

Managing Team Rosters

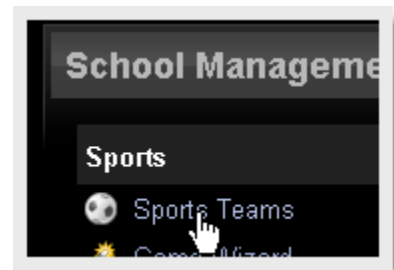
(These instructions are also available online)

1.3.2 - Step 1: Find Roster Management

Rosters are created one team at a time. To begin, you must first locate the team you would like to enter the roster information for and navigate to that team's "Team Management" page.

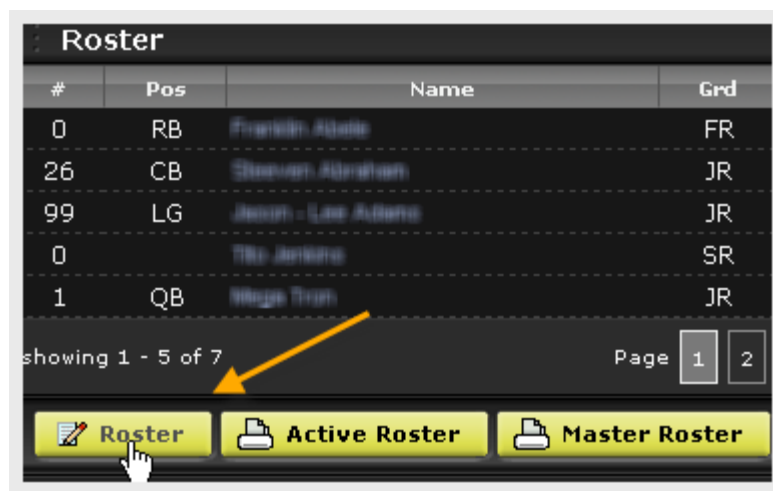
To find the "Team Management" screen, follow these steps:

1. Go to "The Dashboard"
2. Locate the "School Management" section
3. Locate the "Sports" menu
4. Click on the "Sports Teams" menu item
5. On the next screen, click on the team you'd like to manage



After following the steps above you should be taken to the "Team Management" page for your target team.

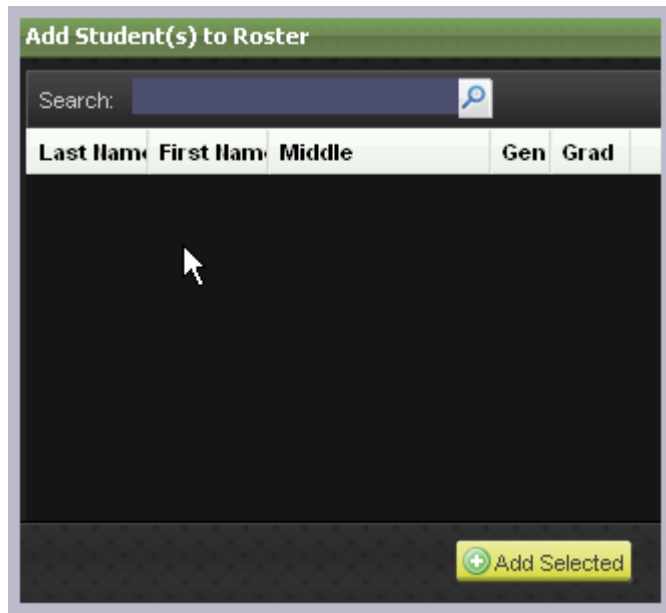
On this page you should locate the "Roster" box and click the **Edit Roster** icon, which will have an edit icon and the word "Roster". The image below shows the **Edit Roster** icon.



1.3.3 - Step 3: Adding Students

After arriving at the **Manage Roster** page you should notice that the page has 3 sections.

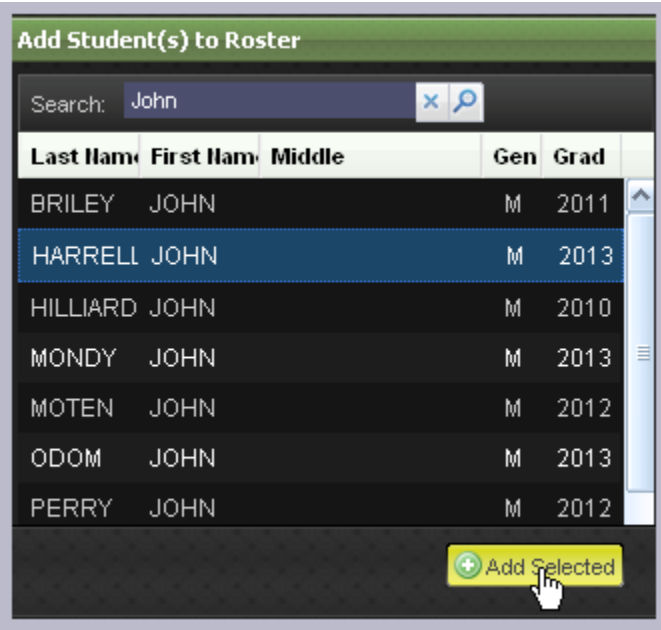
The section we are concerned with right now is the "**Add Student(s) to Roster**" section.



