

SPORTS ENGINE ROSTERS

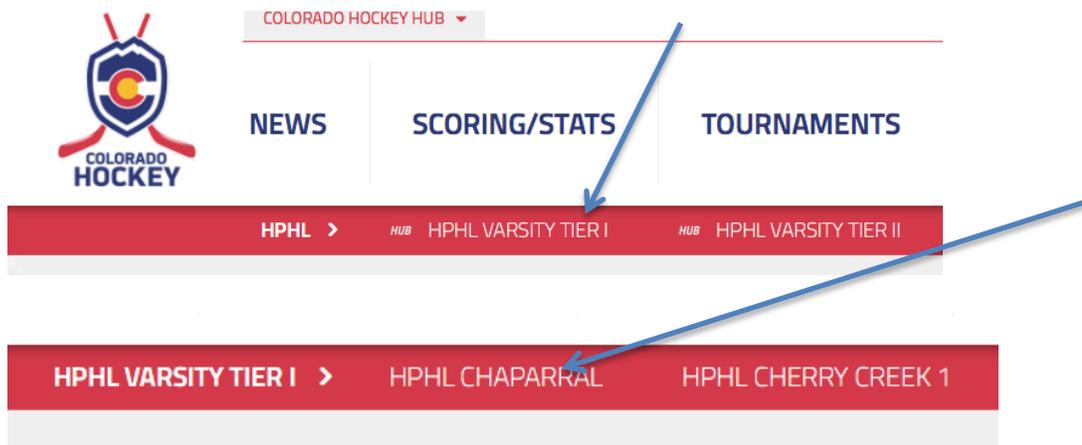
ACCESSING SPORTS ENGINE

Log into the CAHA site (top right corner) using the HPHL log in. A new log in will be sent to teams each year prior to the start of games.

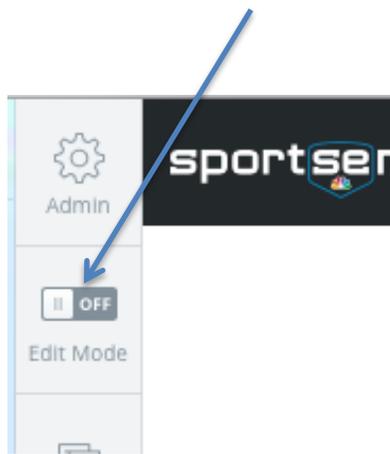
You CANNOT access the correct rosters through the HPHL site.

CREATING ROSTERS

Find your team page(s) on the CAHA site. *Scoring/Stats*, then *HPHL*; select your tier; select your team.



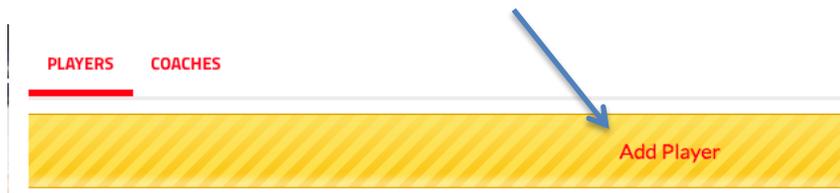
Switch to **edit mode** – click on the switch (NOT the admin gear) in the top left corner.



Click on the *Roster* tab.



Click on *Add Player*.



Select *Create a New Player*.

Fill in **first and last name, jersey number**, and indicate if a **goalie**. F or D is not crucial. Be sure to save the player – bottom right.

