

Adding Players to Team Rosters

1. Log into your tournament account
2. Go to the REGISTERED TEAMS tab

Please provide relevant details of the teams you are entering into this tournament below. Fees may vary by age group and/or division level so it is important to also specify which division the team will be playing in.

Team Name	Short Name	Group-Division	Tournament Fee	Status
Okotoks Raiders		Girls Rock Tournament-Novice	\$625.00	Approved  

Save Close

3. Click on the TEAM NAME to bring up the TEAM SCREEN.

Please provide relevant details of the teams you are entering into this tournament below. Fees may vary by age group and/or division level so it is important to also specify which division the team will be playing in.

Team Name
Okotoks Raiders

Save Close

4. When the TEAM SCREEN opens up, click on the PLAYERS tab.

Okotoks Raiders Lacrosse Association
Okotoks Raiders

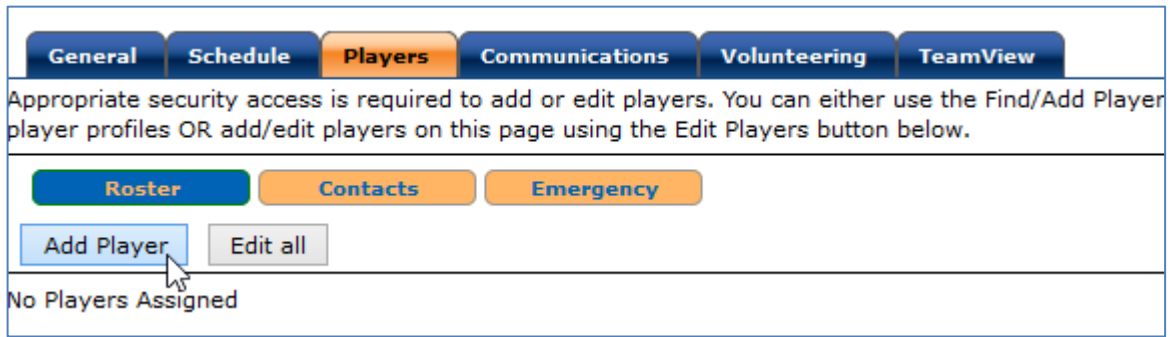
General Schedule **Players** Communications Volunteering TeamView

Division: Girls Rock Tournament - Novice - Girls Rock Tournament - Novice

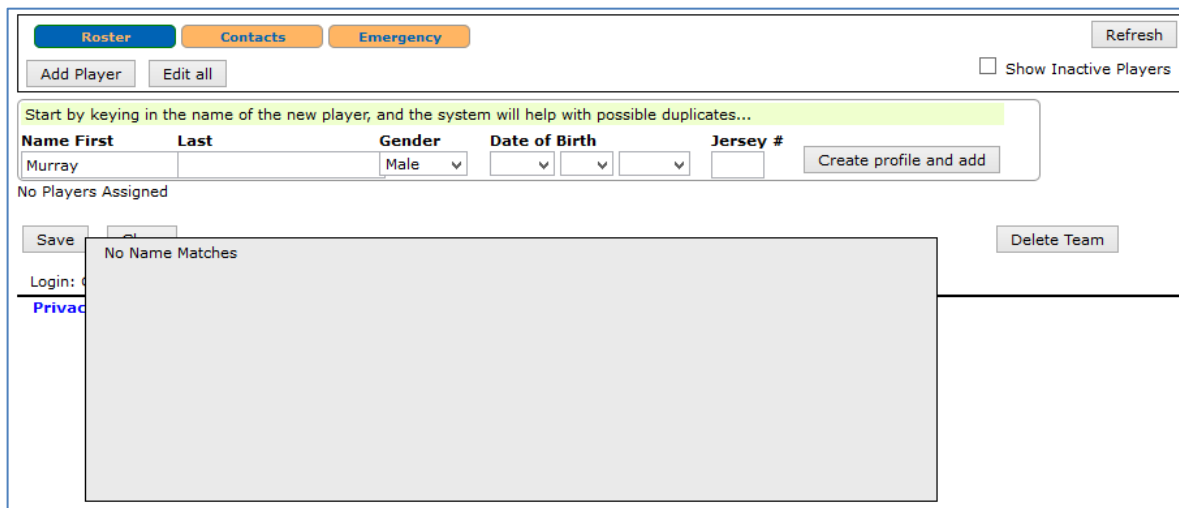
Coordinator: Not Defined

Flags: Active Club Team Public Team Website

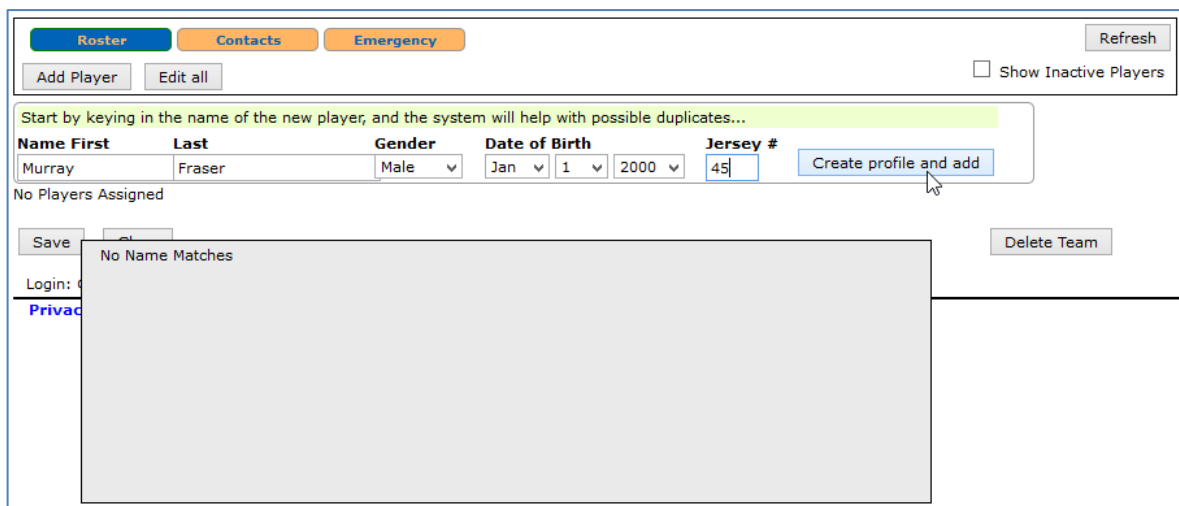
5. Click on the ADD PLAYER button.



6. Start keying in FIRST name. If players have participated in this tournament before (on another team) their information will still be in the system and you can re-use it. Otherwise, enter your player's information.



7. If the player isn't already in the system, then enter his/her information and click CREATE PROFILE AND ADD.



8. The player will be added to the team roster. Click ADD PLAYER again to add another.

The screenshot shows a web interface for a tournament module. At the top, there are three tabs: "Roster" (highlighted in blue), "Contacts" (orange), and "Emergency" (orange). Below the tabs are two buttons: "Add Player" (light blue) and "Edit all" (light gray). A mouse cursor is pointing at the "Add Player" button. Below the buttons, it says "1 Players". There is a table with the following data:

Player #▲	Last ▲	First	Flags	Position
45	Fraser	Murray		

At the bottom of the interface, there are two buttons: "Save" (light gray) and "Close" (light gray).

9. That's it!