

# How do I roster players?

Assistance with rostering players from your facility's player registration to a team. 1/22/2018

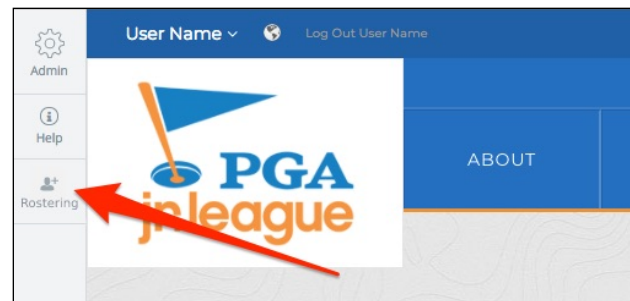


- **Step 1: Login to your SportsEngine account**

- » Navigate to [www.pgajrleague.com](http://www.pgajrleague.com)
- » In the upper right hand of your screen, click the 'Login' button

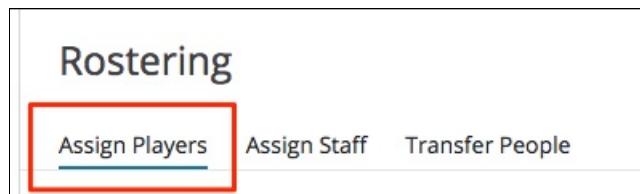


- **Step 2: Click on the 'Roster' button in the left menu**



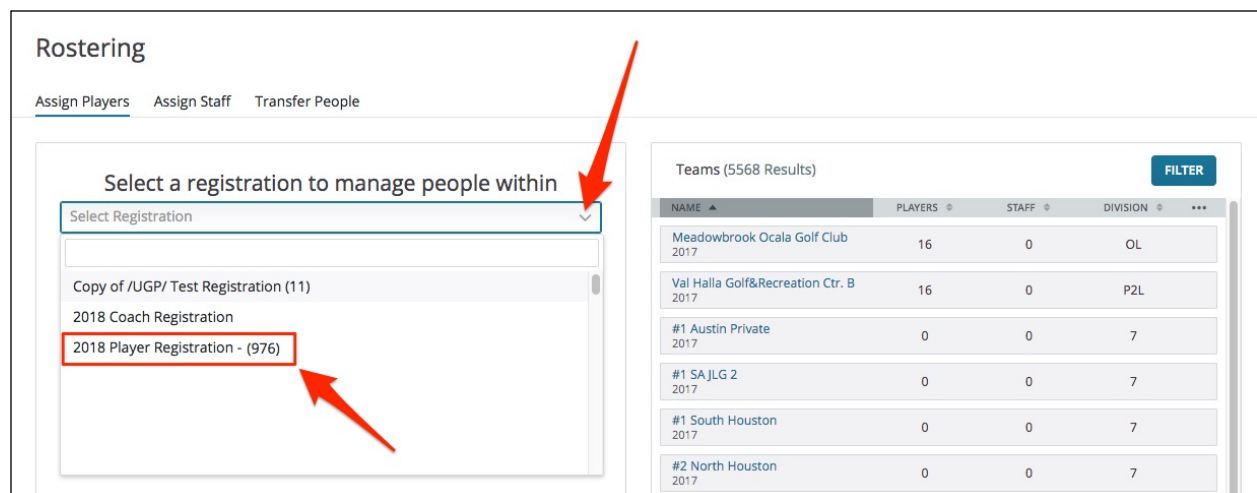
- **Step 3: Ensure the 'Players' tab is selected once at the rostering page**

- » You should see a blue line beneath 'Assign Players'



- **Step 4: Select the player registration for the current year**

- » From the drop down menu, choose the player registration for the current year.



- » After selecting “2018 Player Registration,” all of the players that have registered for your facility will automatically be listed.

- **Step 5: Search for your facility**

- » Click on the ‘Filter’ button just to the right of where you searched for players

The screenshot shows the 'Rostering' interface with two main sections: 'People (9 Results)' and 'Teams (5568 Results)'. The 'People' section has a 'FILTER' button. The 'Teams' section has a search box containing 'Minneapolis Golf Club' and a 'FILTER' button. A red arrow points to the 'FILTER' button in the 'Teams' section.

