

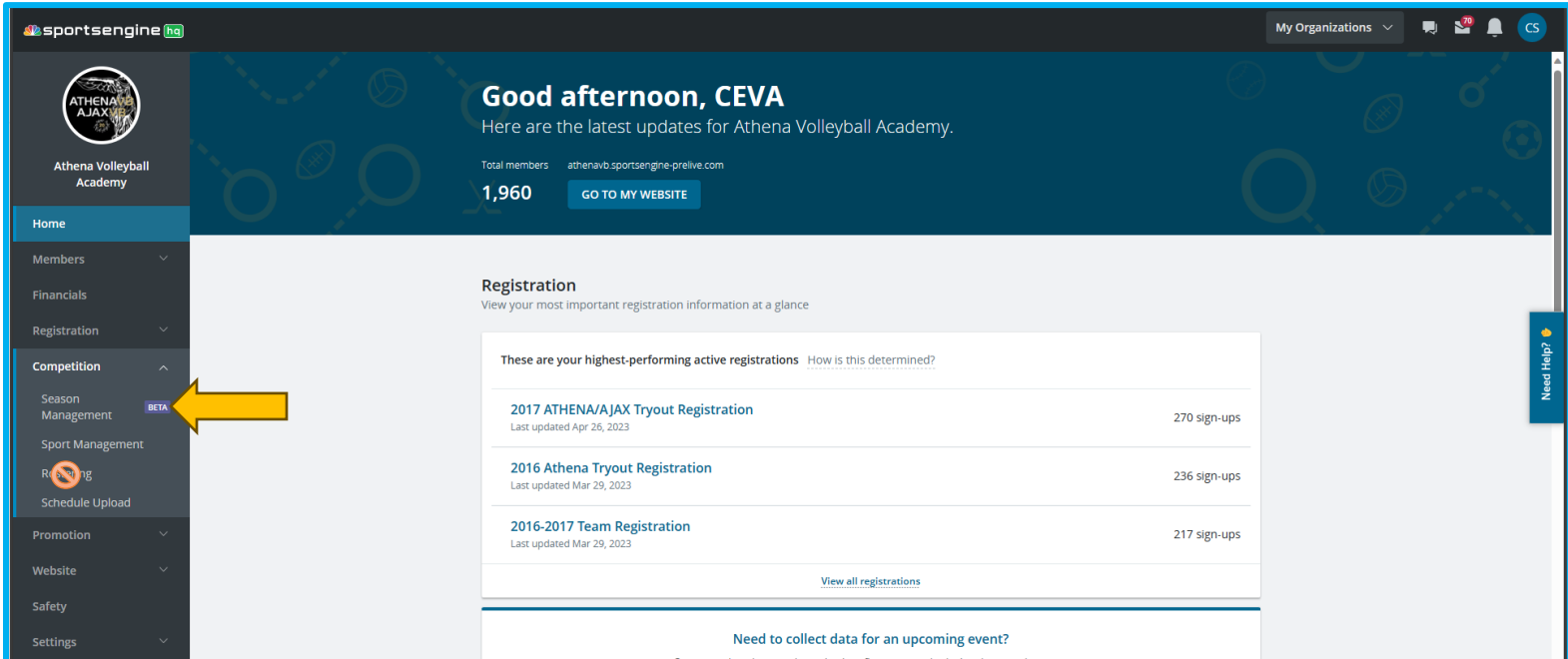
BUILDING ROSTERS & SHARING ROSTERS WITH THE REGION

BEFORE YOU START BUILDING ROSTERS

- **STEP 1:** Have you created a **new season** in your SportsEngine Season Management and **built your teams?** If not – [here's how to get this done](#). You won't be able to create rosters without completing this step.
- **STEP 2:** Make sure those individuals you wish to place on a roster **have been sent a club assignment and have accepted it**. If they haven't, [here's how to send a public club assignment](#).
- **STEP 3:** All individuals **need to have memberships for the 23-24 season**. Individuals with "Tryout" Memberships, or without any membership, cannot be placed on a roster.
- **STEP 4:** All individuals – coaches and players – **must have eligibility requirements completed to be rostered**. [Here's how to check a member's eligibility](#).
- **STEP 5:** To start building rosters, go to the next page.

