

Revised 2/1/2023

WNYHSCHL Website Roster Administration Instructions

Website Address: <https://www.wnyhschl.com/>

Website Administrator email address: Stephanie Novo novosa01@mail.buffalostate.edu

This document is for coaches/managers of teams participating in the WNYHSCHL and overviews

1. how to access the secure side of our website,
2. set up and maintain a team roster.

#1 – What You Will Need

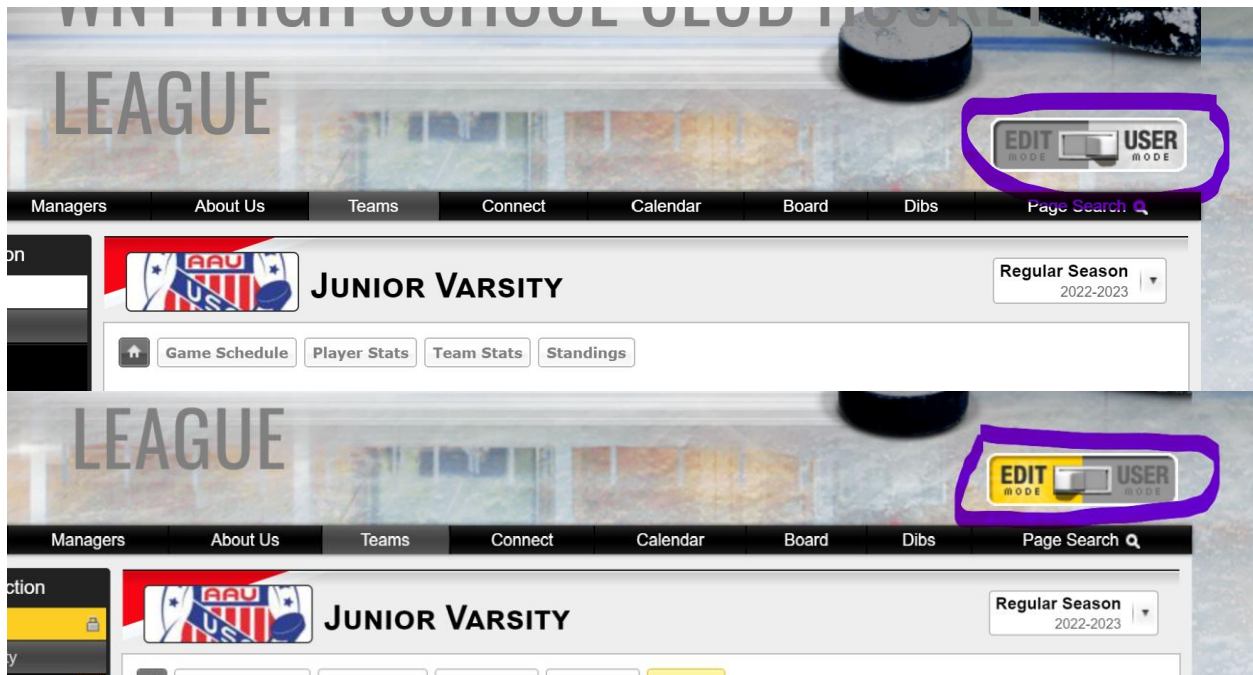
Credentials on www.wnyhschl.com:

For website access, you will need to have or create a SportsEngine account. If you need to create a SportsEngine account, you can do so directly from www.wnyhschl.com. See CREATE Account at top of main page. Once your account is created, email Stephanie Novo at novosa01@mail.buffalostate.edu with the following information:

- Your Name
- Email address connected to your account
- Name of the high school team and division (modified, JV, Varsity) to which you need access

Roster Set-up/Editing Roster:

