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.

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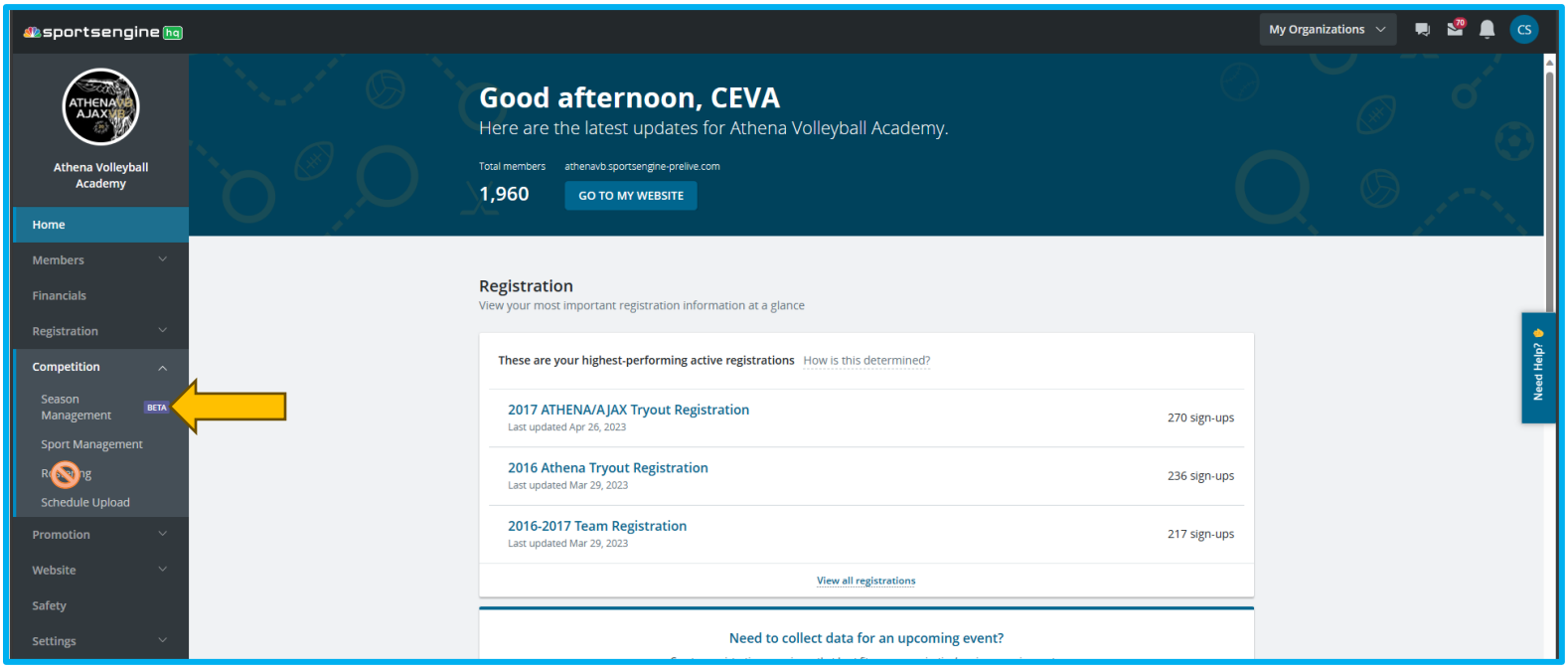
START HERE



- **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.**

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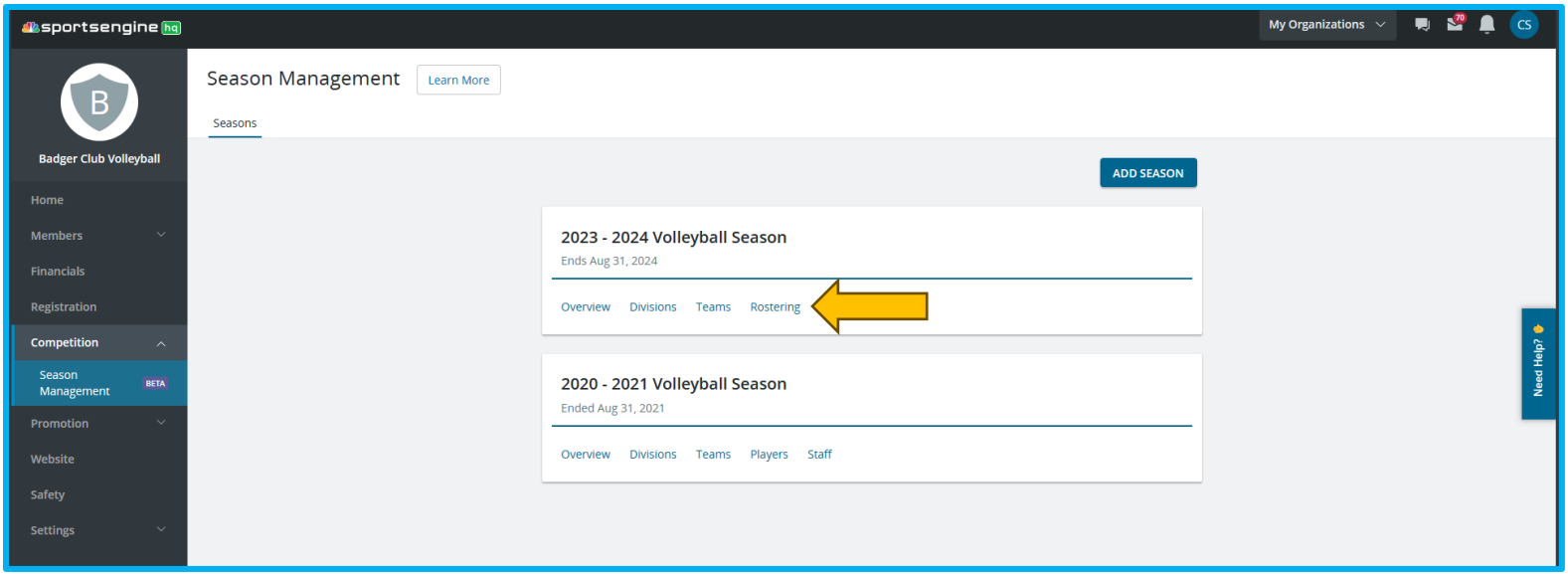

Click on "Rostering" under the 2023-2024 Volleyball Season.

