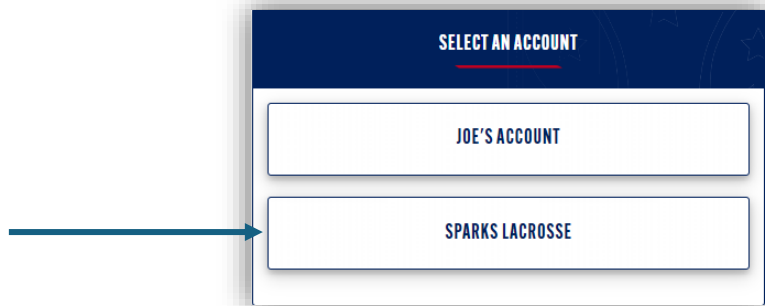


Roster Management

This step-by-step guide will explain how to access and use the new Roster Management Feature of the USA Lacrosse League Management System.

- **Accessing Your Program Account:**

- Go to usalacrosse.com and click the “My Account” button.
- Enter your email address and password to access your account portal.
- Select your program name to enter your program-specific account.



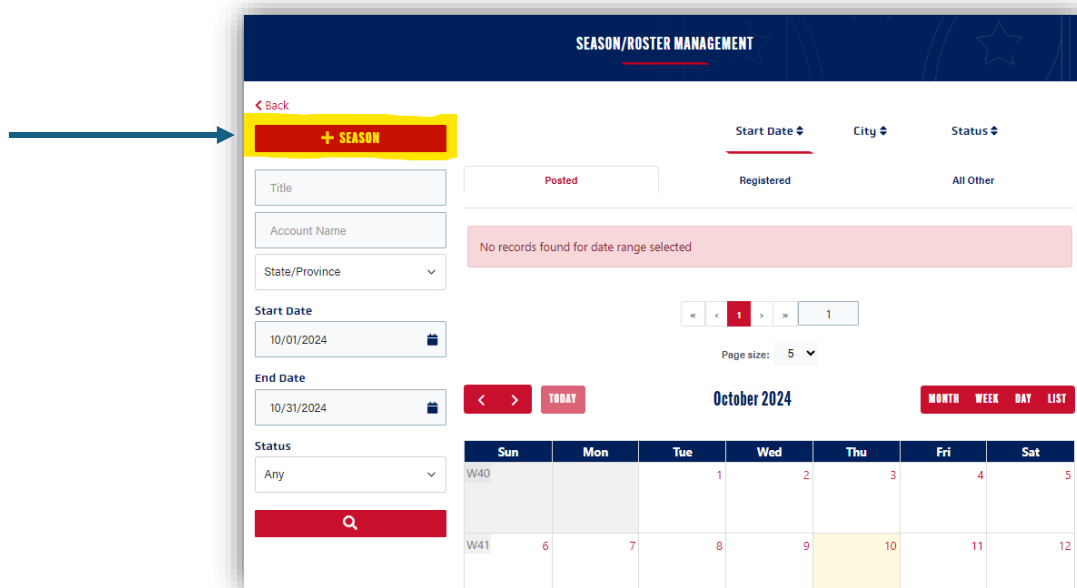
- **Accessing Roster Management:**

- Locate and select the Season/Roster Management tile in your account.

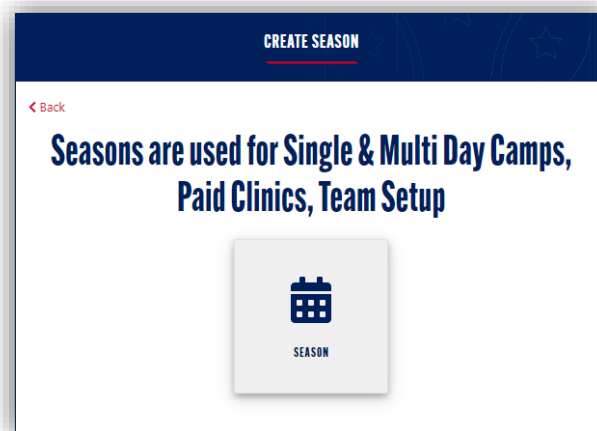


- **Create a Season to House your roster:**

- Click the “Add Season” button to begin.



- Then click the “Season” tile to enter details for your season.



- Season Details:
 - Name your season under the “Title” section.
 - Enter your season's start and end dates under the “Date & Time” section.