BUILDING ROSTERS & SHARING ROSTERS WITH THE REGION

START HERE 



The screenshot shows the SportsEngine HQ interface for Athena Volleyball Academy. The navigation menu on the left includes Home, Members, Financials, Registration, Competition, Season Management (marked BETA), Sport Management, Rostering, Schedule Upload, Promotion, Website, Safety, and Settings. The main content area displays a 'Registration' section with a table of active registrations:

Registration Name	Sign-ups
2017 ATHENA/AJAX Tryout Registration <small>Last updated Apr 26, 2023</small>	270 sign-ups
2016 Athena Tryout Registration <small>Last updated Mar 29, 2023</small>	236 sign-ups
2016-2017 Team Registration <small>Last updated Mar 29, 2023</small>	217 sign-ups

A yellow arrow points to the 'Season Management' link in the navigation menu. A 'Need Help?' button is visible on the right side of the interface.

- Log into your SportsEngine HQ

- Click on "Competition"

 Click on "Season Management"

 - **Note – Do NOT click the "rostering" link under the "Competition" tab if you have one. We know – it's counter-intuitive. Just trust us.** Your HQ may or may not look like this. If you don't have a "rostering" link, that's fine. You don't need it.

BUILDING ROSTERS & SHARING ROSTERS WITH THE REGION

sportsengine ^{hq}

My Organizations

Season Management [Learn More](#)

Seasons

Badger Club Volleyball

Home

Members

Financials

Registration

Competition

Season Management ^{BETA}

Promotion

Website

Safety

Settings

ADD SEASON

2023 - 2024 Volleyball Season
Ends Aug 31, 2024

Overview Divisions Teams Rostering

2020 - 2021 Volleyball Season
Ended Aug 31, 2021

Overview Divisions Teams Players Staff

Need Help?

 Click on "Rostering" under the 2023-2024 Volleyball Season.

BUILDING ROSTERS & SHARING ROSTERS WITH THE REGION

2023 - 2024 Volleyball Season [Open Season](#)

Sep 1, 2023 - Aug 31, 2024

Overview Divisions Teams **Rostering**

People Assign Players

<input type="checkbox"/>	Name	Date Of Birth	Gender	Teams	...
<input type="checkbox"/>	Brooke Allen	Apr 11, 2003	Female	--	+ person
<input type="checkbox"/>	Dallee Jo Bingham	Feb 3, 2005	Female	--	+ person
<input type="checkbox"/>	Keanna Bingham	Oct 24, 2003	Female	--	+ person
<input type="checkbox"/>	Bailey Cole	Sep 9, 2002	Female	--	+ person
<input type="checkbox"/>	Mady Leggett	Mar 19, 2005	Female	--	+ person
<input type="checkbox"/>	Mckenzie Leggett	Mar 17, 2003	Female	--	+ person
<input type="checkbox"/>	Mariorie Lind	Jun 2, 1976	Female	--	+ person



1-11 of 11 people

Teams

- CEVA 14-1 Black
0 Players
- CEVA 16-1 Black
0 Players
- CEVA 18-1 Black
0 Players

1-3 of 3 teams




- On the left side of the "Rostering" screen, here's what you'll see:

-  ○ Left side – a list of people in your member directory.
 - NOTE – Even if somebody appears in your directory, it does **NOT** mean they're a member. It also doesn't mean they're assigned to your club. [Here's how to check a membership.](#)
-  ○ Right side – a list of teams you've built in your Season Management. [Here's how to build teams if you haven't yet.](#)

BUILDING ROSTERS & SHARING ROSTERS WITH THE REGION

The screenshot shows the SportsEngine interface for the 2023-2024 Volleyball Season. The 'People' section is on the left, and the 'Teams' section is on the right. The 'People' table has columns for Name, Date Of Birth, Gender, and Teams. The 'Teams' section lists three teams: CEVA 14-1 Black, CEVA 16-1 Black, and CEVA 18-1 Black. A yellow arrow points to the search bar in the 'People' section. A blue arrow points to the '+ person' icon in the 'Teams' column of the 'People' table. An orange arrow points to the dropdown menu in the 'Teams' column of the 'People' table, which lists 'CEVA 14-1 Black', 'CEVA 16-1 Black', and 'CEVA 18-1 Black'.

Name	Date Of Birth	Gender	Teams
Brooke Allen	Apr 11, 2003	Female	..
Dallee Jo Bingham	Feb 3, 2005	Fema	..
Keanna Bingham	Oct 24, 2003	Fema	..
Bailey Cole	Sep 9, 2002	Fema	..
Mady Leggett	Mar 19, 2005	Female	..
Mckenzie Leggett	Mar 17, 2003	Female	..
Marjorie Lind	Jun 2, 1976	Female	..