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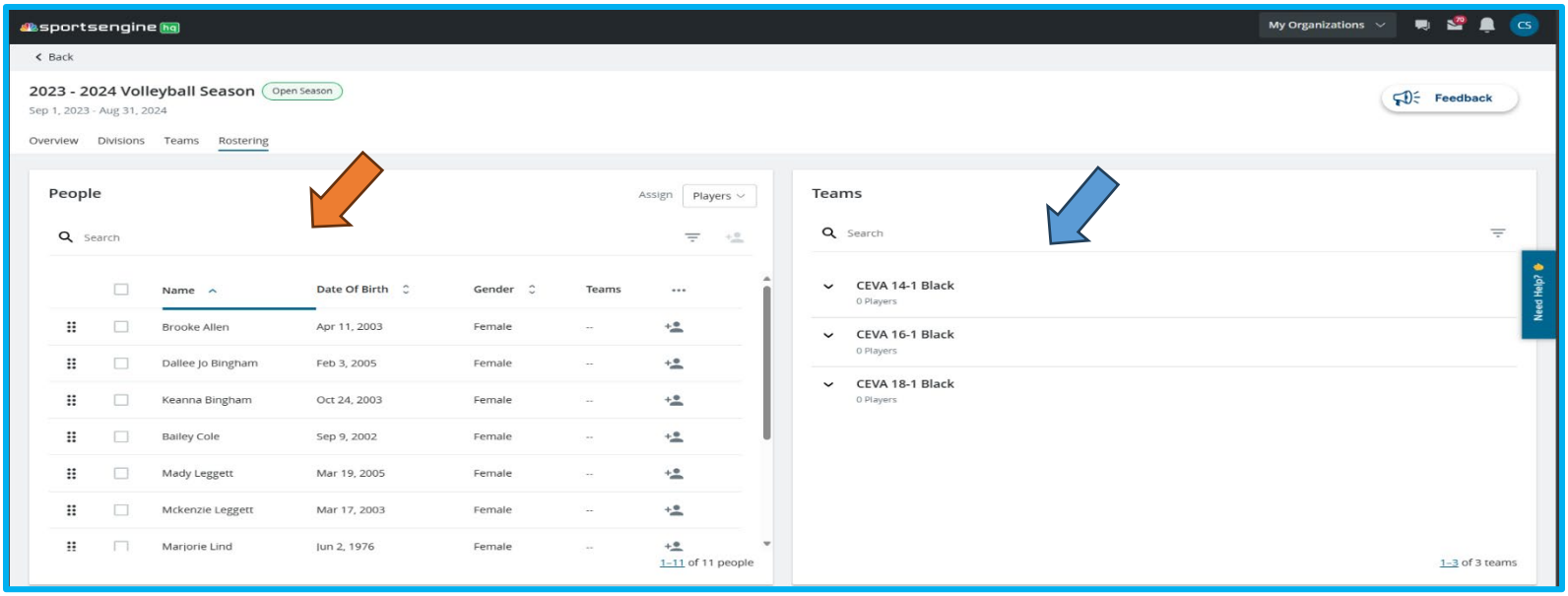

- **On the left side of the "Rostering" screen, here's what you'll see:**

  - **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.**

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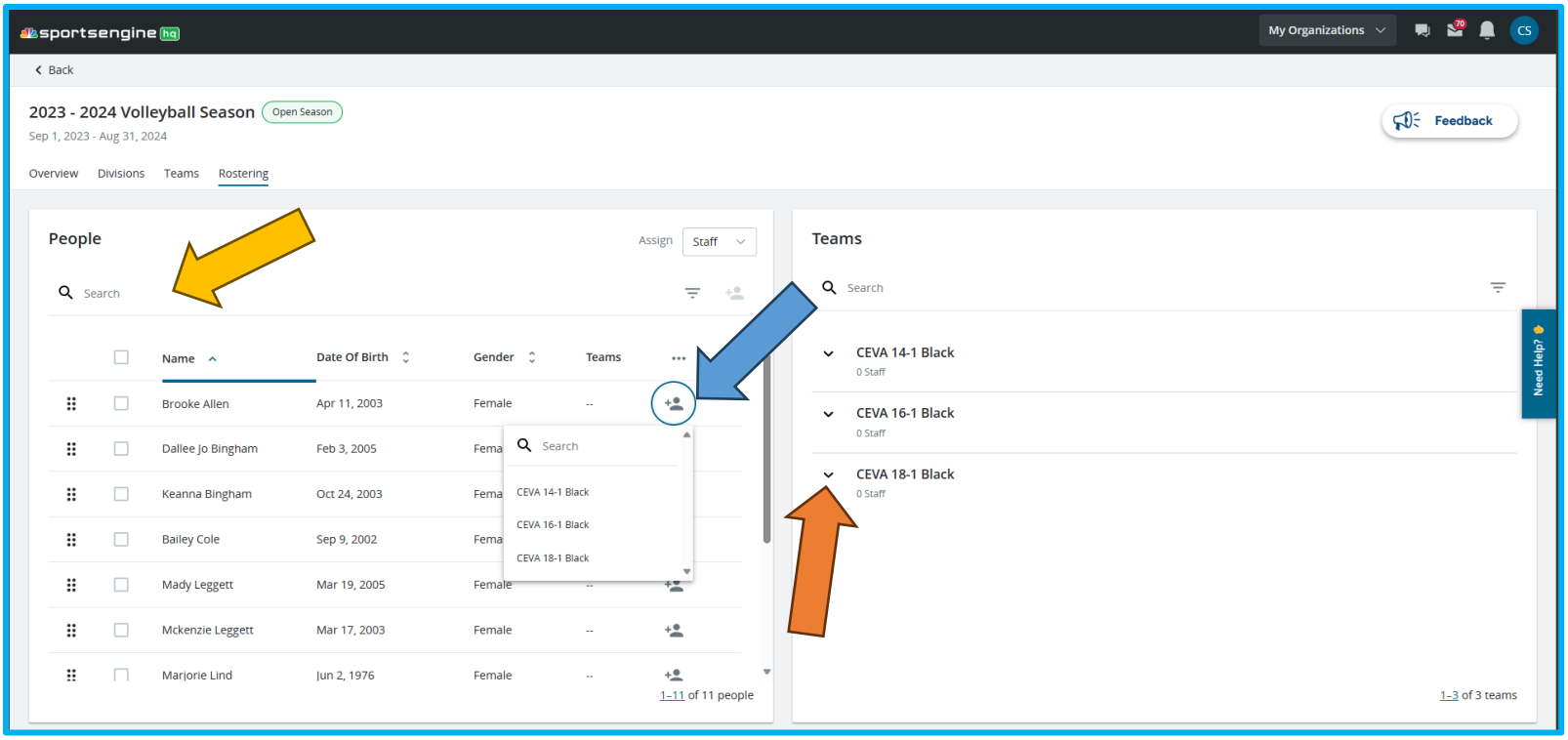

To see who's already on a team, click on the down arrow by a team name.

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.

