

## **ROSTER ADMINISTRATION**

After you log in, go to your team page. At the top right side of the page is a “light switch” that toggles between “edit” and “user.” Switch to edit and you can make changes on your page.

Here are some instructions for roster administration:

### **TO ADD PLAYER**

Click on “Roster”

Add Player

Create New Player

Fill in fields

Weight (use numbers only, ex, 180)

Height (ex, 6-0)

Use Grad Year, (i.e. 2015, 2016, 2017, 2018)

Click on “save player”

### **TO EDIT EXISTING PLAYER**

Click on player’s name

Edit player details

Enter data where there is an asterisk (\*)

### **TO ADD PLAYER PHOTO**

Click on “update player photo”

Click on “choose file”

Choose file on your computer

Click on “Upload image”

### **TO DELETE PLAYER FROM ROSTER**

Click on player name

Click on “delete player”

Type “delete” in confirmation box

Click on “delete”

### **CONNECT TO PREVIOUS SEASONS AND ELITE TEAMS**

From the Roster list in Edit Mode, click on **CONNECT PLAYERS**

You will see your roster with suggested profiles to connect.

Check the boxes where appropriate.