## **Step by Step Guide**

## Adding team to your Club Roster

- 1. Login to your club admin profile <u>here.</u>
- 2. Enter your username and password.



- 3. On the home page, navigate to 'Members/Team Sheets'
- 4. Click on 'Team Roster (list of the players to be selected)'



5. On the team roster page, click on '+Add'

# HOME	7 HELP	A MY ACCOUNT								I BACK TO YOU	RS ACCOUNT
				Tea	am Roster (I	ist of the	players to be	e selected)			
Roster	rs List									Settings	€ Back
						<ul> <li>Search/file</li> </ul>	er options 🔻				
Club	Team	Age	Gonder	Competition		Roster	Main	Needs Approval	Players	Roster Ceaches Events	Actions
						Total O	1 of 1			rons per pa	ge 15 ¥

- 6. You will be able to enter the team details in the roster.
- 7. The 'season' and 'create roster for' option would self-populate.

Team Roster (list of the players to be selected)	
Season 2023-2024 V Create Roster For Yeam V	
Age Grade   Gender Select Age Grade First	
Team Select Age Grade First 💌	
Roster Hame Enter Unique Roster Name	
Save	

- 8. Select the 'age grade' of your team.
- If you are entering a team into a national league, choose 'Adult Women/Men (Volleyball England)' under the age grade.
- 10. The 'Gender' will populate based on your agegroup choice.

Age Grade		- 0
Gender	Adult Women (London Volleyball Association) Adult Open (London Volleyball Association)	
	U18 Girls (London Volleyball Association)	
Team	U18 Open (London Volleyball Association) U17 Girls (London Volleyball Association) U17 Open (London Volleyball Association)	
Roster Name	U16 Girls (London Volleyball Association) U16 Open (London Volleyball Association) U15 Girls (London Volleyball Association) U15 Open (London Volleyball Association) Adult Women (Volleyball England) Adult Open 0(alleyball England)	

- 11. Under the 'Team' field, select 'create new team' from the drop down. This will populate another field to name your team.
- Enter the name for your team. Remember whatever name you will enter, it will automatically have your club name as a prefix. Thus, you don't have to enter you club name in the field.
- 13. Due to an ongoing technical glitch, keep the 'roster' field empty.
- 14. Click on 'Save'.
- 15. This will take you to the Team Roster Page.

	*Actual Team Name will include club name:								
	*Final Team Name :								
Roster Name	Enter Unique Roster Name	0							

- 16. Enter the Roster name on this page and click on to save it. If you don't see the symbol, hover the cursor at the place where it should (refer to the picture) and it should pop up.
- 17. Click on 'Back' on the top right of the roster details section.

	Roster	
oster Details		
	Roster Name	
Season 2023-2024	Team / Age Grade Richmond Volleyball U18 boys open team / U18 Open	Gende
Players on Roster: O		Coaches on 0
	Registered Events	
0 Roster	<b>≜</b> ∙ Payers	Coache

- You should be able to see your team listed under the Team Roster now.
- 19. To add players to your team, please see our <u>step-to-step guide</u> here.

	Team Roster (list of the players to be selected)															
Rosters List												• s	ettings	÷	Back	
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Club	Team		Age	Gender	Competition	Roster	Main	Needs Approval	Playe	s Roste	er Coaches Events				Actions	
		U18 boys open team	U18 Open			ABC			0	0	0	EI.	9	ß	1	