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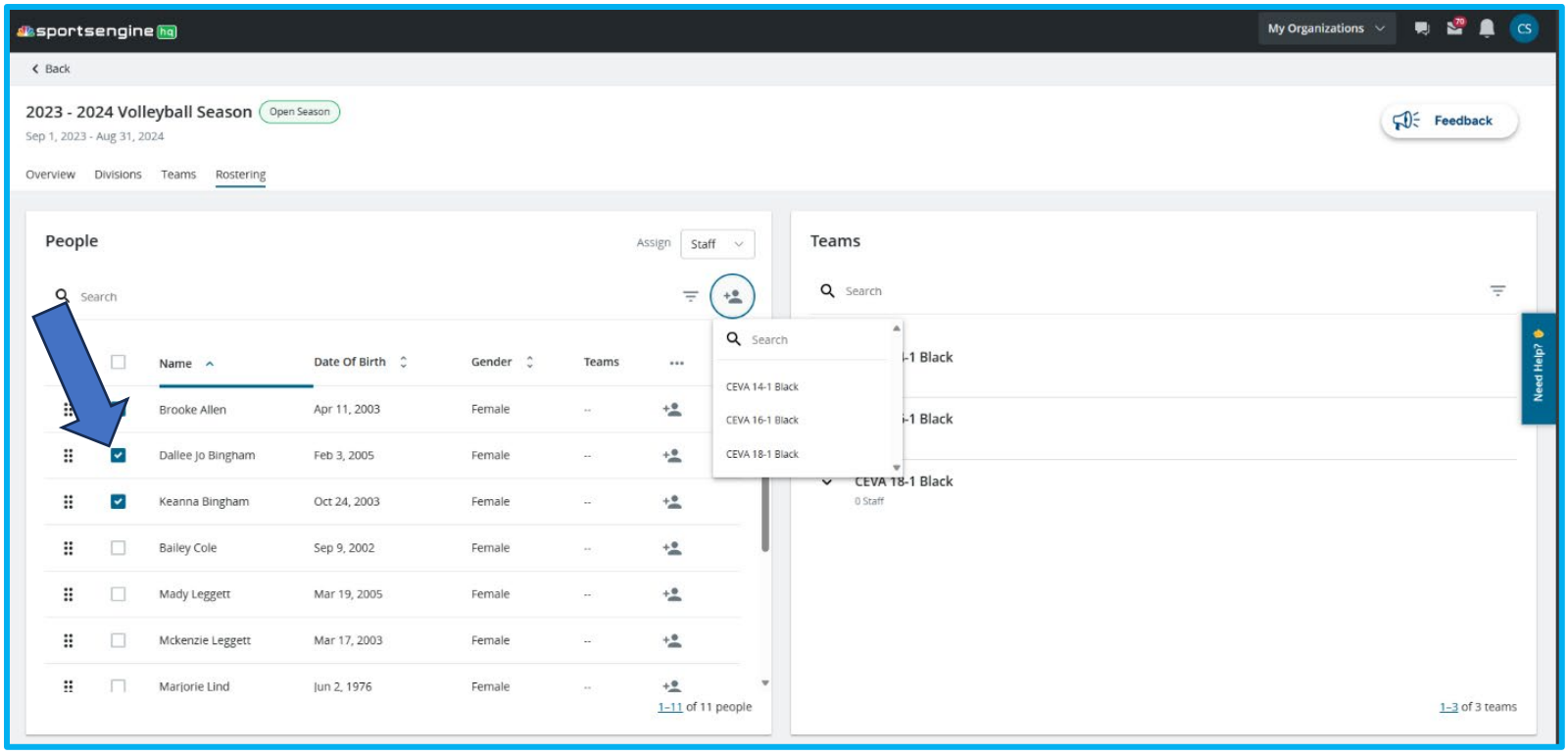

To easily add multiple people to one roster, place a check by their name(s) then click the icon at the top right. Select the team they're to be placed on.

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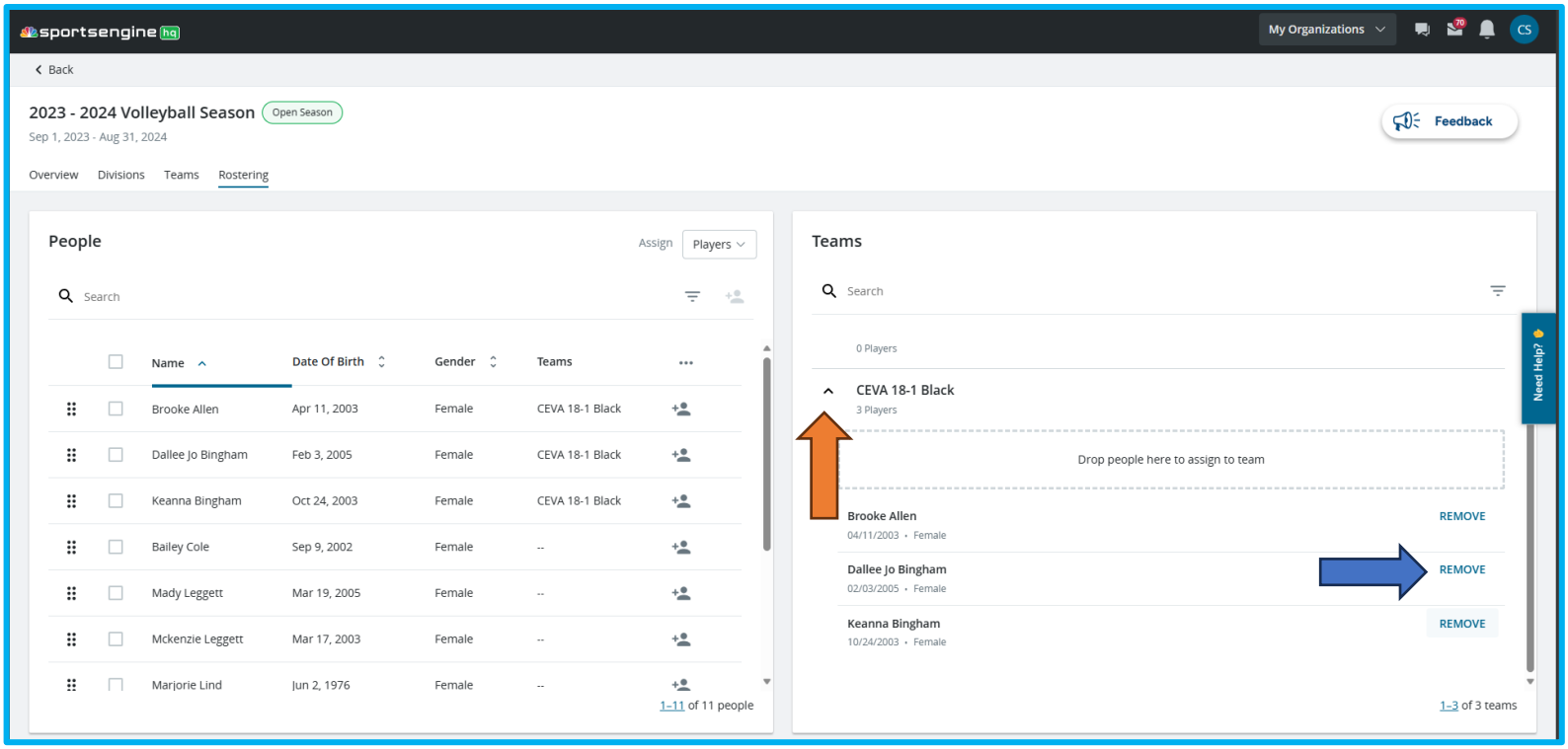

To remove somebody from a roster, click on the “down” arrow next to a team name.