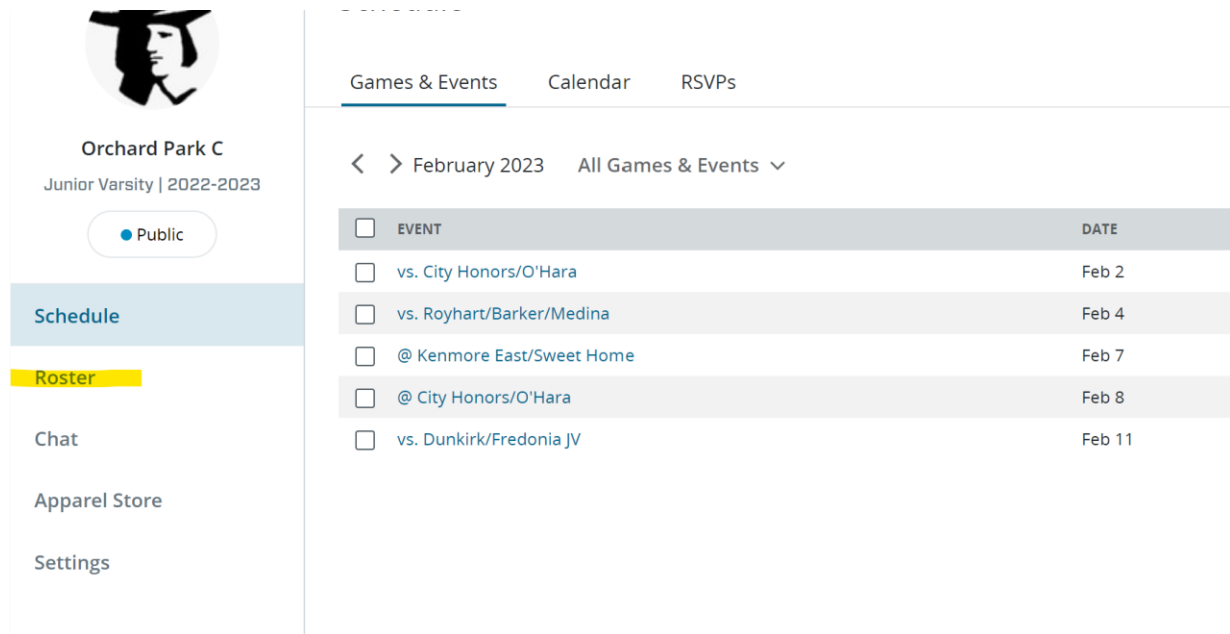
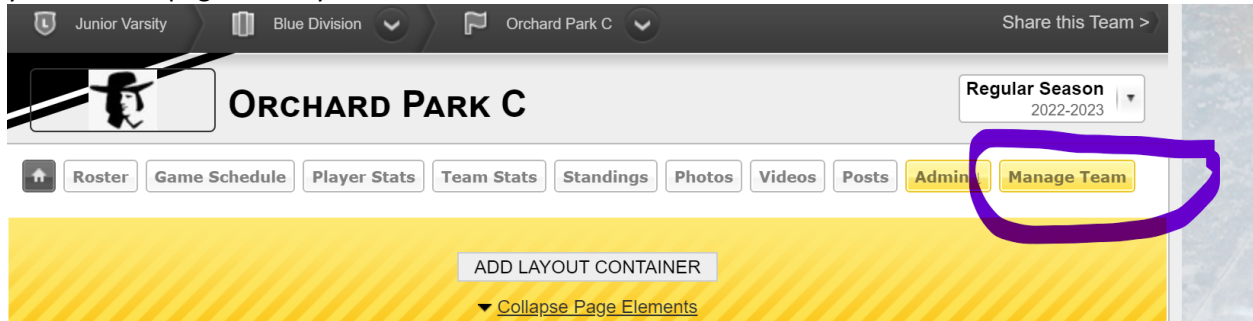
You will need to be signed in to WNYHSCHL using your SportsEngine credentials and in EDIT mode to modify team rosters. Edit mode: Click the light switch at top of page so that EDIT turns yellow.



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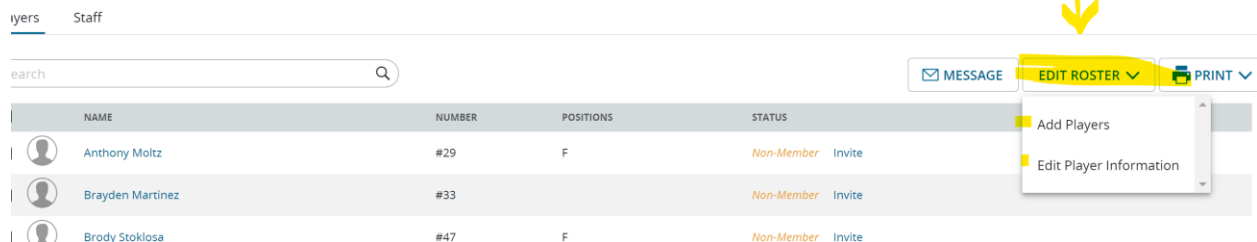
From there, click Teams, your league (Varsity, JV, Modified), then your division, then the team you wish to roster manage.

When viewing the team page, under the edit feature, click the “manage team” button. This will redirect you to a new page where you will find a roster tab on the left side. Click this.



Then, CLICK on the EDIT ROSTER drop down. You will first ADD Players (First and Last Names); Then, you will Edit Player Information to add their jersey number and position.

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If your prior season's roster populates, you can delete players from the main EDIT ROSTER page – click the box next to the player(s) name(s) and then click REMOVE.

Last year's roster will be imported so returning players will not have to be re-entered.
Players that are no longer on the team will need to be deleted.

If you have players that have different numbers based on home/away jersey, please make sure both player numbers are entered on the online roster. Enter, for example, 10/24.
The information you enter is what will print on the scoresheets.

18		David Kirkpatrick	D
23		Sam Henderson	D
31		Dillen Blidy	G
39/19		Colton Hornquist	G\F
48		Dylan Szydlowski	F

Your online roster should match the printed/signed roster submitted to the League.

Any questions, please reach out to your VP.