- Under the “Division” section, click “Setup a division.”
 - Name your division. (required)
 - Click the “Gear” icon to choose additional factors.
 - Additional factors for players include Gender, Age Limit, Grade Limit, and Graduation Limit.
 - Additional factors for coaches include Background checks, Coach Certificates, and Coach Courses.
 - The only factor that must be selected is “Allowed Involvements.” This option must be selected to move forward.

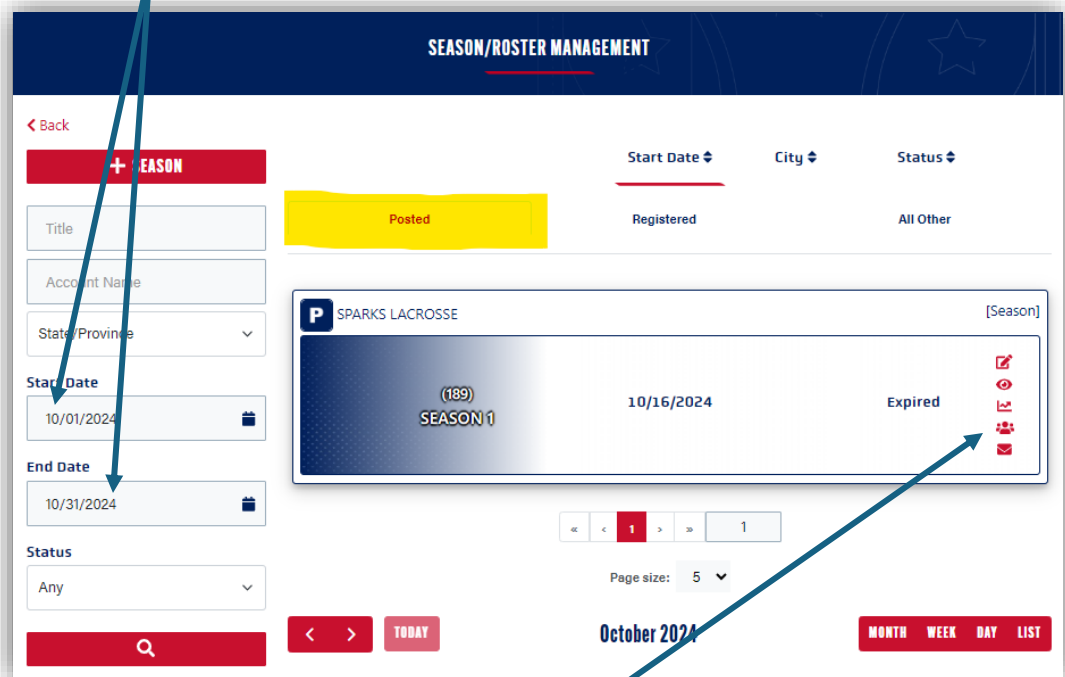
PLAYERS	
Gender	Both
Age Limit	<input type="radio"/>
Grade Limit	<input type="radio"/>
Graduation Limit	<input type="radio"/>
Coach Background Check	<input type="radio"/>
Coach Certificates	<input type="radio"/>
Coach Courses	<input type="radio"/>
Allowed Involvement(s)	Select all that apply

- When satisfied with your season details, hit “Save.”



- **Roster Management:**

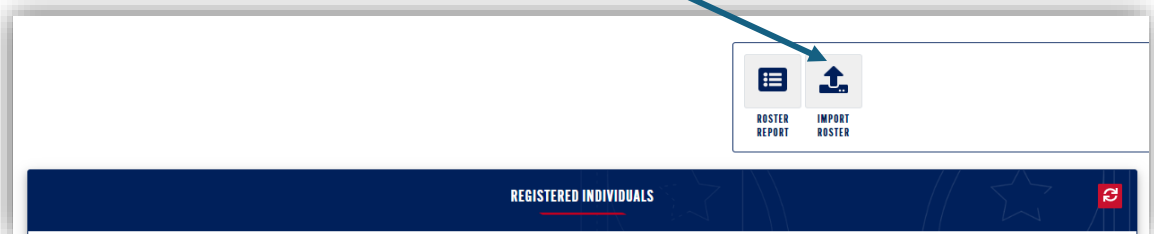
- Find your season in the “Posted” section of the main Season/Roster Management screen.
 - If you do not see your season initially, adjust the date filters to include your season's start or end date.