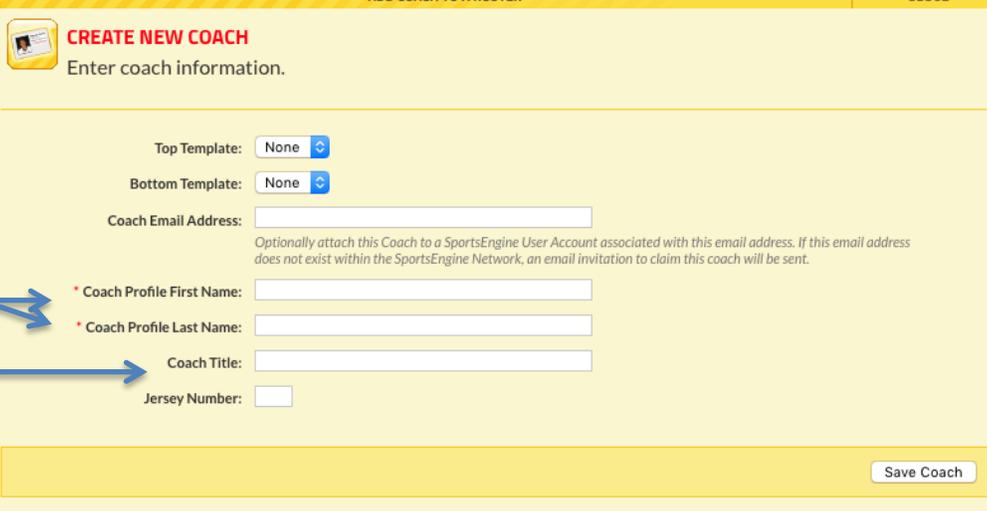
A screenshot of the "CREATE NEW PLAYER" form. The form is titled "CREATE NEW PLAYER" and has a subtitle "Enter player information- then select position(s)". The form contains several input fields and a "Save Player" button. The fields are: Top Template (dropdown menu), Bottom Template (dropdown menu), Player Email Address (text input), Player Profile First Name (text input), Player Profile Last Name (text input), Jersey Number (text input), Shoots (text input), Height (text input), Weight (text input), Year (text input), Hometown (text input), Grade (text input), and Position(s) (checkboxes for F (Forward), D (Defense), and G (Goalie)). A "Save Player" button is located at the bottom right of the form. Blue arrows point to the "Player Profile First Name" and "Player Profile Last Name" fields, the "Jersey Number" field, the "Position(s)" section, and the "Save Player" button.

Do this for all of your players!

You can also add players by importing a spreadsheet – select add player, then **Import Players From Excel**. This will allow you to download a template to fill in and upload.

Next **add your coaches**. This is MANDATORY. You will need to select the *Coaches* tab. Then *Add Coach*.

Use the *Create New Coach* option; enter the **first name and last name**; **identify the head coach** by adding HC in the coach's title field (required). *Save Coach*.



The screenshot shows a web form titled "CREATE NEW COACH" with the instruction "Enter coach information." The form includes the following fields and options:

- Top Template: None (dropdown)
- Bottom Template: None (dropdown)
- Coach Email Address: [text input]
- Coach Profile First Name: [text input]
- Coach Profile Last Name: [text input]
- Coach Title: [text input]
- Jersey Number: [text input]

Annotations include a blue arrow pointing to the "Coach Profile First Name" field and another blue arrow pointing to the "Coach Title" field. A "Save Coach" button is located at the bottom right of the form.

Do this for all of your coaches.

Your roster is now done and will show up on the CAHA and HPHL sites as well as on your Sports Engine scoresheets.

MAKING ROSTER CHANGES

All roster changes must be made through the CAHA site. You will not be able to edit rosters from the HPHL site.

Adding substitute players - To make roster additions, go through the same process as above to access your roster. Last minute roster additions (such as a player being pulled up) can also be done at game time by the scorekeeper.

If pulling players up or borrowing a goalie from another team please indicate the player is a substitute player by adding an “S” after their name.

Disabling players - It is a good idea to inactivate players that were pulled up once they return to their original team. This will help to prevent them from accidentally being selected for additional games and compromising their eligibility for their original team. To do this, access your roster as above. Select the player. Unclick the *Active Roster* box. If you need to activate the player again at a later time, go back in and check the box again.

Suspended players are automatically removed from the active roster and do not show on the next pre game sheet. Once the next game is entered their suspension automatically goes away and they are once again on the active roster. *However until the next game is entered the suspension will remain so games need to be submitted ASAP.*