DICK'S TEAM SPORTS HQ

INSTRUCTION MANUAL ROSTERING PLAYERS (UNASSIGNED)













VIDEO TUTORIAL ALSO AVAILABLE:

https://youtu.be/5eGN2FhEWXY

PHONE SUPPORT:

ONLINE SUPPORT:

800-872-0461

https://popwarner-affinity-sports.zendesk.com



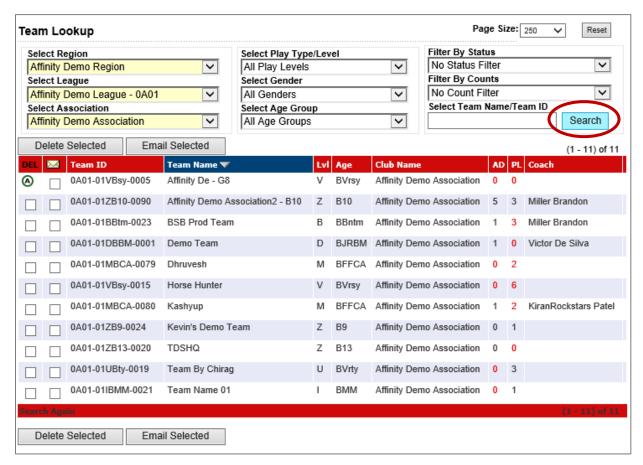
ROSTERING PLAYERS (UNASSIGNED)

• Select **Team** from the left side navigation menu.



- Click Find/Edit/Delete.
- If you have any drop down sections that are not preselected for you; manually select the **Region**, **League**, and/or **Association** you are searching for.
- Click the Search button.

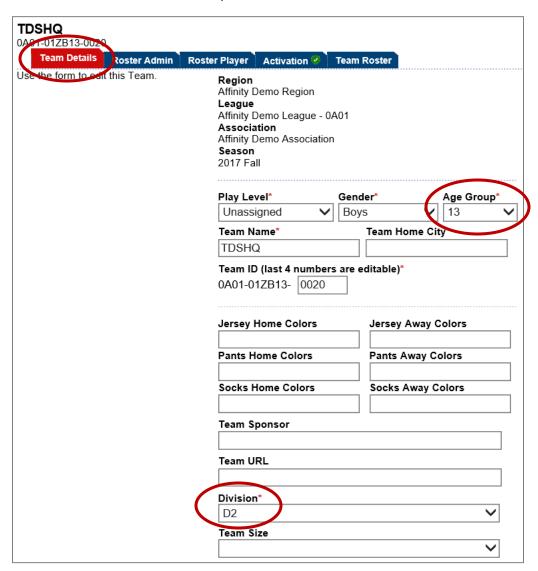
Teams found within your season* will appear in a list view:



- You can use any of the filters to further narrow down your search results.
- o To clear all of your filters click the **Reset** button on the top right.
- Click anywhere on the row of the team to open and view the details of the team.

Step 1. Selecting the Age Group for Rostering

• Once a team has been selected; Click the **Team Details** tab.

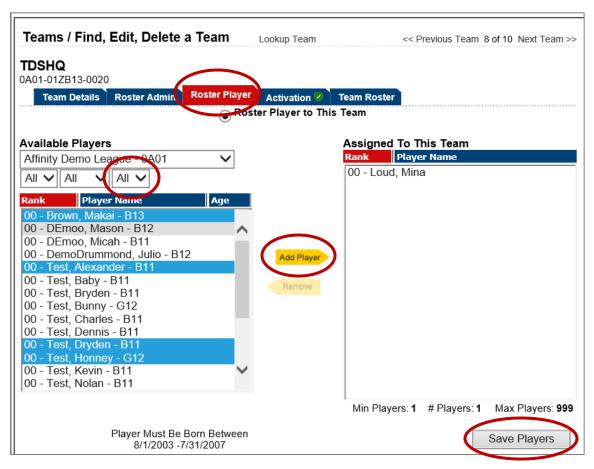


- Select the age group that is the highest age for the team.
 - EX: If you are creating a Jr. Varsity Team, the Play Level = Unassigned and the Age Group = 13.
- Select the **Division**; Don't worry if it is unknown, select any division for now -- this can always be updated later.
- Click the **Update** button at the bottom.



Step 2: Rostering Athletes

• Click the Roster Player tab.



- All athletes that are the same age as the one previously selected (on the Team Details tab), will
 appear on the left.
- To see other players in your age group, set the age drop down to your desired age or select All.
- Highlight the players name (you can select multiple players, by holding down the Ctrl button).
- The yellow **Add Player** arrow in the center will illuminate; Click the **Add Player** arrow. The players name will move from the left box to the right box.
- Click the **Save Players** button.

Use the yellow Add/Remove Player arrows, to add/remove players from team as needed.

Once the roster is complete with returning and new players, please view the instructions on the process for notifying the League/Conference.