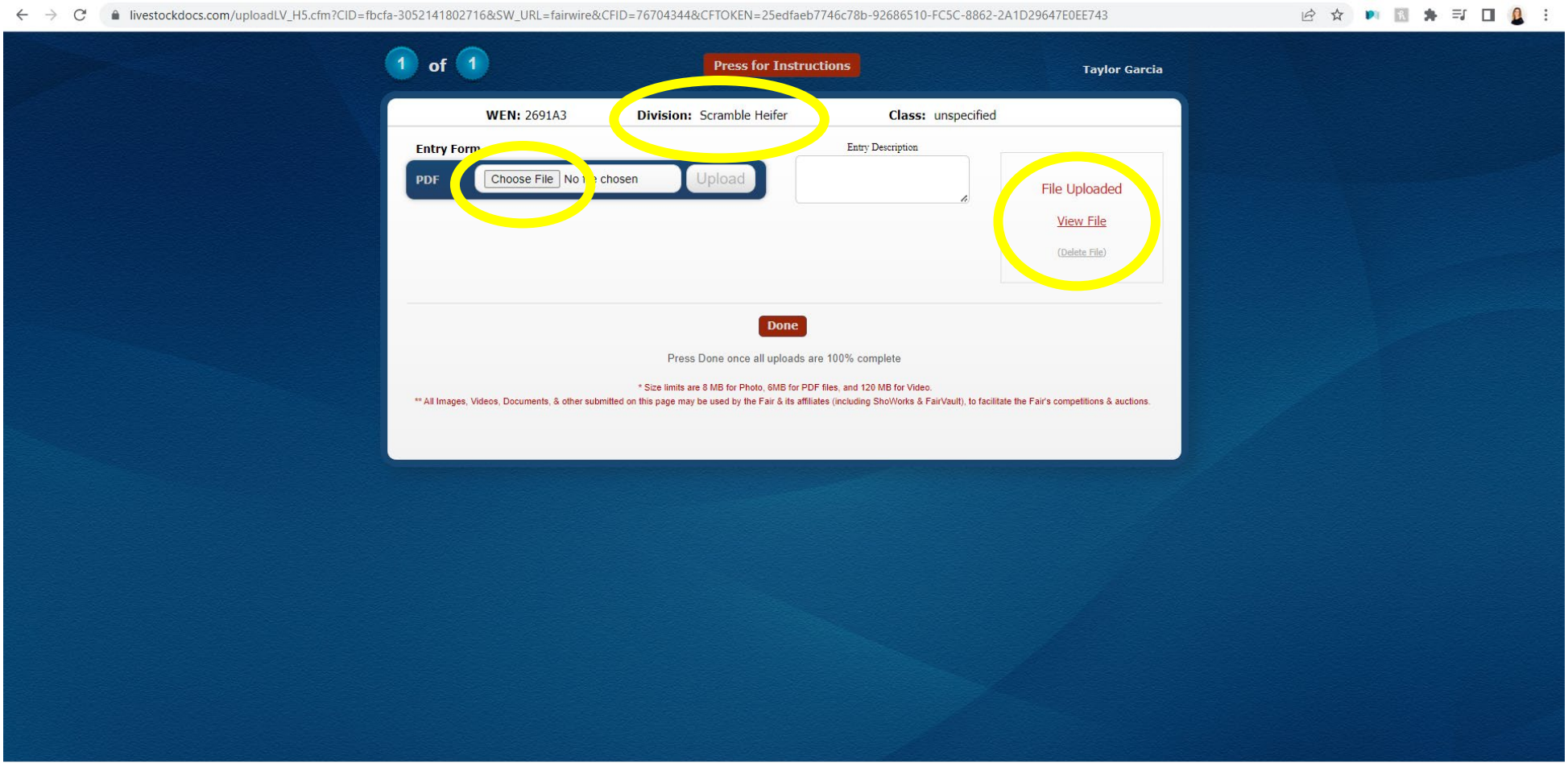
It will say “Upload Complete” and “File Uploaded” when it has been uploaded completely. You can then select “View File” to review it if needed. Then you’re done!



If we contact you to fix something on the entry form, you can correct it and upload a new document. To do so, log in to your account and click the drop-down by your name in the top right corner. Select "Your Past Transactions"



Click the “upload files” button next to the entry you need to fix the document for.



Make sure you are uploading the correct entry form for the correct division

1. Here you can view the file and delete the old file.

2. Then choose the corrected file, press “upload” and then “done” when finished.

If uploading corrected files, please let us know when you do so we can mark you as a completed entry to avoid late fees