

Instructions for Adding Players to your Roster

1. Go to the Wisconsin Lacrosse Hub website <https://www.wisconsinlacrosse.hub.com>
2. Navigate to your team page under the Boys Varsity or Girls Varsity tab
3. At the top right corner, click on **Sign In**
4. Once you have signed in, at the top left of your team page, you will see an **Edit Mode** icon.
5. Click on the left side of the Edit Mode icon to switch into edit mode.
6. Click on **Roster**
7. Click on **Add Player**
8. Click on **Create New Player from Scratch**. You will then be redirected to the team center. Click on **Add Players**.

Enter Player's First Name

Enter Player's Last Name

Enter Player's Email Address (optional)

After you have entered all players, click on **Add Players**.

9. After you have added all players to the roster, you can then enter additional information for each player.
 - a. Navigate to your team page.
 - b. Click on **Roster**
 - c. Click on the player's name.
 - d. Click on **Edit Player Details** to add additional information such as jersey number, graduation year, position and school of attendance. Then click on **Save Player**.

NOTE: For tabular player stat entry, the process will be much faster if you enter each player's jersey number and position(s)!

 - e. Click on **Update Player Photo** to add the player's photo. Player photos must be a JPG, GIF or PNG file. Images with a width of at least 300 pixels look best. Click on **Choose Photo** and select the appropriate file from your computer. Then click on **Upload Image**.
 - f. Click on **Connect Roster Players** to connect player information from previous seasons (such as player stats) to this season. The system will not be able to find a match if a player's jersey number has changed.