-  To see who's already on a team, click on the down arrow by a team name.
-  To easily add somebody to a roster, click on the icon to the right of their name, and select the team.
-  If you're looking for a particular individual, you can use the search bar at the top of the "People" window.

BUILDING ROSTERS & SHARING ROSTERS WITH THE REGION

2023 - 2024 Volleyball Season Open Season

Sep 1, 2023 - Aug 31, 2024

Overview Divisions Teams Rostering

People Assign Staff


<input type="checkbox"/>	Name	Date Of Birth	Gender	Teams	...
<input type="checkbox"/>	Brooke Allen	Apr 11, 2003	Female	--	+ People
<input checked="" type="checkbox"/>	Dallee Jo Bingham	Feb 3, 2005	Female	--	+ People
<input checked="" type="checkbox"/>	Keanna Bingham	Oct 24, 2003	Female	--	+ People
<input type="checkbox"/>	Bailey Cole	Sep 9, 2002	Female	--	+ People
<input type="checkbox"/>	Mady Leggett	Mar 19, 2005	Female	--	+ People
<input type="checkbox"/>	Mckenzie Leggett	Mar 17, 2003	Female	--	+ People
<input type="checkbox"/>	Marjorie Lind	Jun 2, 1976	Female	--	+ People

1-11 of 11 people

Teams

- CEVA 14-1 Black
- CEVA 16-1 Black
- CEVA 18-1 Black
- CEVA 18-1 Black (0 Staff)

1-3 of 3 teams

 **To easily add multiple people to one roster, place a check by their name(s) then click the icon at the top right. Select the team they're to be placed on.**

BUILDING ROSTERS & SHARING ROSTERS WITH THE REGION

The screenshot shows the SportsEngine.rostering interface for the 2023-2024 Volleyball Season. The left panel, titled "People", lists 11 players with columns for Name, Date of Birth, Gender, and Teams. The right panel, titled "Teams", shows the "CEVA 18-1 Black" team with 3 players assigned. An orange arrow points to the "down" arrow next to the team name, and a blue arrow points to the "REMOVE" button next to the player "Dallee Jo Bingham".

Name	Date of Birth	Gender	Teams
Brooke Allen	Apr 11, 2003	Female	CEVA 18-1 Black
Dallee Jo Bingham	Feb 3, 2005	Female	CEVA 18-1 Black
Keanna Bingham	Oct 24, 2003	Female	CEVA 18-1 Black
Bailey Cole	Sep 9, 2002	Female	--
Mady Leggett	Mar 19, 2005	Female	--
Mckenzie Leggett	Mar 17, 2003	Female	--
Marjorie Lind	Jun 2, 1976	Female	--

Player Name	Date of Birth	Gender	Action
Brooke Allen	04/11/2003	Female	REMOVE
Dallee Jo Bingham	02/03/2005	Female	REMOVE
Keanna Bingham	10/24/2003	Female	REMOVE

 To remove somebody from a roster, click on the "down" arrow next to a team name.


 Find the player you wish to remove, then click the blue "REMOVE" label to the right of their name.

BUILDING ROSTERS & SHARING ROSTERS WITH THE REGION

The screenshot shows the SportsEngine interface for the 2023-2024 Volleyball Season. The 'People' window on the left contains a table of players with columns for Name, Date Of Birth, Gender, and Teams. A blue arrow points to a 'down arrow' icon in the top right of the 'People' window. The 'Teams' window on the right lists various teams such as ATHENAVB 11-1 Gold, ATHENAVB 11-2 Black, ATHENAVB 12-1 Gold, ATHENAVB 12-2 Black, ATHENAVB 12-3 Onyx, and ATHFNAVB 12-4 Silver.

Name	Date Of Birth	Gender	Teams
..	Feb 3, 1973	Unspecified	--
Dipali Abraham		Unspecified	--
Athena Abrahamsen		Unspecified	--
Piper Achhammer	May 16, 1980	Female	--
Stella Achhammer	Feb 15, 2011	Female	--

Sometimes in the “People” window, you’ll see **duplicate names** – e.g., somebody’s name appears more than once. We know – it happens. We can’t solve that problem. All we can do is give you some ways to work around it.

