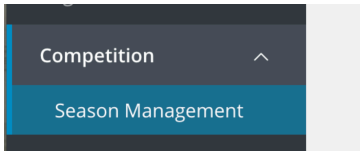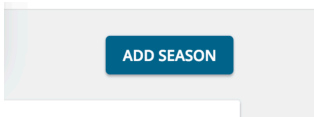# Building Rosters in SportsEngine

We no longer have the USA Volleyball tab or Governing season.

Go to the **COMPETITION** tab and select Season Management option.

If you haven't already, click Add Season

Fill in the following information for the season.
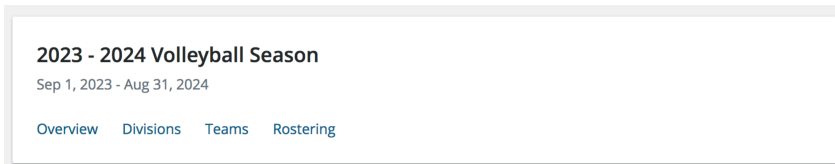Season Name: **2023 - 2024 Volleyball Season**
Sport: **Volleyball**
Start Date: **09/01/2023**
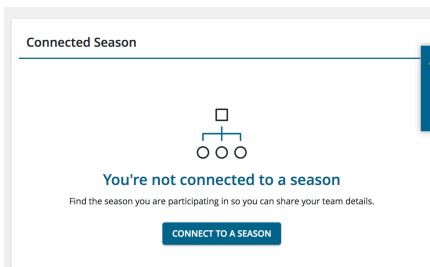End Date: **08/31/2024**
Select Central Zone

Once the season is added, you will see it listed as a Season.

Click **OVERVIEW**

Click **CONNECT TO A SEASON**

Select **USA Volleyball** under Organization/League
Select the Season you added (2023-2024 Volleyball Season)

Click **CONNECT SEASON**

Select **DIVISIONS** tab

Click **ADD DIVISIONS**
 Add any age division that you have a team in. You can name each division whatever you want. We recommend 12U, 13U, 17U etc.

Your list will look something like this when finished.

Select **TEAMS** tab

Click **ADD TEAMS**
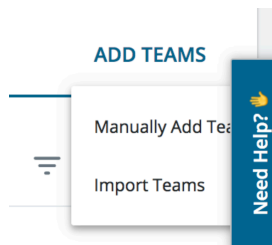
You can decide to Manually Add teams or you can Import teams.

To Manually Add – Click **Manually Add Teams**

Enter the team names
- Reminder: include club name and age division for each team.
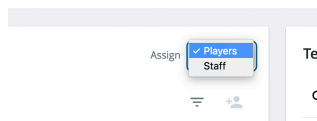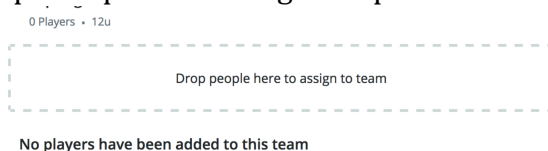- You do not have to identify the rank of a team.

Click **CREATE**

Select **ROSTERING** tab

You will see teams on right and your directory of players/coaches on left.
- Make sure you select Players or Staff depending on whom you are adding.

- Find the participant and drag their profile to where it says "Drop people here to assign to team"

- You can drag multiple participants at a time by clicking the box next their name and dragging everyone at the same time.

- You can search for a participant by clicking the Search magnifying glass.

When you have everyone moved to his or her respective team, you can go back to the Teams tab

When you are ready to submit those teams/rosters to USA Volleyball, click the three dots at the right end of a team.

Select the Division. This is the USA Volleyball age division. Be sure to select Girls (unless it is a boys team)

Select team **RANK** for that team. If you only have one team in the age division, you will always select '1'.

Click NEXT in the lower right corner.

Select the position for each staff member. (Head Coach, Assistant Coach, Etc.)

Click **SHARE.**