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

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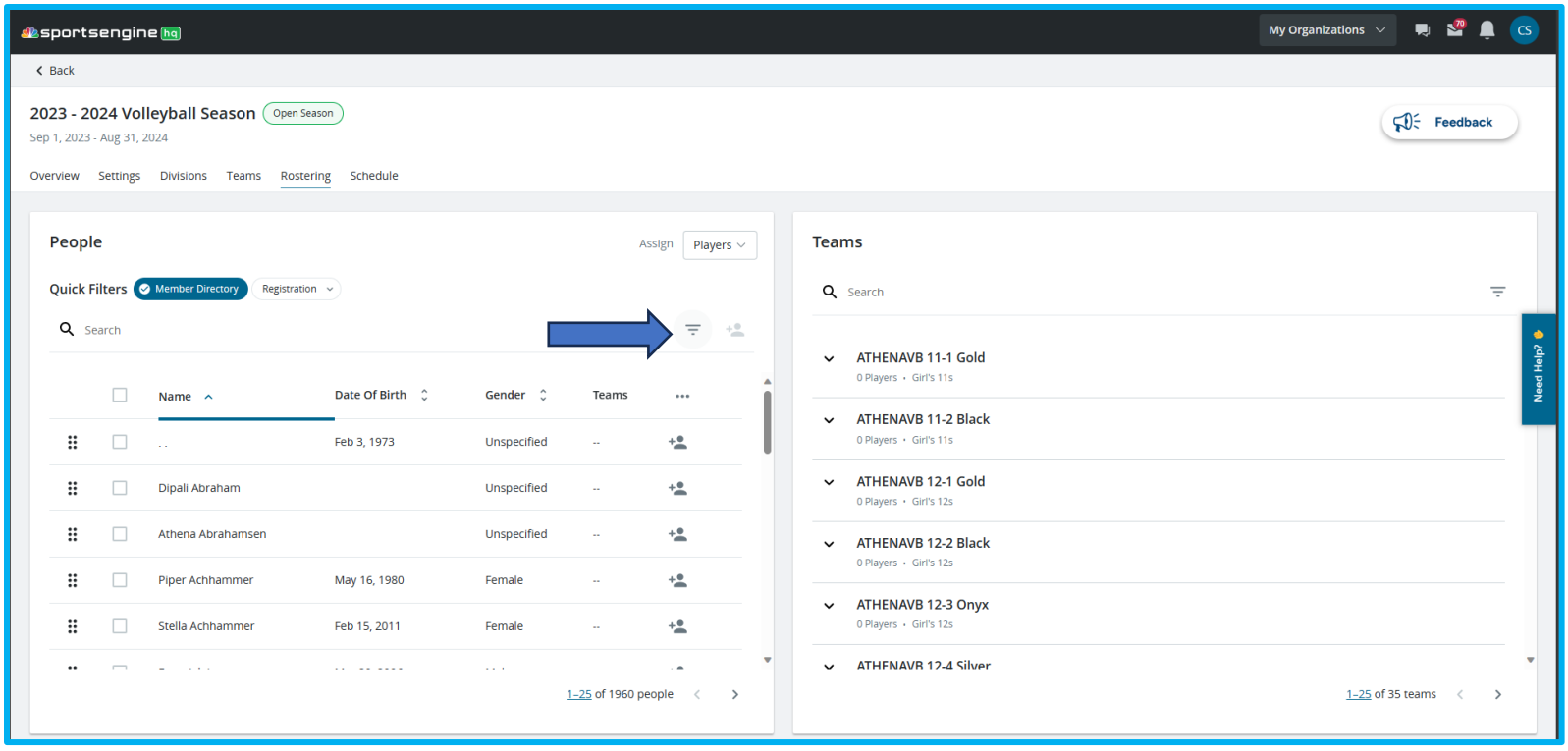

Sometimes in the "People" window, you'll see duplicate names – e.g., somebody's name appears more than once. We know – it happens. We can't solve that problem. All we can do is give you some ways to work around it.

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.

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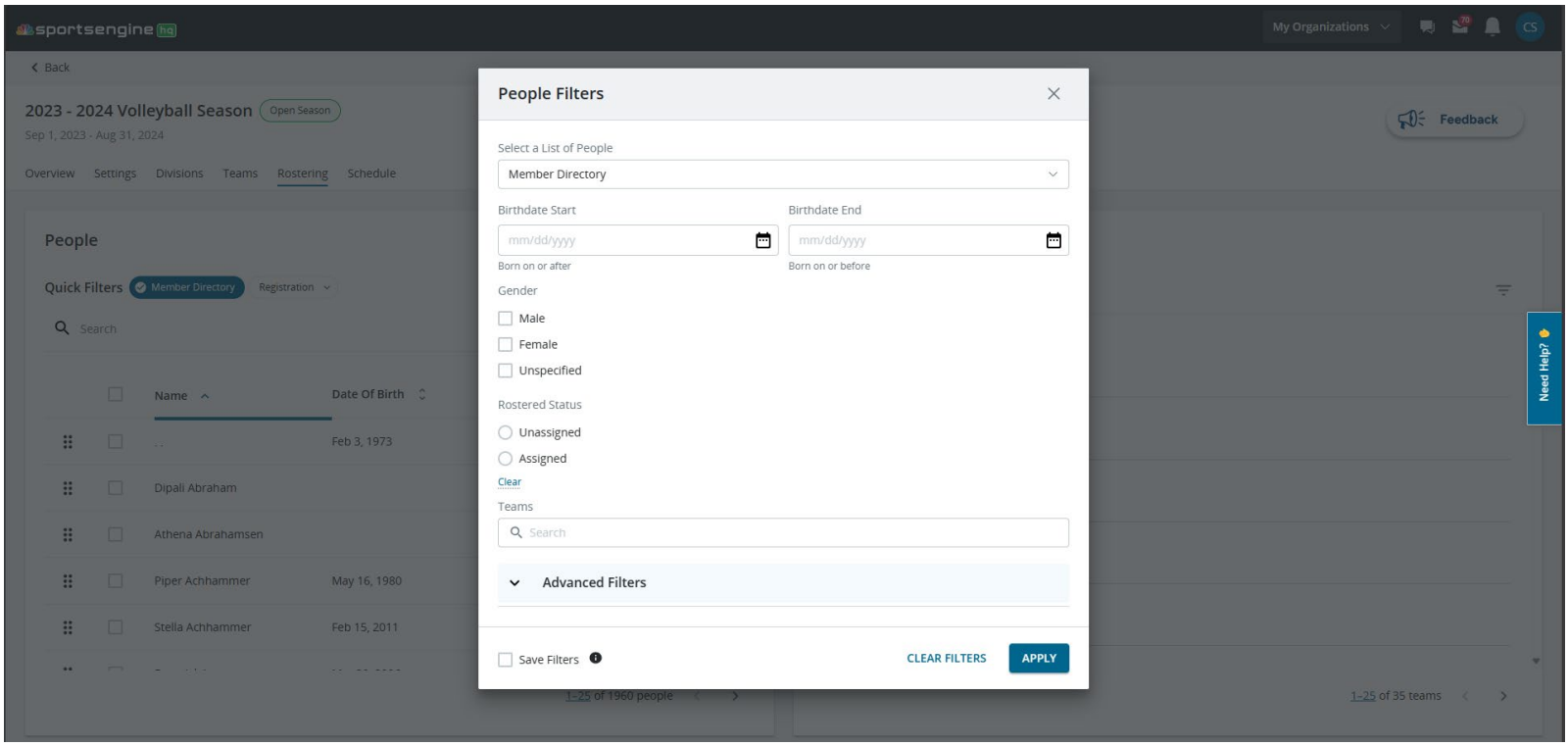

- **Once you click the filtering icon, the above screen will appear.**

- **When this screen appears, you can run different filters. Read on to learn more about what filters may be the most useful.**