 To ensure you’re adding the correct person to a roster, we recommend **filtering the list** of people you can choose from. To do this, click on the “down arrow” in the “People” window.

BUILDING ROSTERS & SHARING ROSTERS WITH THE REGION

The screenshot displays the 'People Filters' modal window in the sportsengine interface. The modal is titled 'People Filters' and contains the following sections:

- Select a List of People:** A dropdown menu currently set to 'Member Directory'.
- Birthdate Start:** A date input field with the placeholder 'mm/dd/yyyy' and a calendar icon.
- Birthdate End:** A date input field with the placeholder 'mm/dd/yyyy' and a calendar icon.
- Born on or after:** A label for the Birthdate Start field.
- Born on or before:** A label for the Birthdate End field.
- Gender:** Three checkboxes: Male, Female, and Unspecified.
- Rostered Status:** Two radio buttons: Unassigned and Assigned.
- Clear:** A link to clear the filters.
- Teams:** A search input field for teams.
- Advanced Filters:** A section with a dropdown arrow.
- Save Filters:** A checkbox with a plus icon.
- CLEAR FILTERS:** A button to clear all filters.
- APPLY:** A blue button to apply the selected filters.

The background interface shows the '2023 - 2024 Volleyball Season' with a navigation menu (Overview, Settings, Divisions, Teams, Rostering, Schedule) and a 'People' section with a search bar and a table of people. The table has columns for Name and Date Of Birth. The first few rows are:

Name	Date Of Birth
...	Feb 3, 1973
Dipali Abraham	
Athena Abrahamsen	
Piper Achhammer	May 16, 1980
Stella Achhammer	Feb 15, 2011

- **Once you click the filtering icon, the above screen will appear.**
- **When this screen appears, you can run different filters. **Read on** to learn more about what filters may be the most useful.**

BUILDING ROSTERS & SHARING ROSTERS WITH THE REGION

2023 - 2024 Volleyball Season Open Season

Sep 1, 2023 - Aug 31, 2024

Overview Settings Divisions Teams Rostering Schedule

People

Quick Filters Member Directory Registration


Search

Name	Date Of Birth
...	Feb 3, 1973
Dipali Abraham	
Athena Abrahamsen	
Piper Achhammer	May 16, 1980
Stella Achhammer	Feb 15, 2011

1-25 of 1960 people

1-25 of 35 teams

EXAMPLE #1 – FILTER BY AGE GROUPS

 In the above example, we've filtered by players whose birthdays fit within the 14U category (7/1/2009 to 6/30/2010). [Here's an age chart](#) so you know which DOBs to look for.

 We've also added a filter for gender ("Female").

 We've also added a filter for rostering status ("Unassigned" – meaning it's only looking for participants who are NOT on a roster now).

Recommend using this filter if you're building a certain team. For example, if you're rostering a 14s team, this is a good way to ensure you're only rostering players in the 14 & under category. *Note – if you have an age-waivered player (a player who's older than a specified age), or younger players who are playing up an age level (like a 13-year-old playing on a 14s team), you'll need to expand the DOB filter.*

BUILDING ROSTERS & SHARING ROSTERS WITH THE REGION

The screenshot shows the 'People Filters' modal in the sportsengine interface. The modal is titled 'People Filters' and has a close button (X) in the top right corner. It contains the following sections:

- Select a List of People:** A dropdown menu currently set to 'Member Directory'.
- Birthdate Start:** A date input field with '07/01/2009' and a calendar icon.
- Birthdate End:** A date input field with '06/30/2010' and a calendar icon.
- Born on or after:** A label for the birthdate start field.
- Born on or before:** A label for the birthdate end field.
- Gender:** Three radio button options: 'Male' (unchecked), 'Female' (checked), and 'Unspecified' (unchecked).
- Rostered Status:** Two radio button options: 'Unassigned' (selected) and 'Assigned' (unchecked). A 'Clear' link is below these options.
- Teams:** A search input field with a magnifying glass icon and the text 'Search'.
- Advanced Filters:** A section with an upward-pointing arrow and an 'ADD FILTER' button. A blue arrow points to the upward arrow, and an orange arrow points to the 'ADD FILTER' button.
- Save Filters:** A checkbox labeled 'Save Filters' with a help icon.
- Buttons:** 'CLEAR FILTERS' and 'APPLY' buttons at the bottom right.


