This userguide is to demonstrate how you can upload passport copies and other documents to the existing profiles on the AIBA Database.
1. Please use either one of these link to Sign In
   • If you need username and password information, please contact AIBA HQs office (database@aiba.org)
1. This is the page you will see when you Sign In successfully

2. Please click “Profiles” from top menu or select one of the option under “view profile” from left column
1. When you are on the “Profiles” page, you can simply click “Edit” button of the profile that you wish to upload document to
1. Once you are in the profile of specific member, please click “passport” or “Medical Certificate” or Documents link located below “Personal Profiles” tab
Uploading Documents

Name of Boxer

1. In this example, we clicked “Passport” however you will see the same screen when you click Medical Certificate or Documents.

2. To upload Passport copy, click blue “Upload new file” button
1. File uploader will appear on the screen and you can click “select file” button to select the passport copy file that is saved in your computer
1. After you have selected the correct file, you can type in “Title” and “Description” of the file. “Title” and “Description” is not mandatory field so you can skip if you want.

2. However, it is very important that you select the “Category”. Within this field, you can choose “Photo”, “Documents”, “Passport” and/or “Medical Certificate”. This “Category” section will determine where the uploaded file will be allocated in the profile.

3. Since we are uploading passport, I will select “Passport” and click blue “Upload file” button
1. Once your upload is completed, you will see the file listed as shown on the screen.