NAME	PLAYERS	STAFF	DIVISION
Meadowbrook Ocala Golf Club 2017	16	0	OL
Val Halla Golf&Recreation Ctr. B 2017	16	0	P2L
#1 Austin Private 2017	0	0	7
#1 SA JLG 2	0	0	7

- » Use the Teams search box to enter your facility name (be sure to spell it properly). The facility should auto populate beneath the search box. Click on your facility, then click on ‘Apply Filters’ at the bottom right

The screenshot shows the 'Filter Teams By' dialog box. It has sections for 'Basic Filters', 'Gender', 'Team', and 'Keyword Search'. The 'Team' section has a search box with 'Minneapolis Golf Club' selected. A red arrow points to the 'Minneapolis Golf Club' text in the search box. At the bottom right, there is an 'APPLY FILTERS' button. A red arrow points to the 'APPLY FILTERS' button.

Basic Filters

Leagues/Seasons/Subseason/Division

League/Association Season Subseason Division

Gender

Female  Male  Co-Ed

Team

Minneapolis Golf Club

Keyword Search

Search via League/Association, Season, Subseason, Division, and team, separated by comma

Team: Minneapolis Golf Club Clear All Filters

APPLY FILTERS

- **Step 6: Roster the players**

- » Select the players you wish to roster to your facility. You can select individual players or the entire team by utilizing the check boxes next to their names

## Rostering

[Assign Players](#) [Assign Staff](#) [Transfer People](#)

The screenshot shows the 'Assign Players' tab in the Rostering interface. On the left, a table titled 'People (9 Results)' lists nine players with checkboxes in the first column. All checkboxes are checked. A red arrow points to the first checkbox. The table has columns for NAME, DATE OF BIRTH, TEAMS, and GENDER. On the right, a table titled 'Teams (1 Result)' shows 'Minneapolis Golf Club' with 0 players and 0 staff. A red arrow points to the 'Minneapolis Golf Club' row in the Teams table.

NAME	DATE OF BIRTH	TEAMS	GENDER
<input checked="" type="checkbox"/> Augdahl, Lily	--	1	--
<input checked="" type="checkbox"/> Fitzpatrick, Ryan	--	3	--
<input checked="" type="checkbox"/> Gibson Tight, Thomas	--	3	--
<input checked="" type="checkbox"/> Kuyper, Mason	--	1	--
<input checked="" type="checkbox"/> Miller, Landon	--	2	--
<input checked="" type="checkbox"/> Miller, Preston	--	2	--
<input checked="" type="checkbox"/> Newhouse, Jack	--	3	--
<input checked="" type="checkbox"/> Plulmer, Fernando	--	1	--
<input checked="" type="checkbox"/> Plulmer, Grace	--	1	--

NAME	PLAYERS	STAFF	DIVISION
Minneapolis Golf Club	0	0	Edina

- » Now that your players are selected, click and drag them over to the team you filtered for on the right. Release your mouse once you've dragged the players to the team and the players will be rostered

This screenshot is identical to the previous one, but with a red arrow pointing from the 'Plulmer, Grace' row in the 'People' table to the 'Minneapolis Golf Club' row in the 'Teams' table, illustrating the drag-and-drop action.

- **Step 7: Review the players that have been rostered**

- » Click on the name of your facility to the right and it will show you all of the players that are currently rostered to the team. If a player has been rostered by mistake, simply drag them back into the people portion on the rostering page

The screenshot shows the 'Rostering' page with two main sections: 'People (9 Results)' and 'Teams (1 Result)'. The 'People' section has a table with columns for Name, Date of Birth, Teams, and Gender. The 'Teams' section has a table with columns for Name, Players, Staff, and Division. A red box highlights 'Minneapolis Golf Club' in the Teams table, with a red arrow pointing to it.

NAME	PLAYERS	STAFF	DIVISION
Minneapolis Golf Club	0	0	Edina

- » If a player has been rostered by mistake, simply click on the 'X' next to their name, and they will return to the people portion on the rostering page

The screenshot shows the 'Minneapolis Golf Club' page with a list of players. Each player's name is followed by an 'X' icon in a circle, which is highlighted by a red box. The list includes: Augdahl, Lily; Fitzpatrick, Ryan; Gibson Tight, Thomas; Kuyper, Mason; Miller, Landon; Miller, Preston; Newhouse, Jack; Pluimer, Fernando; and Pluimer, Grace.

PLAYERS (9)	AGE	POSITIONS	
Augdahl, Lily	-	-	⊗
Fitzpatrick, Ryan	-	-	⊗
Gibson Tight, Thomas	-	-	⊗
Kuyper, Mason	-	-	⊗
Miller, Landon	-	-	⊗
Miller, Preston	-	-	⊗
Newhouse, Jack	-	-	⊗
Pluimer, Fernando	-	-	⊗
Pluimer, Grace	-	-	⊗