

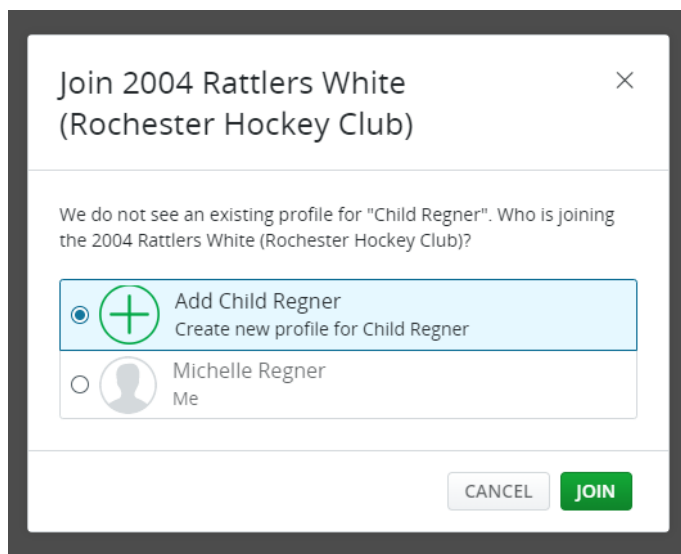
1) Rostering from Team Page's TeamCenter

When in edit mode, clicking “Manage Team” will take you into the TeamCenter area. From TeamCenter, you can roster players, schedule games, send messages, and view RSVPs.



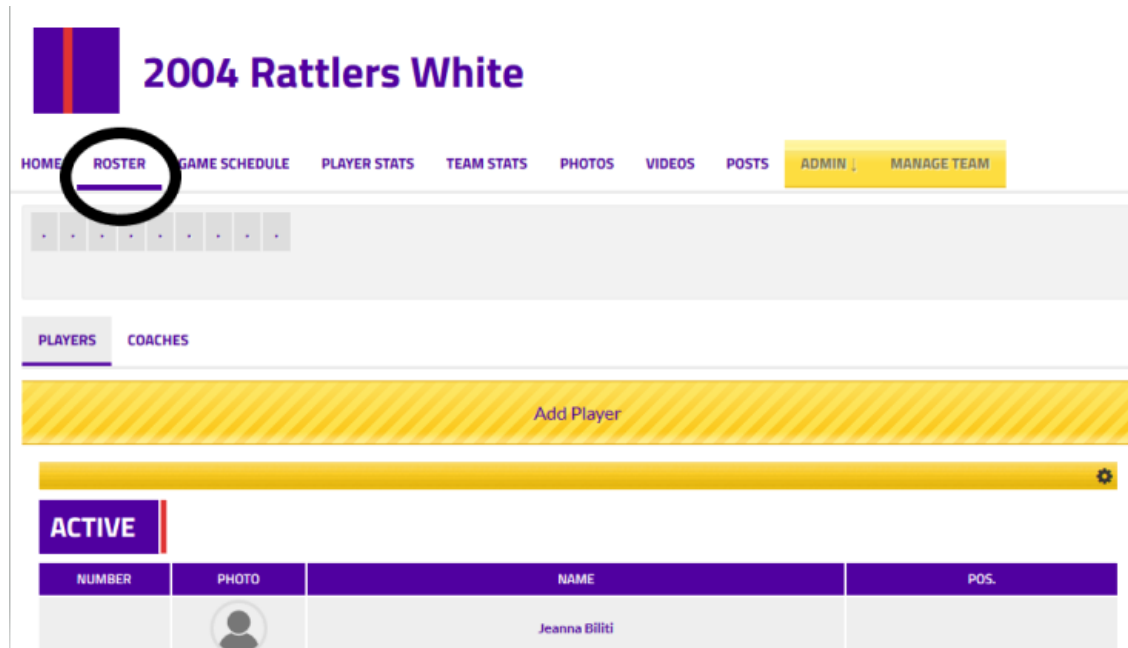
1. On the left-side navigation, choose the **Roster** tab.
2. Under the *Roster* heading, choose either the **Player** or **Staff** sub tab.
3. Depending on which tab you have chosen, click either **+ Add Players** or **+ Add Staff**.
4. Input the "First Name", "Last Name", and "Email Address" - ***email address should be linked to PARENT for team communication purposes.***
 - **NOTE:** Use the email that is associated with the player or staff's SportsEngine account. If they don't have an account, that email address will receive communication to create their SportsEngine account.
5. Click **Add Players/Add Staff**.
 - **NOTE:** The new player or staff will not receive team communications (Messages/Chat/Video or Photo sharing) until they accept their invite.
6. Email invites will then be sent for players & staff on roster. Once they open email and click to accept, they will be prompted to **create an account with SportsEngine**.
7. Once account is created, you will then **join your player's team**.

IMPORTANT STEP: Parents will be told that their player does not have an existing profile and asked who is joining the team. **Select the FIRST OPTION that it defaults to – your child's name.**



2) How to Roster Coaches or Players from a Team Page

1. Sign in and turn on Edit Mode.
2. Go to a Team Page.
3. Click on the Roster tab.



4. Scroll down and toggle between the "Player" and "Coach" roster tab, then click either Add Coach or Add Player.
5. Choose a method to roster.
 - a. Create New Player
 - b. Add Player from Network Member Directory (will not apply)
 - c. Import Players from Registration (will not apply)
 - d. Import Player's from Excel
6. Add the Player or Coach.

NOTE: Once your roster is set, emails have been linked to each rostered player and staff member (and accepted) – you can now **connect as a team using the SportsEngine app!** Sign in with your SportsEngine account info and explore all of the benefits the SportsEngine app offers.

- See games and practices in your schedule (and edit if needed)
- Access your Team Roster (with editing capabilities)
- Create Team Chats - See new chat notifications highlighted with a red dot.
- Send message to ROSTERED individual player's parent/guardians, or all players families.
- Easily share photos and videos for your team.

*Related points to explore:

- See **Parents Guide section** for information on how to [add additional GUARDIANS](#) to a player's account. (This is done in the parents account.)
- See **Managers Guide section** on how to [make your roster PRIVATE](#).