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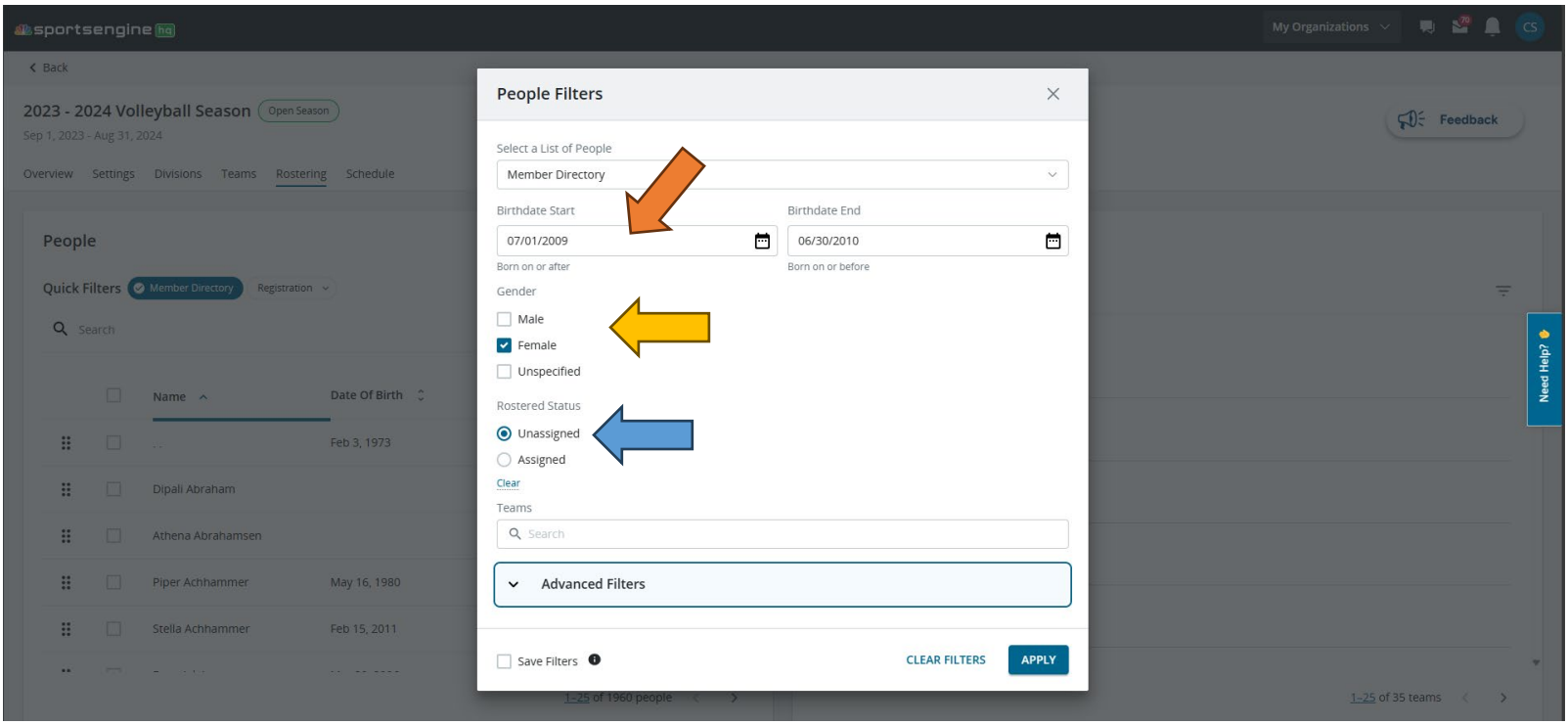

EXAMPLE #1 – FILTER BY AGE GROUPS

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.

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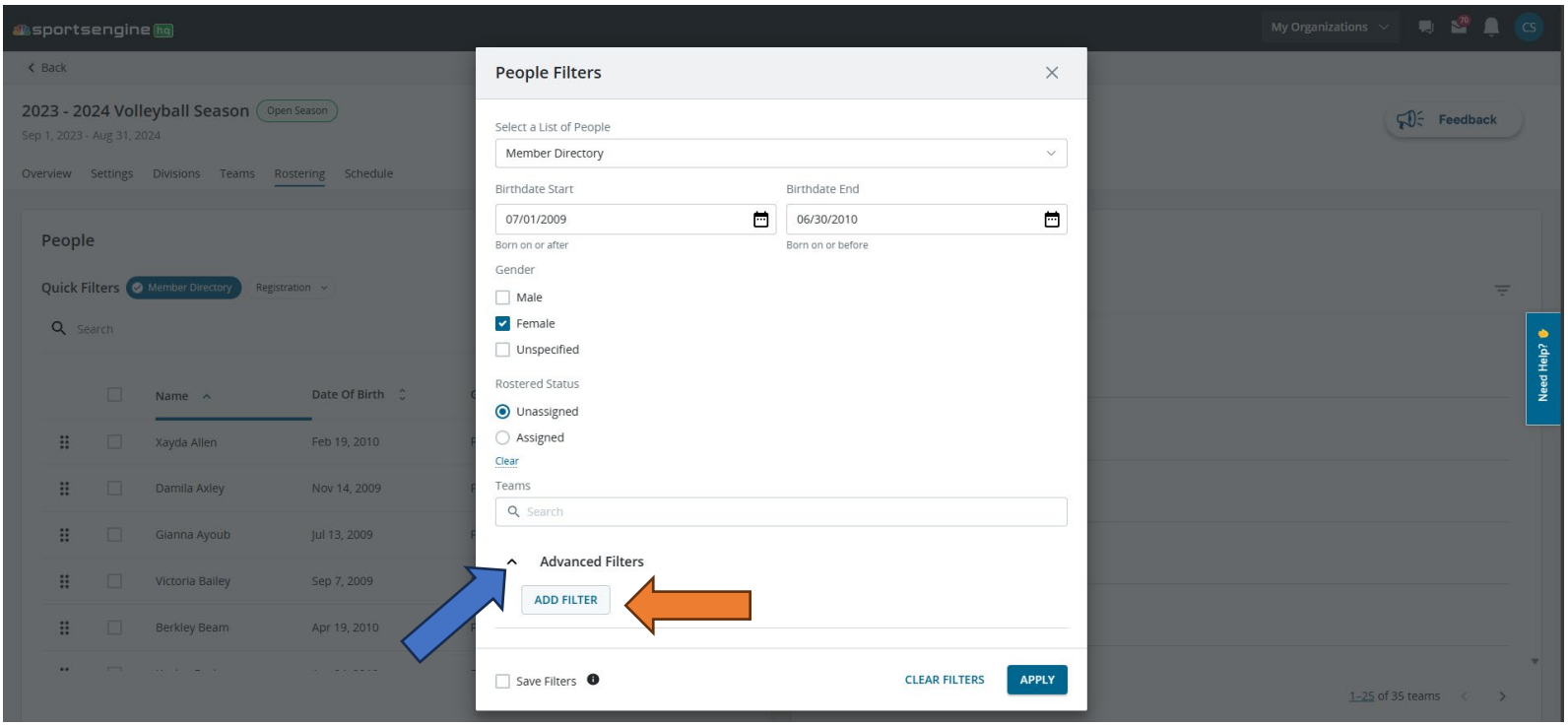

EXAMPLE #2 – ADDING AN ADVANCED FILTER

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."

