

CREATING YOUR TEAM ROSTER

Prior to your first game...

- Go to www.whamhockey.org
- Login as admin for your team page
- **Note, if you do not have admin rights for your team page please email leagueadmin@whamhockey.org to be given access

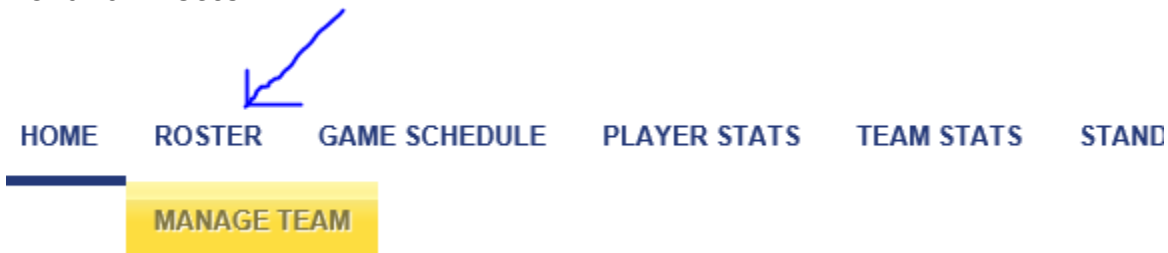
- Go to your team **homepage**

- Before you begin, review who from your team is registered, they will be listed on your team's Home Page Tab (1st tab). **YOU MAY ONLY ADD REGISTERED PLAYERS TO YOUR ROSTER.**

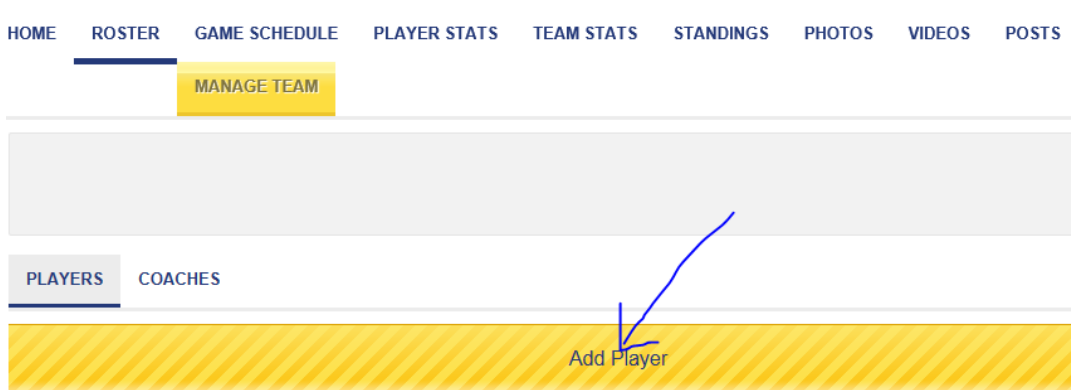
- Click **EDIT button** in upper left corner of team homepage



- Click on **Roster**







- Click on **ADD Player** button



- Select **Import Players from Registration** option


ADD PLAYER TO A ROSTER

Choose how to add a player:

-  **CREATE NEW PLAYER**
Create a new player from scratch.
-  **ADD PLAYER FROM NETWORK MEMBER DIRECTORY**
Add an existing WHAM Network member.
-  **IMPORT PLAYERS FROM REGISTRATION**
Import Players from a Registration based on defined filters.
-  **IMPORT PLAYERS FROM EXCEL**
Import Players from an Excel spreadsheet.

- Select **2018-19 Season Registration** from the dropdown options

ADD PLAYER TO A ROSTER

 **IMPORT PLAYERS TO ROSTER**
Select a survey or registration, and then select your desired filters

* Survey or Registration: ▼

- Click on **Add Rule** >> **select division** under Organization Options

▼ **FILTERS** (INCLUDE RESULTS MATCHING THESE CONDITIONS)

Match ▼ of the following rules: *No filters set. Include all results.*

- Then select your team from dropdown (example below is B1 Lucky Stars) >>Select Filters

▼ **FILTERS** (INCLUDE RESULTS MATCHING THESE CONDITIONS)

Match **All** ▼ of the following rules:

B1 Team ▼

is ▼ Lucky Stars ▼ X Add Condition

Add a Rule

▼ **SORT** (CHOOSE SORT FIELDS)

No default sort specified. Add a Sort (Maximum of four allowed)

→ Select Filters

**the list of all registered players from your team will generate

- Select all players from list you want to put on your roster

****NOTE** - all players selected **MUST** have a unique jersey number **AND** position selected in order to populate onto the roster AND game score sheets – this includes your team subs. *****All mandatory player information is STARRED with red**

- Click Add Players to Roster button in lower right corner

→ Add Players to Roster

Back to filters

Questions???

Email leagueadmin@whamhockey.org

Thank you!