

March Madness Teamworks

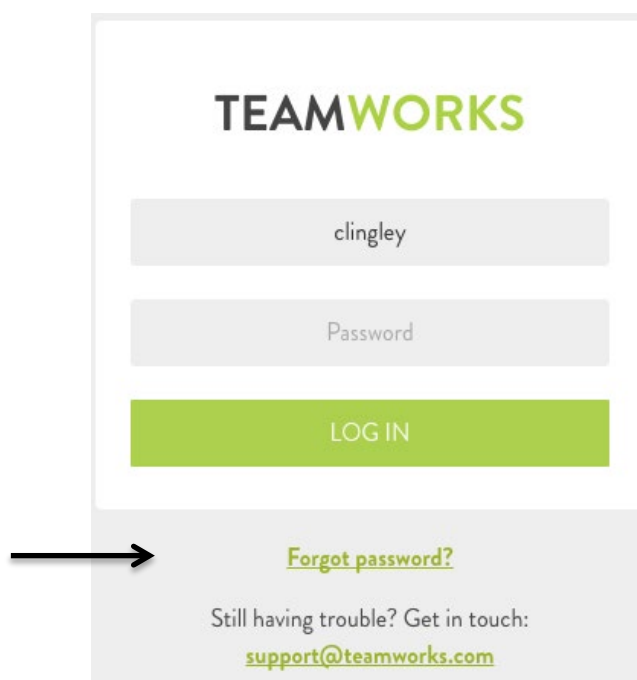
Uniform Submission Guide

Directions: All uniform images will be submitted by each team’s *primary administrator* through a form directly assigned through Teamworks. Please note that this form can be completed through the *web app* or the *mobile app*.

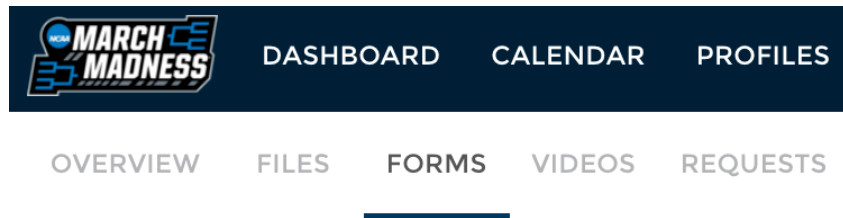
Completing the form through the web app:

1. Log in to [Teamworks](#)

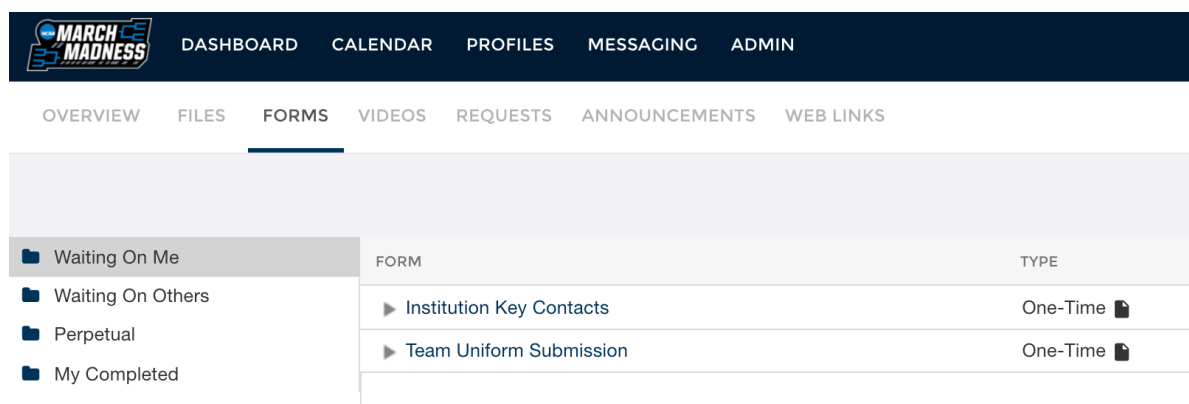
- **Need an account created?** Please complete the [Institution Contact Form](#). Teamworks will then create an account for the team’s primary administrator to complete this form.
- **Need a password reset?** Please contact Teamworks Support or click the “Forgot Password” button on the log in screen.



