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How Do I Upload My Insurance Form?

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While logged into ML Schedules™ Software:

1. Select the *Profile* command from the toolbar to display your Group Profile(s).

Select Profile to edit your group information

Request Space

Manage Profile: Please edit your Group Manager profile information, then select SUBMIT to save your changes to make them available immediately. You can also edit your Group information or add a new group you manage.

Group Manager Information

Nicole
First Name
Admin User
Last Name
nrauscher@masterlibrary.com
E-mail Address
.....
Password

Submit

Group Information
You are currently managing the following groups:

Basketball Team (585)298-2614
353 Countess Dr.
West Henrietta, NY 14586
Class 2

Chess Club (585)270-6679
1160 J Pittsford-Victor Rd
Pittsford, NY 14534

Drama Club (585)270-6676
100 West Slier
Rochester, NY 14464
Class 1

Girl Scout Troop 200 (585)270-6679
100 Main St
Rochester, NY 14586
Class 3

Nicole Rauscher (585)555-5555
123 Main Street
Rochester, NY 14625
Class 1

Add New Group

To edit existing group information select the pencil icon

Select this button to create a New Group

To add insurance information to an existing group:

2. Select the *Edit* icon (✎) next to the name of the Group you want to edit. The *Group Profile* screen will be displayed.

3. In the *Insurance Information* section of the screen, select the **Choose File** button, navigate to the correct file, and select the **OK** button.

Note: You do not need to remove the existing file, before uploading the new file. By uploading a new file it will simply overwrite the existing file.

Group Information

Please enter all fields for the Group you are managing.

U12 Travel Soccer

Group Name

(585)270-6676

Group Phone Number

115 Metro Park

Group Mailing Street Address

Rochester

City

New York

State

14623

Zip

Insurance Information

(View Current File)

Choose File Insurance File.pdf

11/21/2016

Insurance Expiration Date

**Upload the Insurance File
and Enter the Insurance
Expiration Date**

Additional Files (enter name and then upload file)

Choose File No file chosen

File 1

Choose File No file chosen

File 2

Choose File No file chosen

File 3

Save

Digital insurance certificates in PDF or JPG format and the expiration date can be uploaded and entered from the Group Profile screen.

Your insurance certificate file will be uploaded to your Group Profile.

4. Enter the *Insurance Expiration Date* field. This expiration date will alert you and the district if the insurance file is no longer valid.

5. Select the **Save** button to save your changes.

View **Respond to a Flagging (Expired) Insurance Certificate**

(<http://support.mlschedules.com/support/solutions/articles/35000014426-respond-to-a-flagged-expired-insurance-certificate>) for more information on expired insurance files.

To add insurance information to a new group:

2. Select the *Add New Group* button to display a new Group Profile screen.
3. Complete the necessary information for the new Group.
4. Follow steps 3 – 5, above, to complete the insurance information for the new Group.



