

## QUICK TIP: Setting up Team Rosters

- 1) Login to the [www.hflcougarhoops.org](http://www.hflcougarhoops.org) site and navigate to your Team page ...
- 2) Turn the "light switch" into EDIT Mode. And click the ROSTER menu item. And then <ADD PLAYER> Button

The screenshot shows the HFL Cougar Hoops website interface. At the top, there's a navigation bar with links for Football, Baseball, Soccer, Lacrosse, and Basketball. Below this is a large banner with the team name 'HFL COUGAR HOOPS' and a cougar logo. A sidebar on the left contains a 'CURRENT SECTION' menu with options like 'EDIT TOP NAV', 'TEAMS', 'Boys', and 'Boys 4-1'. Below this is a 'RELATED PAGES' section listing various boys' teams. The main content area displays the 'Boys 4TH -1' team page. It features a 'Roster' tab that is currently selected, showing a yellow background with an 'ADD PLAYER' button. Other tabs include 'Game Schedule', 'Statistics', 'Photos', 'Videos', 'Posts', and 'Admin'. A message at the bottom of the roster section states 'No players currently found on this roster.' and there is a 'Printable Version' link. A blue arrow points from the 'ADD PLAYER' button to a text box on the right that says 'Click ROSTER and then ADD PLAYER'.

Click  
ROSTER  
and then  
ADD  
PLAYER

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3) Select the "Import Player(s) from Registration" menu item:

ADD PLAYER TO A ROSTER

Choose how to add a player:

- Create New Player**  
Create a new player from scratch.
- Add Player from Network Member Directory**  
Add an existing HFL Cougar Hoops Network member.
- Import Player(s) from Registration**  
Import player(s) from a Registration Session based on defined filters.
- Import Player(s) from Excel**  
Import Players from an Excel spreadsheet.

4) Select the "Import Player(s) from Registration" menu item. From there, you simply add the filters as necessary for your Team. In the screen capture below, we are selecting 4<sup>th</sup> grade boys. Once you have your filters set hit <Select Filters>

ADD PLAYER TO A ROSTER

**Import Players to Roster**  
Select a survey or registration session, and then select your desired filters

\* Survey or Registration: 2012-2013 Tryout Travel Basketball Registration

**Filters** (Include results matching these conditions)

Match **All** of the following rules:

- 2012/2013 School Grade is 4th **Add Condition**
- Gender is Male **Add Condition**

**Add a Rule**


**Select Filters**

Click  
ROSTER  
and then  
ADD  
PLAYER


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5) Then you are presented with all registered players within the filter settings you defined. Simply check the boxes of the players for your teams. You need to give them a jersey number and a position now. Don't worry if its not correct, you can change it later if you want to be really accurate.

**ADD PLAYER TO A ROSTER**

 **Import Players to Roster**  
Your filter selections returned the following results:

☐

 **adam santucci (mewithcrew)**

\* Player Profile First Name:


\* Player Profile Last Name:

\* Jersey Number:

\* Position(s):

- ☐ F (Forward)
- ☐ G (Guard)
- ☐ C (Center)
- ☐ SG (Shooting Guard)
- ☐ PG (Point Guard)
- ☐ SF (Small Forward)
- ☐ PF (Power Forward)
- ☐ W (Wing)
- ☐ P (Post)

☐

 **Alexander (AJ) Reynolds (reynoldsld)**

\* Player Profile First Name:

\* Player Profile Last Name:

\* Jersey Number:

- ☐ F (Forward)
- ☐ G (Guard)

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- 5) Click the <Add Players> button at the bottom and you are done! If you want to be fancy with your Team page, you can click the "Create Widget" menu item and then add your Roster to your Team page.

The screenshot shows the HFL Cougar Hoops website interface. At the top is a navigation bar with links: HOME, TEAMS, CALENDAR, NEWS, DIRECTIONS, CONTACT, SPONSORS, and DIRS. The 'TEAMS' link is highlighted. On the left is a sidebar with a 'CURRENT SECTION' menu (EDIT TOP NAV, TEAMS, Boys, Boys 4-1) and a 'RELATED PAGES' list (Boys 3-1, Boys 4-1, Boys 4-2, Boys 5-1 VanNewkirk, Boys 5-2 Crego, Boys 5-3 Nietopski, Boys 6-1, Boys 6-2, Boys 7/8-1, Boys 7/8-2, Boys 7/8-3, Boys 3 - All, Boys 3-2, Boys 4 - All, Boys 5/6 Teams). The main content area is for the 'Boys 4-1' team, titled 'Boys 4TH -1'. It features a 'Roster' button and a 'Game Schedule' button. Below this is a yellow banner that says 'Players Added to Roster' with a pagination control showing '1' and '2'. There are tabs for 'Players' and 'Coaches'. A large yellow button labeled 'ADD PLAYER' is prominently displayed. Below this is a table with columns 'Number', 'Player', and 'Position'. The table contains two entries: 1. Number 1, Player adam santucci, Position F. 2. Number 2, Player Alexander (AJ) Reynolds, Position F. At the bottom right of the table area is a 'Printable Version' link.

Number	Player	Position
1	adam santucci	F
2	Alexander (AJ) Reynolds	F

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- 6) Once your Roster is set, you can go into the “Admin” and then “Groups” Tab to see that a Group has automatically been created for your Roster. If you click the “Messages” tab, you can then send emails to your group. Note that recipients cannot respond directly to those notes so it’s usually only good for information distribution.

Boys 4-1

GET THE SPORT NGIN MOBILE APP  
SEARCH FOR TEAM ID: 43871

Boys 4TH -1

2012-2013 (Wanzenried)  
2012-2013

Roster Game Schedule Statistics Photos Videos Posts Admin

Options Permissions Groups Tool Settings Seasons

CREATE NEW GROUP

2012-2013 Boys 4th -1 Roster  
11 Members Group

Select Group: 2012-2013 Boys 4th -1 Roster

Members Messages

First Name	Last Name	Account
E.	Mason Wanzenried	Rick Wanzenried
Ryan	Dailor	Joe Dailor
Preston	Huff	Robert Huff
William	J Czora Jr	Bill Czora
Nathan	Ross	Caralyn Ross
Patrick	Lustyk	Maria Lustyk
Michael	Laviani	Cindy Torregrossa
Justin	Lewis	michael Lewis
Justin	Blodgett	Bridget Blodgett
adam	santucci	Amy Gray
Andrew	Childs	Jacky Childs

Admin Tab

Groups Tab

Messages