The background shows the '2023 - 2024 Volleyball Season' page with a list of people. The list has columns for 'Name' and 'Date Of Birth'. The names listed are Xayda Allen, Damila Axley, Gianna Ayoub, Victoria Bailey, and Berkley Beam.

EXAMPLE #2 – ADDING AN ADVANCED FILTER

You can add an “advanced filter” to further refine results. You can add an advanced filter on its own, or you can add it in addition to basic filters already in place (such as in the example above).

Advanced filters can be used to view only participants who have valid, current-season memberships. This is a great way to make sure you’re adding the right person to a roster. (Remember how we said you might see duplicate names? Here’s a workaround.)

To add an advanced filter:

 Click on the arrow next to “Advanced Filters.”





 Click on “Add Filter.”

BUILDING ROSTERS & SHARING ROSTERS WITH THE REGION

The screenshot shows the 'People Filters' modal in the SportsEngine interface. The modal is titled 'People Filters' and has a close button (X) in the top right. It contains several sections: 'Unspecified' (with a checkbox), 'Rostered Status' (with radio buttons for 'Unassigned' and 'Assigned'), 'Clear' (a link), 'Teams' (with a search box), and 'Advanced Filters'. The 'Advanced Filters' section is expanded and contains three dropdown menus. The first dropdown is labeled 'Filter By' and is set to 'Membership'. The second dropdown is labeled 'Information Field' and is set to 'Membership Name'. The third dropdown is set to 'is'. Below these dropdowns is a 'REMOVE FILTER' button. At the bottom of the modal are 'Save Filters' (with a checkbox and a help icon), 'CLEAR FILTERS', and 'APPLY' buttons. The background shows the 'People' section of the interface, with a search bar and a table of people. The table has columns for 'Name' and 'Date Of Birth'. Two people are listed: Addison Azavedo (Dec 12, 2006) and Ethan Nguyen (Nov 18, 2009). There are also navigation buttons like 'Back', 'Open Season', 'Overview', 'Settings', 'Divisions', 'Teams', 'Rostering', and 'Schedule'.

EXAMPLE #2 – ADDING AN ADVANCED FILTER (CONTINUED)

This is just a recommendation. There are multiple filters you can add. We think this is the easiest.

-  On the "Filter By" menu, select "Membership"
-  On the "Information Field" menu, select "Membership Name"
-  The next menu should say "Is"
-  The last menu will have membership options you can filter by.

The most common membership for a **player** will be "23-24 CEVA Junior Player" or "23-24 CEVA Junior Player – Safesport Required." Remember, a tryout membership cannot be rostered.

The most common membership for a **coach** will be "23-24" CEVA Adult Coach of Juniors."

Other common memberships:

- 23-24 CEVA Junior Boy Player on Boys Team
- 23-24 CEVA Adult – Limited (for chaperones, team representatives, or adult team managers)
- 23-24 CEVA Junior Manager (for participants under 18 who are team managers)

The "Safesport Required" memberships are taken by players who are 18 or turning 18 during the season.

*If you don't see the membership names above but think you should – it means nobody who is assigned to your club has that membership. **Make sure participants are assigned to your club!***

BUILDING ROSTERS & SHARING ROSTERS WITH THE REGION

sportsengine inc

My Organizations

2023 - 2024 Volleyball Season Open Season

Sep 1, 2023 - Aug 31, 2024

Feedback

Overview Divisions **Teams** Rostering

Teams ADD TEAMS

Search

Name	Roster Submitted To	Affiliation Status	Team status	Division	Players	Staff
<input type="checkbox"/> CEVA 14-1 Black	USA Volleyball	Needs Attention	Inactive		0	0
<input type="checkbox"/> CEVA 16-1 Black	USA Volleyball	Needs Attention	Inactive		0	0
<input type="checkbox"/> CEVA 18-1 Black Team has unshared changes	USA Volleyball	Needs Attention	Inactive		3	0

1-3 of 3 teams

Need Help?

SHARING ROSTERS WITH THE REGION – STEP 1

➡ Once you've built your rosters, click on the "Teams" tab at the top.

➡ You'll see a small gray icon next to teams you've made changes to. This icon means you've made updates to that team's roster and you need to now share them with USA Volleyball.

