

Adding Photo and ID Document to a Pending Profile

If you are registering into MySideline for the first time, your profile will be **pending** and will need to be approved by an Administrator.

For the Administrator to approve the registration, they will need to sight ID documents of the Member:

- **Acceptable forms of ID** include official documents such as birth certificate, valid/current passport, or licence.
- **ID Document must be of the Member being registered**, NOT of the parent/caregiver.

Some Associations also require an **ID photo** uploaded of the Member **as well as an ID document**. The ID Photo:

- should be a **clear and identifiable head/shoulder shot** of the participant only.
- should **NOT** show the participant **wearing sunglasses, hat, or headgear**.

If you were unable to upload your ID document and/or ID photo during registration, you can go back to your Profile and add these by following the steps below:

Upload a supporting or ID Document (licence, birth certificate, blue card, accreditations etc)

Note: You can only upload supporting documents while your registration is **Pending**. Once Approved, supporting documents can only be uploaded to your Profile by a Club (or higher level) Administrator.

Step 1 - Log into profile.mysideline.com.au/.

Step 2 - Select **My Profile** from the menu on the top left.

Step 3 - Select **Edit Profile** on the profile you wish to edit.

Step 4 - Scroll to the bottom of the Member's profile, click on **UPLOAD DOCUMENTS** from the '**Supporting Documents**' area and follow the prompts to upload a document.

Supporting Documents



Upload an ID Photo to my profile

Step 1 - Log into profile.mysideline.com.au/.

Step 2 - Select **My Profile** from the menu on the top left.

Step 3 - Select **Edit Profile** on the profile you wish to edit.

Step 4 - Click on the **Camera Icon** and follow the prompts to upload a photo.