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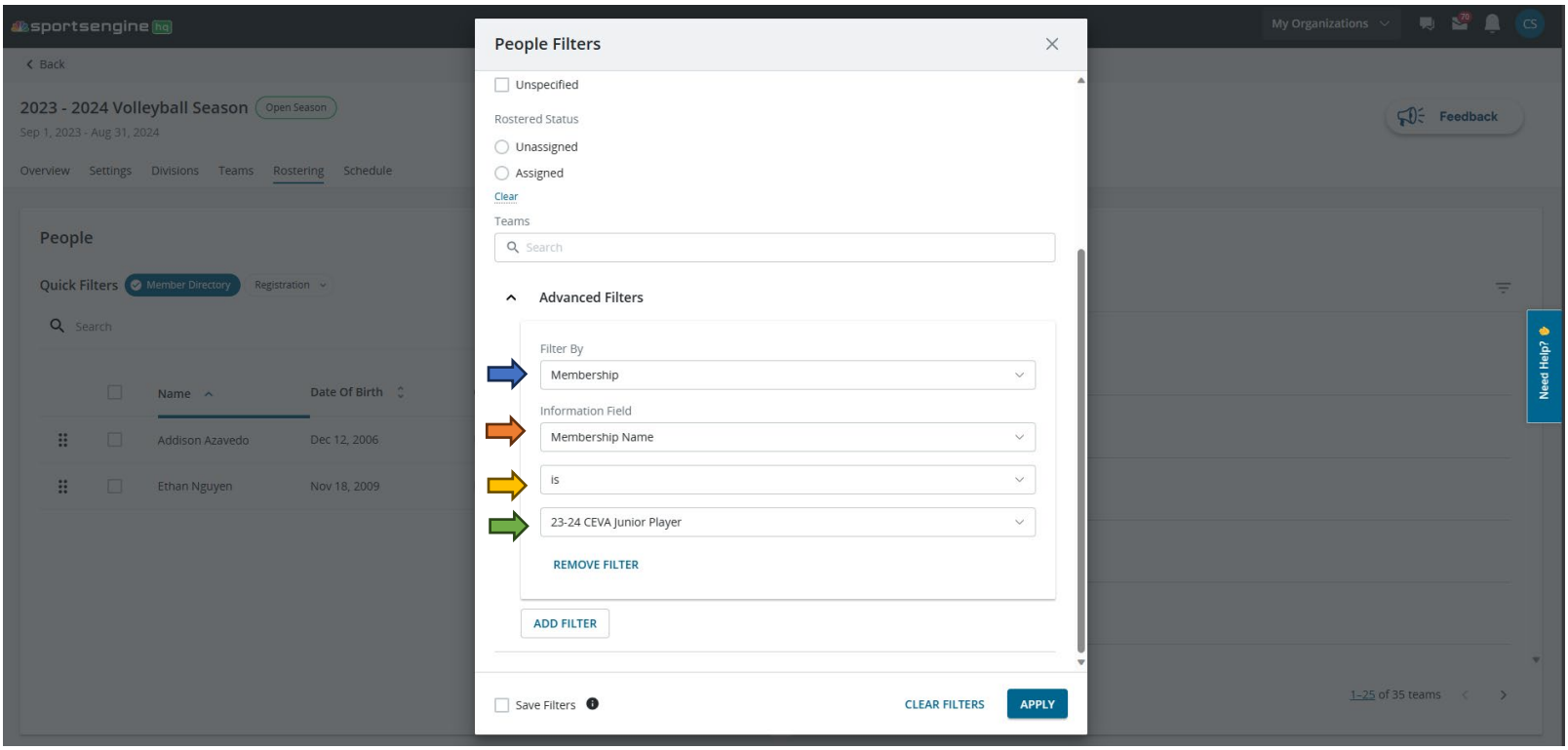

EXAMPLE #2 – ADDING AN ADVANCED FILTER (CONTINUED)

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!

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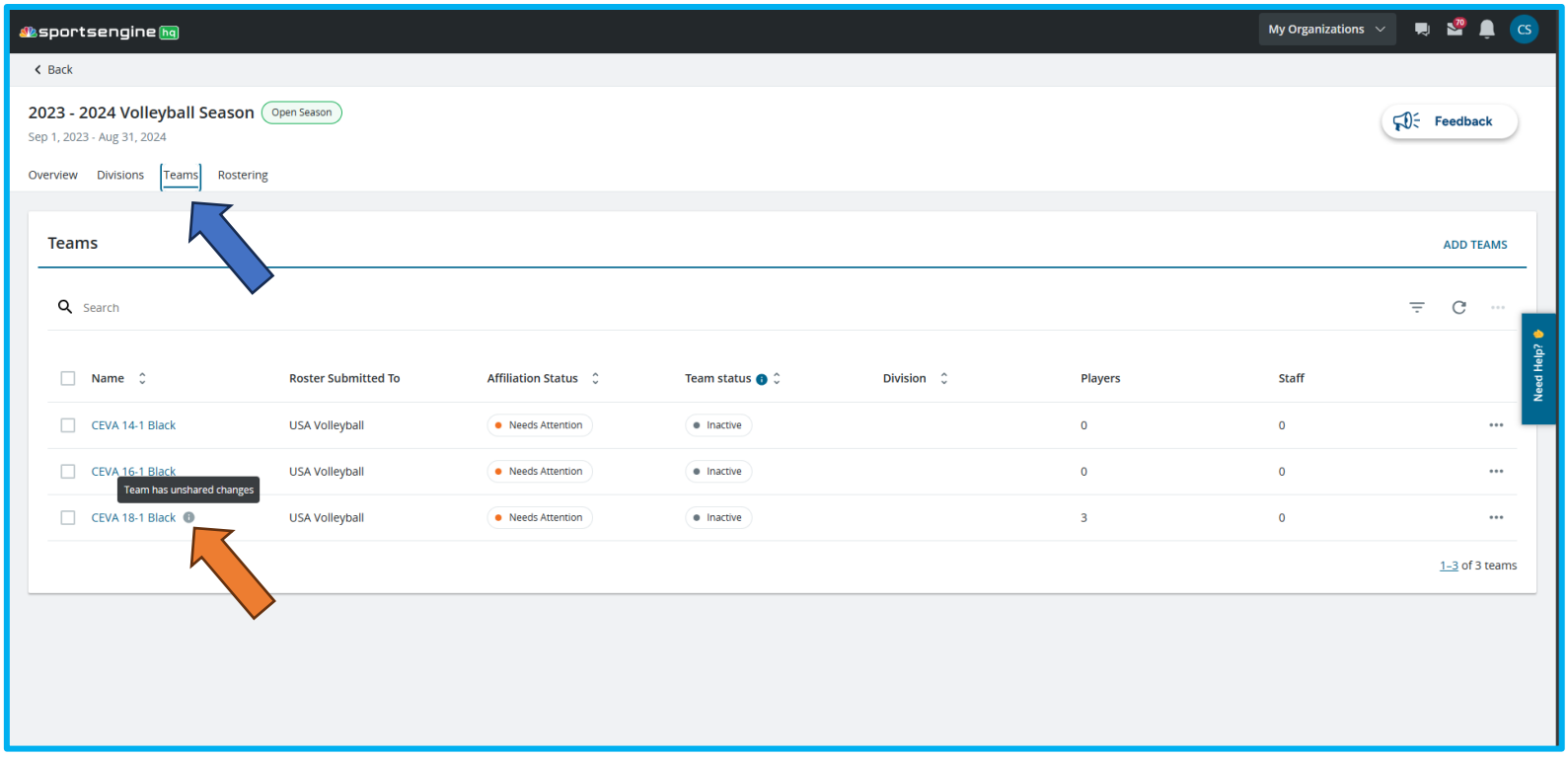

SHARING ROSTERS WITH THE REGION – STEP 1

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.

