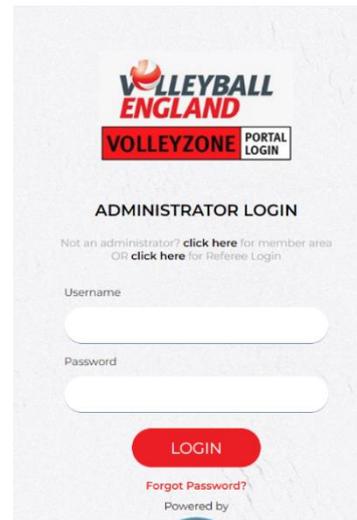


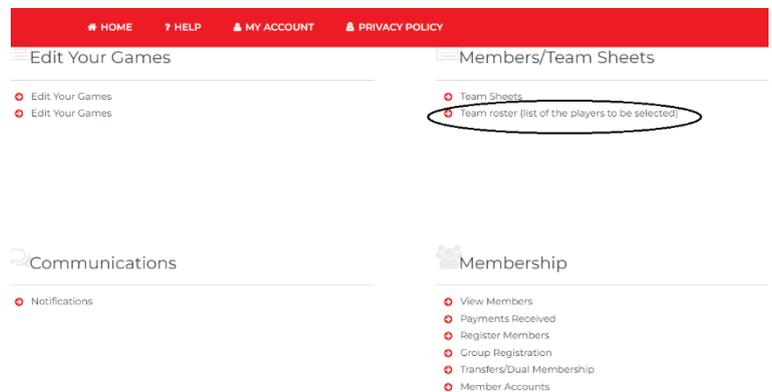
Step by Step Guide

Adding team to your Club Roster

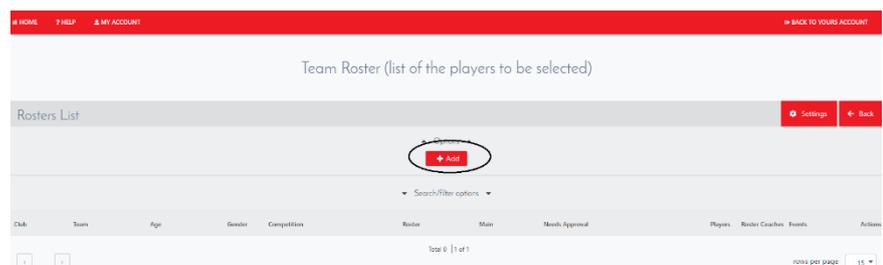
1. Login to your club admin profile [here](#).
2. Enter your username and password.



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'



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

Team Roster (list of the players to be selected)

Season: 2023-2024

Create Roster For: Team

Age Grade: [dropdown]

Gender: Select Age Grade First

Team: Select Age Grade First

Roster Name: Enter Unique Roster Name

Save

- 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.
- The 'Gender' will populate based on your age-group choice.

Age Grade: [dropdown]

Gender: [dropdown]

Team: [dropdown]

Roster Name: [input]

Dropdown menu options:

- Adult Women (London Volleyball Association)
- Adult Open (London Volleyball Association)
- U18 Girls (London Volleyball Association)**
- U18 Open (London Volleyball Association)
- U17 Girls (London Volleyball Association)
- U17 Open (London Volleyball Association)
- 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 (Volleyball England)

- 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.
- Due to an ongoing technical glitch, keep the 'roster' field empty.
- Click on 'Save'.
- This will take you to the Team Roster Page.

*Actual Team Name will include club name:

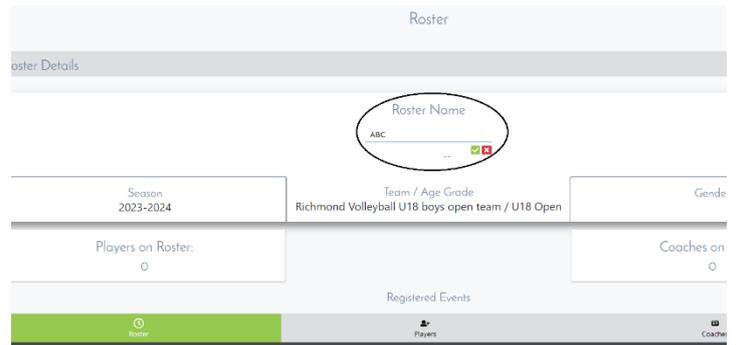
Enter Unique Team Name

*Final Team Name: [redacted]

Roster Name: Enter Unique Roster Name

Save

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.



18. You should be able to see your team listed under the Team Roster now.
19. To add players to your team, please see our [step-to-step guide](#) here.