2. Click on “Forms” in the top white bar



- You will see the *Uniform Submission Form* under the “Forms Waiting on Me”.



3. Click on the “Uniform Submission” form to complete the form.

***Please Note:** All uniform images must be saved on your computer to be selected for the upload.

- Enter your *Institution Name*.
- Indicate the name of the *Individual Submitting the Form*.
- Attach images for your *Home Uniform, Away Uniform or Additional Uniform(s)*.

- How to Attach Images

- Click the *attachment button*.
- Select the *upload* button and hit *continue* (do not select fax).
- Choose *upload a file* and select the image off of your computer.
 - Continue to *upload a file* until all particular images have been selected for that uniform.

- Include *additional comments* (optional).
- Hit the *orange Finish button* at the bottom to submit the form.

* It may take a couple minutes for the form to submit depending on the number of attachments. When the form is completely processed you will receive a confirmation message.

Completing the form through the *mobile app*:

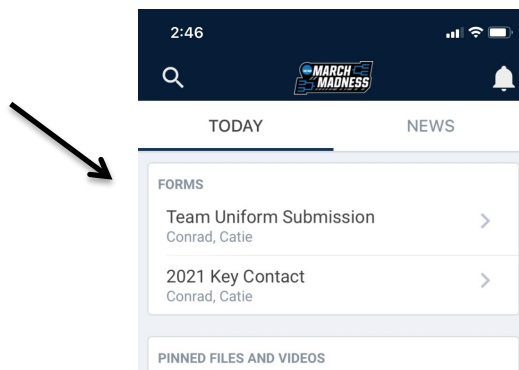
1. Log in to [Teamworks](#)

- **Need an account created?** Please complete the [Institution Contact Form](#). Teamworks will then create an account for the team’s primary administrator to complete this form.
- **Need a password reset?** Please contact Teamworks Support (Support@teamworks.com; 202-875-8930) or click the “Forgot Password” button on the log in screen.

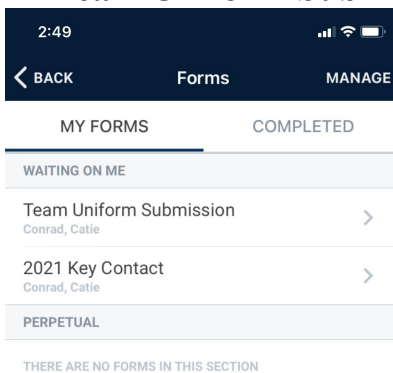
2. Download the mobile app

- iPhone: <https://apple.co/2M3iXhr>
- Android: <http://bit.ly/2Oipo10>
- Log in using the same user name and password you used to log into the website

3. Select the Form at the top of your Home screen to complete.



4. OR - Click on More > Forms > “Team Uniform Submission” to complete.



1. Enter your *Institution Name*.
2. Indicate the name of the *Individual Submitting the Form*.
3. Attach images for your *Home Uniform, Away Uniform or Additional Uniform(s)*.
 - How to Attach Images
 - Click the *attachment button*.

- Select the *Choose File* button.
 - You will have the option to upload a photo from your Photo Library or Take a Photo using your phone's camera.
 - After selecting the desired photo, you will be asked if you would like to add another attachment.
 - Choose *yes* until all particular images have been selected for that uniform.
 - Choose *no* when no more images are needed for that particular uniform.
4. Include *additional comments (optional)*.
 5. Hit the *orange Finish button* in the top right corner to submit the form.

* It may take a couple minutes for the form to submit depending on the number of attachments. When the form is completely processed you will receive a confirmation message.

FAQ

Q: What if someone other than the primary administrator usually submits these images?

A: The primary administrator can choose to share their Teamworks log in with that particular individual or the applicable images can be sent to the primary administrator to complete.

Q: What if I need to complete the form again?

A: You can “edit” this form by following the steps below. **All attachments will need to be re-submitted.**

1. Log into the [Teamworks](#) website.
2. Click on *Forms*.
3. Choose your *Completed* forms.
4. Click *Edit* next to the Uniform Submission form to open up the previously submitted copy to make changes and re-attach images.

Q: How do I find the form after it has been submitted?

1. Click on *Forms*.
2. Choose your *Completed* forms.

If you have questions or need assistance with the March Madness Teamworks app, please contact Teamworks Support (Support@teamworks.com; 202-875-8930).