

# Working with Team Files

Follow these steps to upload, manage and delete files related to your hub or championship seasonal event.

## Special types of files

All teams will have two default file types listed under the “What is the file for?” menu. These include Team Logo and Other Files. Team logo is used to upload your team’s logo to the site. The logo is used on the TEAM and WORKFLOW pages, and is used by some hubs in promotional and game day publications. You will want to upload a team logo as soon as your team has decided on one.

**Team logos** should be L:W ratio of approximately 1:1.5. The image should be JPG or PNG and greater than 600px wide. The file should be less than 50 MB in file size. When you select a logo file on your computer, it will be analyzed before uploading. A preview of the logo as well as alerts will be shown to the right of the UPLOAD area. Take into consideration any notes that are presented.

### Upload Files

File was uploaded to the server.

WHAT IS THE FILE FOR?  
Team Logo

FILE  
Choose File robot.jpg  
ROBOT.JPG SIZE: 5027

Upload File



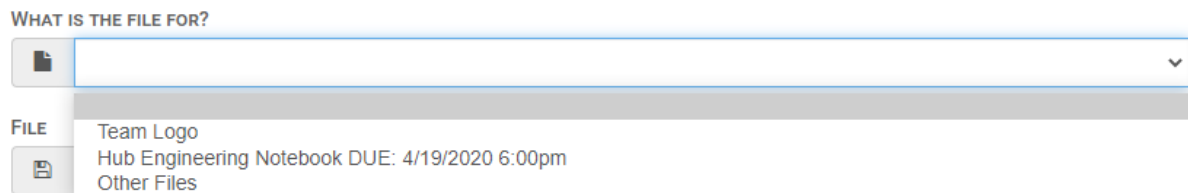
**More file types** may be added by your hub. For example: if a Notebook Deliverable is required. A NOTEBOOK selection would be added to the dropdown. Check your team’s WORKFLOW to see what deliverables are required. Some hubs may not utilize this file management system. Check with your local hub if you have questions.

## What are Primary files?

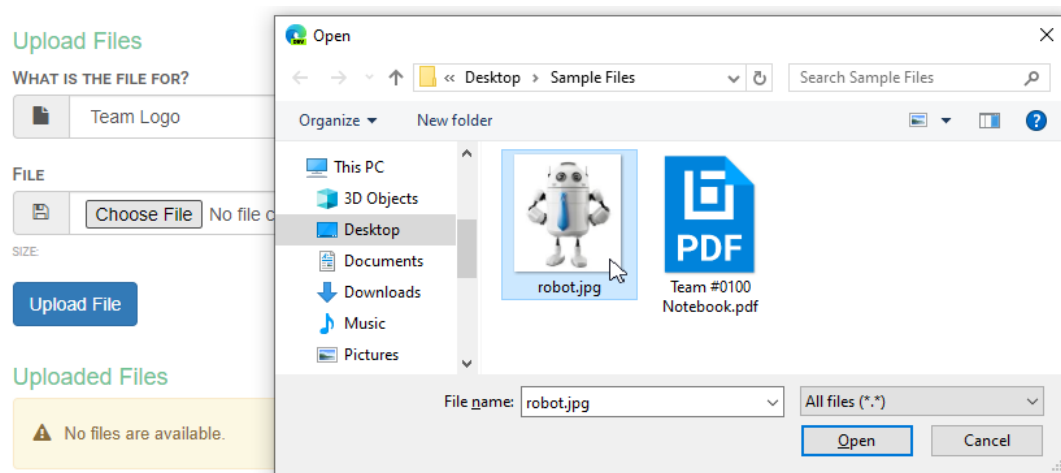
For files to become visible to your hub, the file must be marked Primary. To mark a file primary, click the CHECKBOX in the Primary column of the Upload Files table. If a file is NOT marked primary, it is only visible to your team members. If it is a deliverable item, it is not considered delivered until it is marked Primary (visible to the hub).

## Uploading a file

1. On the MANAGE FILES page, select what the file is for.



2. Click CHOOSE FILE, select the file on your computer, and click OPEN (or OK). (The Choose File button may look different depending on your operating system and web browser)



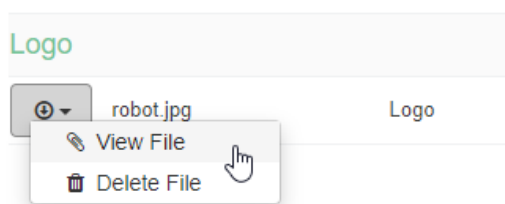
3. Click UPLOAD FILE. DO NOT leave the page until the file has completed uploading. You will receive a green alert when upload is completed.

### Upload Files

File was uploaded to the server.

## Downloading a file

1. On the MANAGE FILES page under “Uploaded Files”, click the ACTION BUTTON and select VIEW FILE. The file will be copied to your computer.



## Deleting a file

1. On the MANAGE FILES page under “Uploaded Files”, click the ACTION BUTTON and select DELETE FILE.
2. Confirm deleting the file by clicking OK.