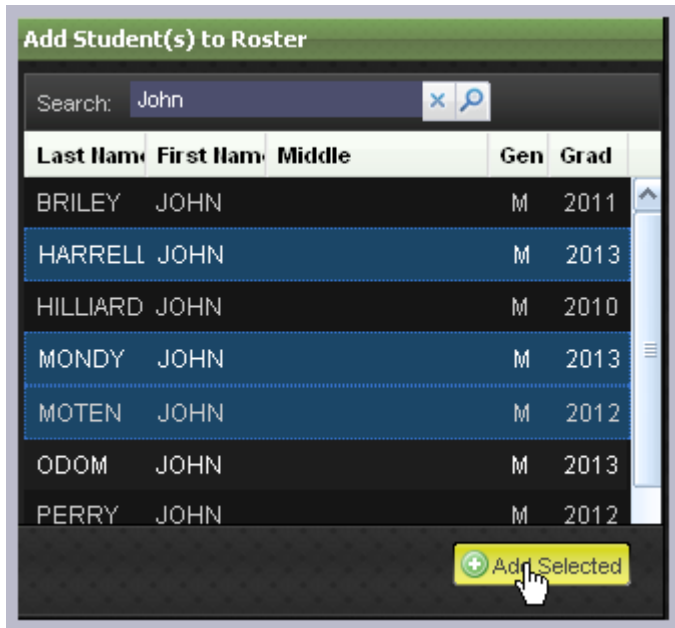
To add a student to your roster the first step you need to take is to search for the student. To do that just type in the name of the student you are searching for in the "**Search**" box and then hit Enter or click on the magnifying glass:



Once you have searched out the student you can click on the student you would like to add and then click the "**Add Selected**" button:



If there is more than one student in your search result that you would like to add just hold in the control key (Ctrl) on your computer while selecting the names with you mouse. Doing this will select more than one student at a time. Then just click the **"Add Selected"** button to add them to the roster.

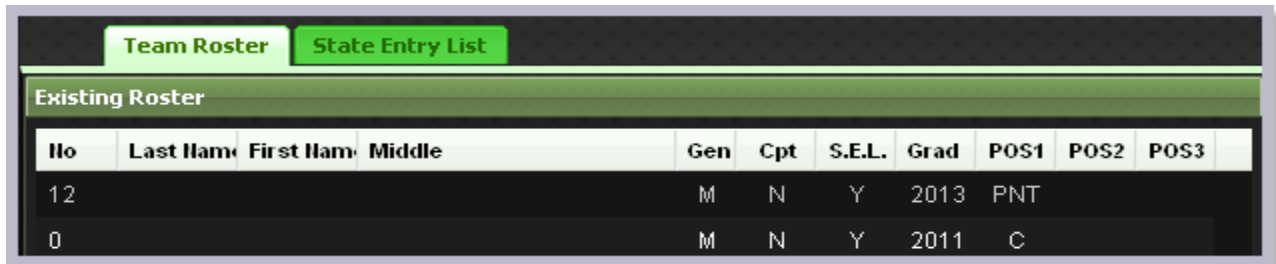


1.3.4 - Removing Students

If you need to remove a student from an existing roster you can do so from the **Manage Roster** page.

If you need help finding the manage roster page, use [this article](#).

Once at the Manage Roster page you will see the list of existing students within the **"Existing Roster"** section:



No	Last Name	First Name	Middle	Gen	Cpt	S.E.L.	Grad	POS1	POS2	POS3
12				M	N	Y	2013	PNT		
0				M	N	Y	2011	C		

To remove a student from the roster, simply click on the student to select them. Once you select the student you will notice an **"Edit Selected Student"** section to the right of the existing roster:



Edit Selected Student

Height: Choose Height..

Weight (lbs):

Jersey No:

Position 1: Choose Position..

Position 2: Choose Position..

Position 3: Choose Position..

Team Captain: Yes

Advanced Remove Add to Entry List

With the student selected simply click the **"Remove"** button within the **"Edit Selected Student"** and it will remove the student from the roster:

