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.
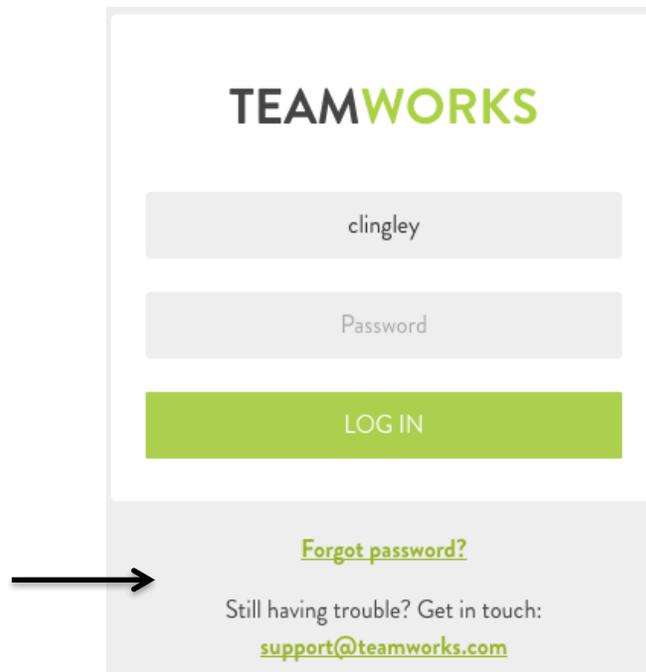
2. Click on "Forms" in the top white bar
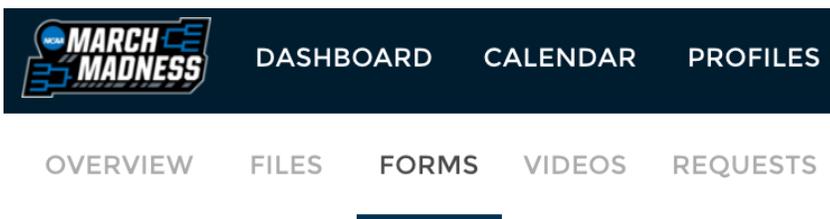
- You will see the *Uniform Submission Form* under the "*Forms Waiting on Me*".
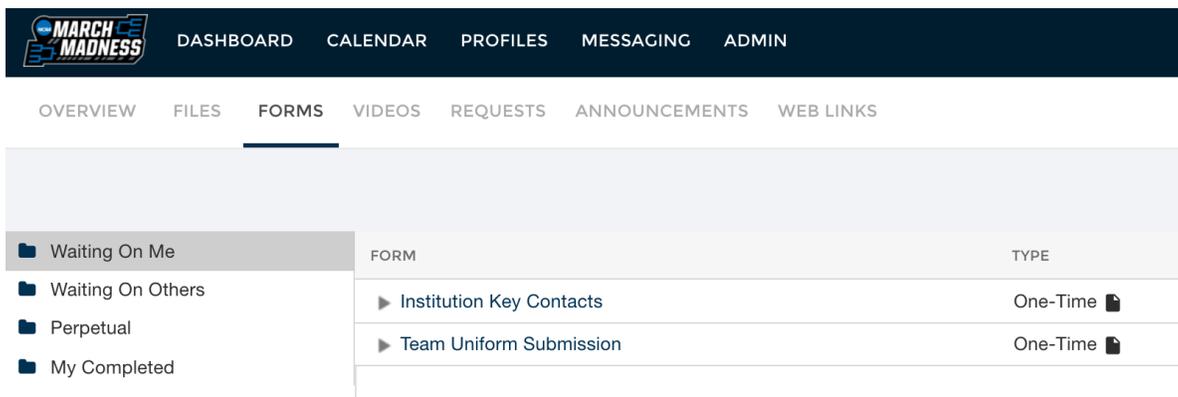
3. Click on the "Uniform Submission" form to complete the form.
*****Please Note**: All uniform images must be saved on your computer to be selected for the upload.
1. Enter your *Institution Name*.
2. Indicate the name of the *Individual Submitting the Form*.
3. Attach images for your *Home Uniform, Away Uniform or Additional Uniform(s)*.
   - How to Attach Images
     o Click the *attachment button*.
     o Select the *upload* button and hit *continue* (do not select fax).
     o 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.
4. Include *additional comments (optional)*.
5. 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 a form for the team's primary administrator to complete this form.
   - *Need a password reset?* Please contact Teamworks Support (***[Support@teamworks.com](#)***; *877-821-5558)* 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 Forms Section**
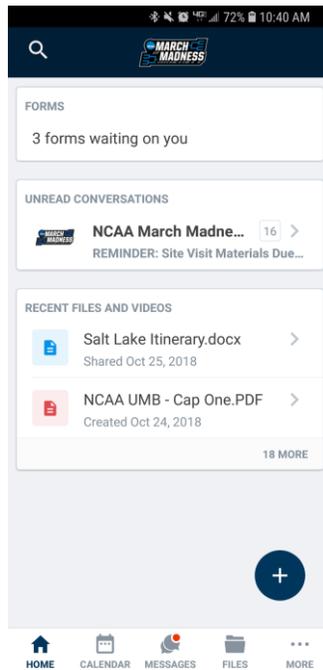
4. **Click on "Team Uniform Submission" and then "Start Form" to complete the form.**
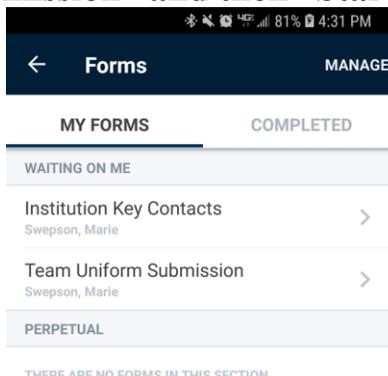
1. Enter your *Institution Name.*
2. Indicate the name of the *Individual Submitting the Form.*
3. Attach images for your *Home Uniform, Away Uniform or Additional Uniform(s).*
- How to Attach Images
   - Click the *attachment button.*
   - Select the *Choose File* button.
     - You will have the option 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; 877-821-5558).