*Changes are not shared automatically – so **you'll need to share these changes each time** you update a roster. This ensures that when you print a USAV roster, you're printing the most updated roster possible.*

BUILDING ROSTERS & SHARING ROSTERS WITH THE REGION

2023 - 2024 Volleyball Season Open Season

Sep 1, 2023 - Aug 31, 2024

Overview Divisions **Teams** Rostering

Teams

ADD TEAMS


Search

1 selected

<input type="checkbox"/>	Name	Roster Submitted To	Affiliation Status	Team status	Division	Players	Staff
<input type="checkbox"/>	CEVA 14-1 Black	USA Volleyball	Needs Attention	Inactive		0	0
<input type="checkbox"/>	CEVA 16-1 Black	USA Volleyball	Needs Attention	Inactive		0	0
<input checked="" type="checkbox"/>	CEVA 18-1 Black	USA Volleyball	Needs Attention	Inactive		3	

- Set to Public
- Set to Private
- Set to Inactive
- Print USA Volleyball Rosters
- Print USA Volleyball Cards
- Share Rosters to USA Volleyball
- Export Teams

SHARING ROSTERS WITH THE REGION – STEP 2

 Place a checkmark next to the team you updated (with the small gray icon)

 Click on the 3-dot menu at the top right.


 Click "Share Rosters to USA Volleyball"

BUILDING ROSTERS & SHARING ROSTERS WITH THE REGION

The screenshot shows the SportsEngine web application interface. At the top left is the 'sportsengine' logo. The top right corner contains 'My Organizations' and several notification icons. On the left sidebar, 'Division' is selected with a checkmark, and 'People and Roles' is unselected. The main content area is titled 'Division' and contains the instruction 'Choose the division for the team you are sharing to USA Volleyball'. Below this is a form with three columns: 'Team', 'Division', and 'Team Rank'. The 'Team' column contains 'CEVA 18-1 Black', the 'Division' column contains 'Girls 18's', and the 'Team Rank' column contains '1'. At the bottom right of the main content area, there are two buttons: 'CANCEL' and 'NEXT'. A blue arrow points to the 'NEXT' button. A vertical 'Need Help?' button is visible on the right edge of the interface.

The screen above will appear. It will show your **team name**, the **division** they're associated with, and their **team rank**.

- Confirm the information is correct. If it's not, adjust it as necessary. (Note – if you've previously built and/or shared this team, no changes should be necessary.)

 Click the blue "Next" button at the bottom right.

BUILDING ROSTERS & SHARING ROSTERS WITH THE REGION

sportengine

My Organizations

Division

People and Roles

People and Roles

CEVA 18-1 Black

Edit people and assign roles for the team you are sharing with USA Volleyball

<input checked="" type="checkbox"/> Name	Role
<input checked="" type="checkbox"/> Dallee Jo Bingham	Player
<input checked="" type="checkbox"/> Jozie Ramos	Player
<input checked="" type="checkbox"/> Mady Leggett	Player

Need Help?

CANCEL SHARE

The next screen – “People and Roles” – will ask which changes you wish to share. We recommend **selecting all changes**.

➔ Select the check box at the top of the window next to “Name.”

➔ Click the blue “Share” button at the bottom right. **Done!**

BUILDING ROSTERS & SHARING ROSTERS WITH THE REGION

The screenshot shows the SportsEngine interface for the 2023-2024 Volleyball Season. The page title is "2023 - 2024 Volleyball Season" with a date range of "Sep 1, 2023 - Aug 31, 2024". The navigation menu includes "Overview", "Divisions", "Teams", and "Rostering". The "Teams" section is active, showing a table of teams. The table has columns for "Name", "Roster Submitted To", "Affiliation Status", "Team status", "Division", "Players", and "Staff". The "Team status" column is highlighted with a red rounded rectangle, and a dropdown menu is open, showing three options: "Inactive", "Inactive", and "Inactive".

Name	Roster Submitted To	Affiliation Status	Team status	Division	Players	Staff
CEVA 14-1 Black	USA Volleyball	Needs Attention	Inactive		0	0
CEVA 16-1 Black	USA Volleyball	Needs Attention	Inactive		0	0
CEVA 18-1 Black	USA Volleyball	Needs Attention	Inactive		3	0

NOTE ABOUT "TEAM STATUS" COLUMN

- **We don't care about the "Team Status" column.** Only worry about this if you use the mobile app or SportsEngine for internal club communication, scheduling, a website, etc.
- **This has NOTHING TO DO with USA Volleyball** or submitting a roster to the region.