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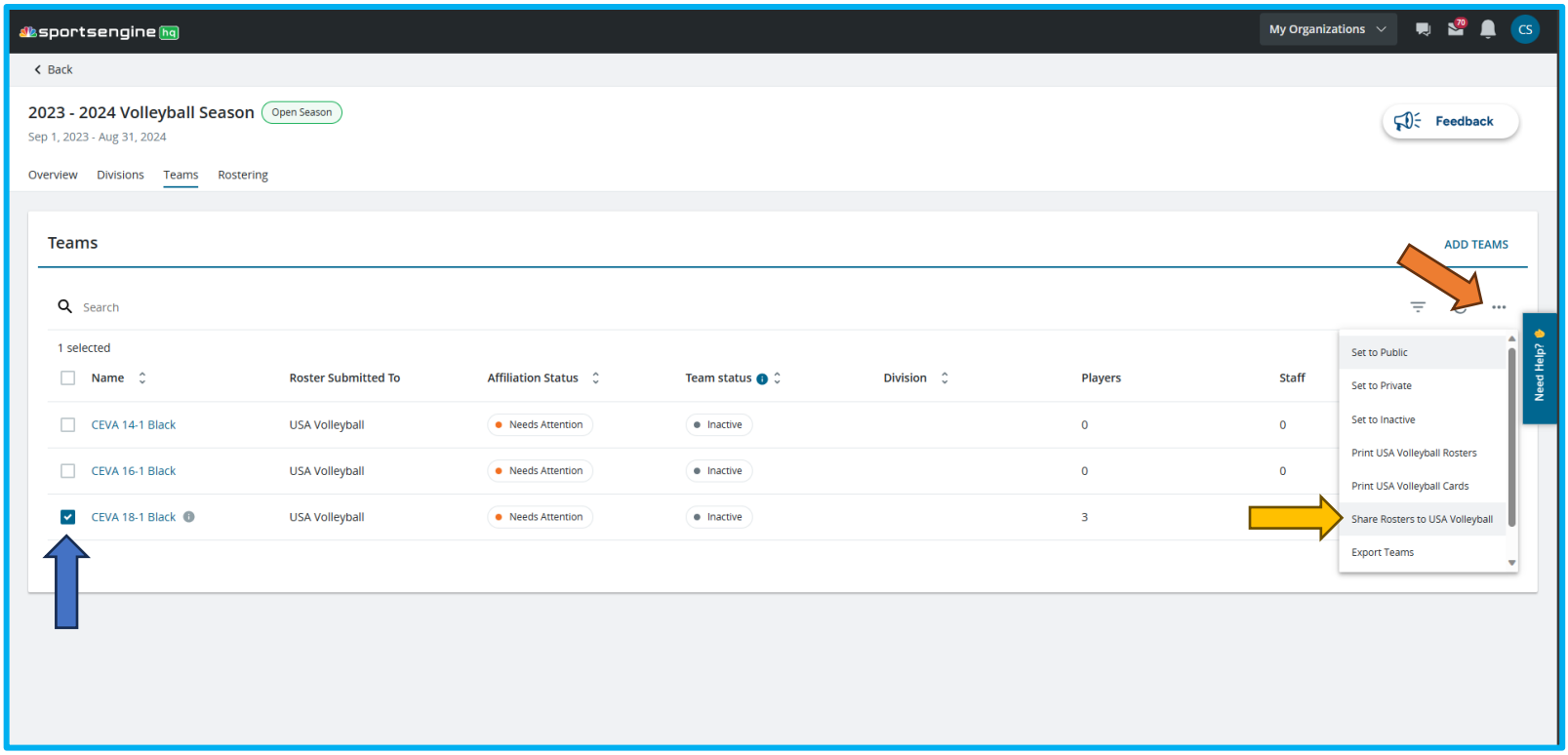

SHARING ROSTERS WITH THE REGION – STEP 2

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"

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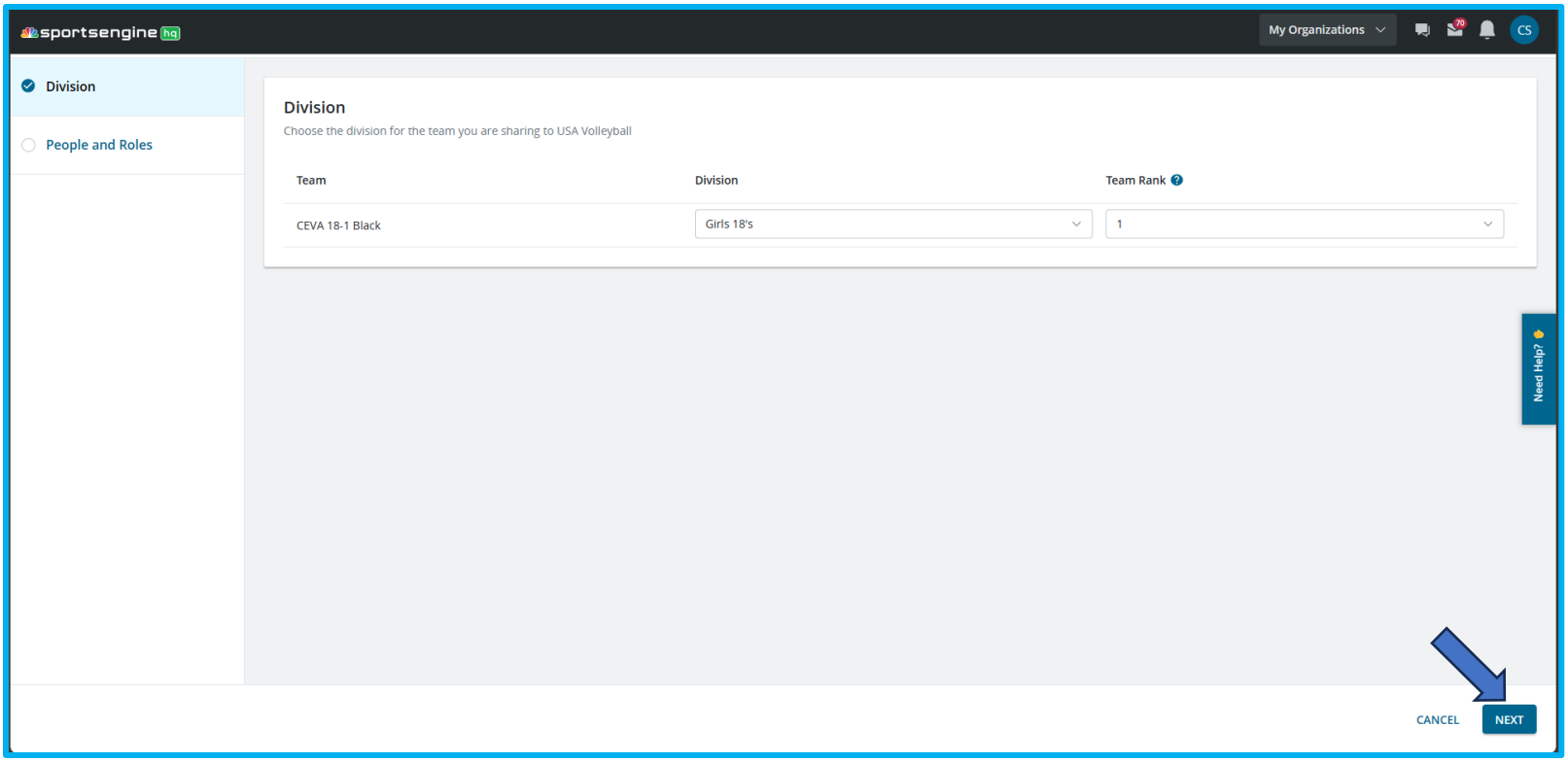

The screen above will appear. It will show your team name, the division they're associated with, and their team rank.

- **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.

