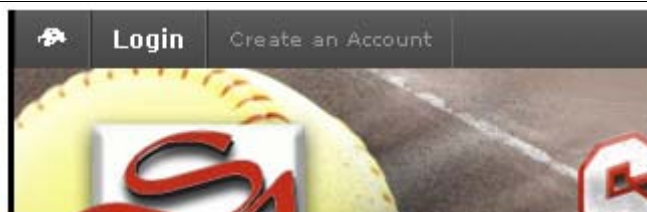


Coach's Player Roster Instructions

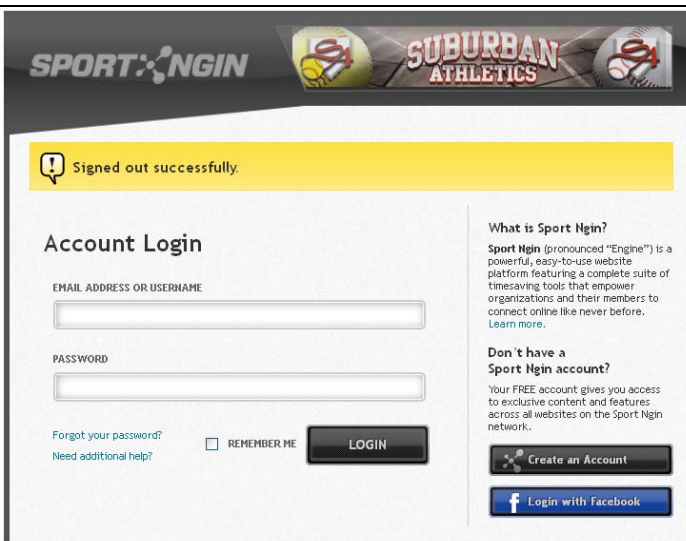
Note: All coaches should enter their team roster first before any games are played. All players should be listed by **uniform number and first name**. Use their uniform number also as their last name. *ex. Joe 15, 15.*

Navigate to www.suburbanathletics.com homepage and click **Login** in the upper left hand corner.



Log into site using the website login you registered your child with:
i.e. myusername, mypassword

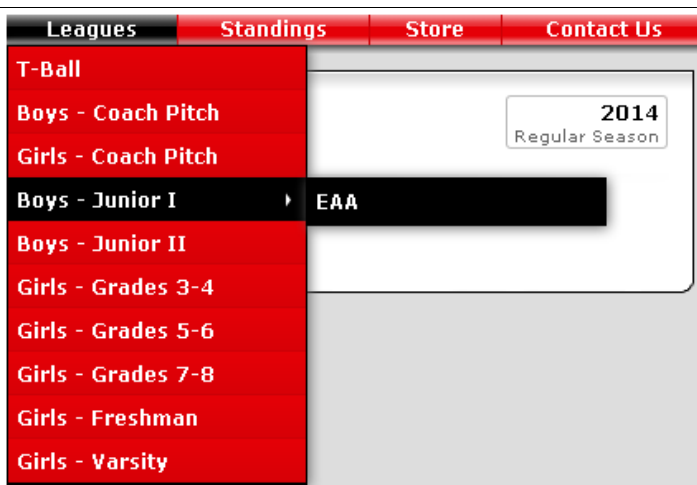
If you have forgotten your login, click on the 'forgot your password' link.



Once logged in, click on **Leagues** and select the league you are coaching in.

Your team should now be available to be selected

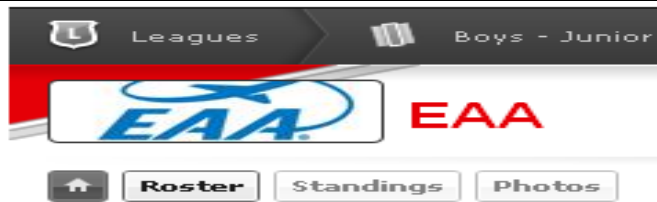
NOTE: If you do not see your team you need to request permission. Send an email to Curt Weber (found on Suburban Board link).



Once you are on your team's page, you have the ability to edit/change content here. To enter your roster, you must click **Edit Mode** near the upper right hand corner.



Once you are in **Edit Mode**, click on **Roster** near the top.



Click **Add Player** and a popup window will open. Click on **Create New Player** button.



On the new popup window, type in an email address of one of the player's parents, the player's first name, jersey number for last name and jersey number in the jersey number field (this is to protect personal information). Scroll to the bottom of the popup and click **Save Player**.

A screenshot of a 'Create New Player' popup window. The title is 'Create New Player' with a subtitle 'Enter player information- then select position(s)'. There's a yellow icon of a document with a checkmark. The form has the following fields: 'Player Email Address:' with the value 'test@test.com' and a note 'Optionally attach this Player to a Sport Ngin User Account associated with this email address. If this email address does not exist within the Sport Ngin Network, an email invitation to claim this player will be sent.'; '* Player Profile First Name:' with the value 'Ben'; '* Player Profile Last Name:' with the value '#5'; and 'Jersey Number:' with the value '#5'.