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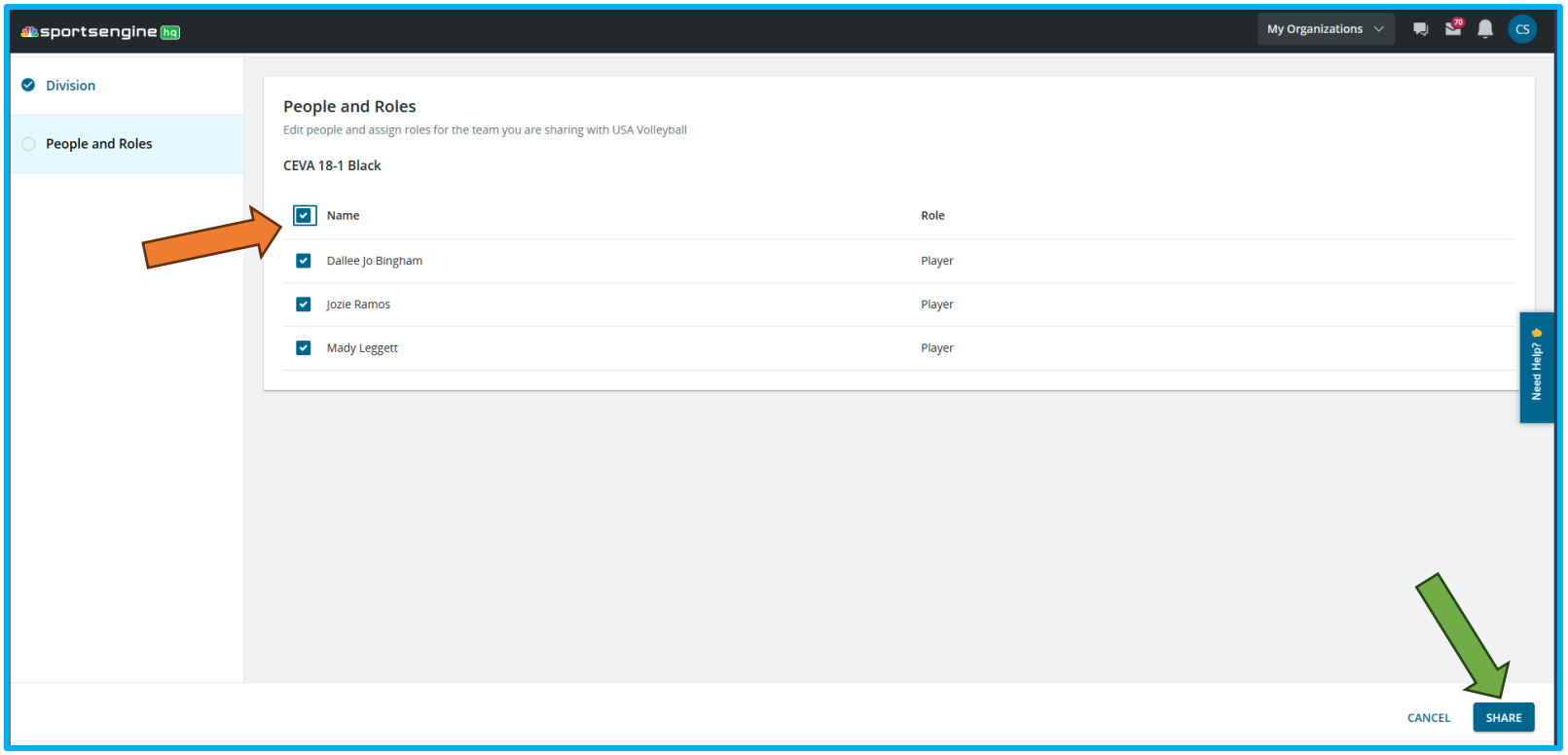

The next screen – "People and Roles" – will ask which changes you wish to share. We recommend selecting all changes.

Select the check box at the top of the window next to "Name."

Click the blue "Share" button at the bottom right. Done!

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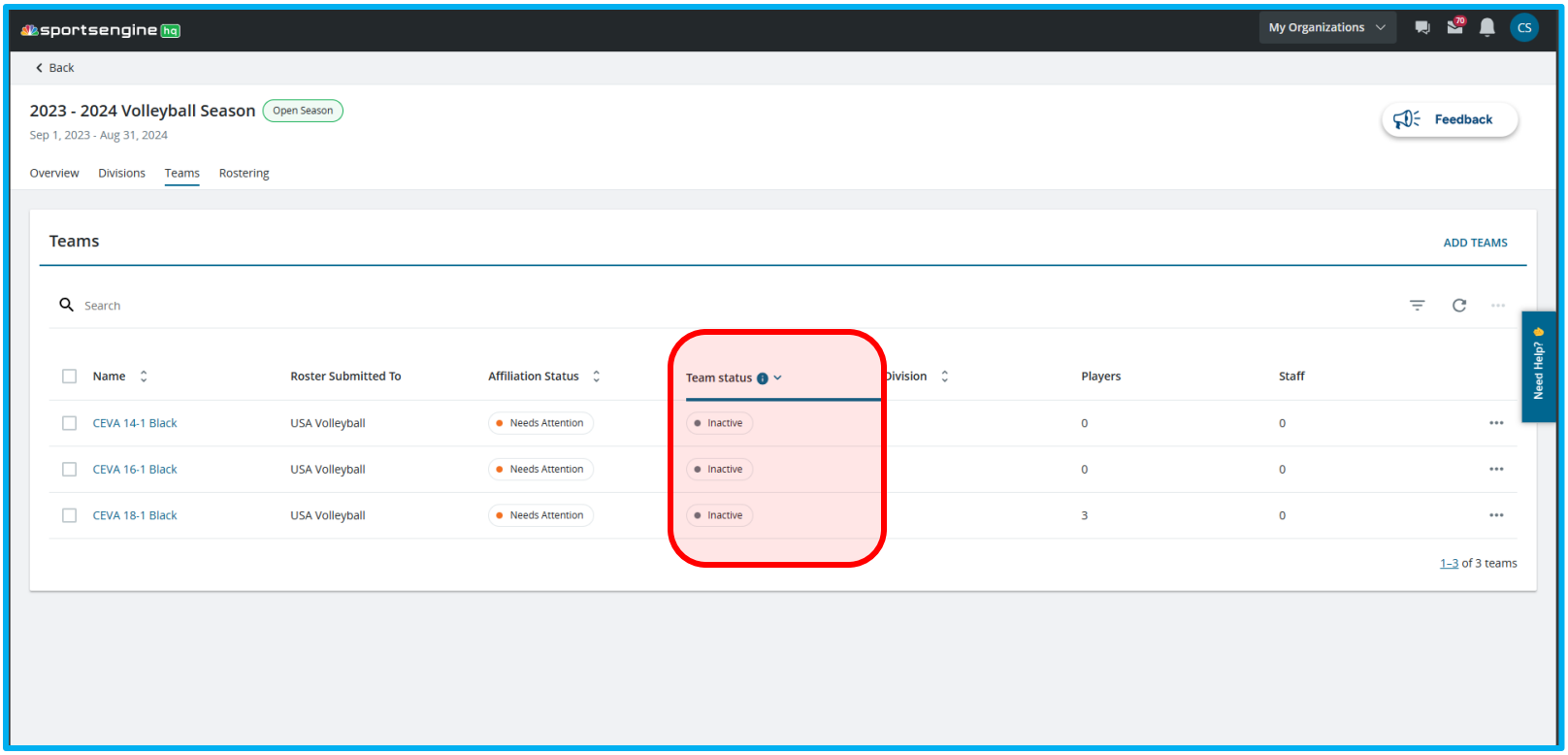

NOTE ABOUT "TEAM STATUS" COLUMN

- **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.**