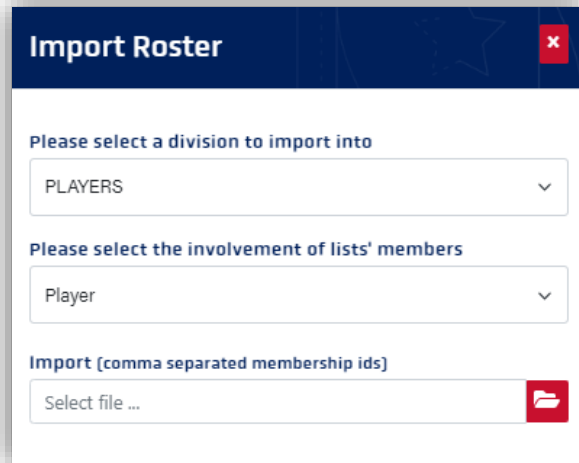
- When your season is located, click the roster icon to upload and manage your rosters.

- **Uploading Rosters:**

- To upload rosters to your season, click the “Import Roster” button.

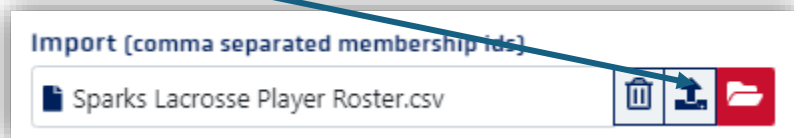


- In the pop-up box, select the appropriate division and involvement type.

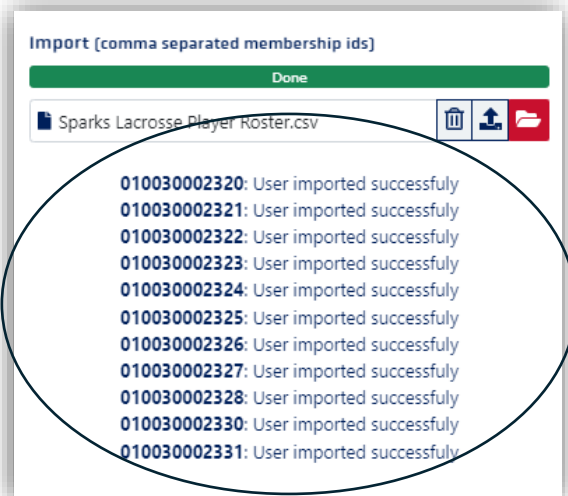


The 'Import Roster' pop-up box has a dark blue header with the title 'Import Roster' and a close button (X). Below the header, there are two dropdown menus. The first is labeled 'Please select a division to import into' and has 'PLAYERS' selected. The second is labeled 'Please select the involvement of lists' members' and has 'Player' selected. At the bottom, there is a section titled 'Import (comma separated membership ids)' with a 'Select file ...' button and a red folder icon.

- Then select your file.
 - Your file must be in Excel CSV format and include 1 column of member numbers for your players or coaches.
 - When you have selected the desired file, click the upload button.



A horizontal bar showing the selected file 'Sparks Lacrosse Player Roster.csv'. To the right of the file name are three icons: a trash can, an upload arrow, and a red folder icon. A blue arrow points from the 'upload' icon to the text 'click the upload button' in the previous block.



The 'Import (comma separated membership ids)' screen shows a green 'Done' bar at the top. Below it, the file 'Sparks Lacrosse Player Roster.csv' is listed. A large black oval highlights a list of 11 successful import messages, each starting with a unique ID and the text 'User imported successfully'.

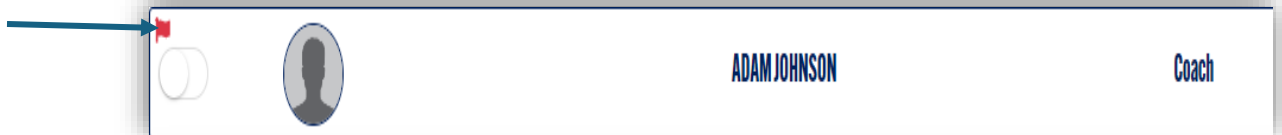
ID	Status
010030002320	User imported successfully
010030002321	User imported successfully
010030002322	User imported successfully
010030002323	User imported successfully
010030002324	User imported successfully
010030002325	User imported successfully
010030002326	User imported successfully
010030002327	User imported successfully
010030002328	User imported successfully
010030002330	User imported successfully
010030002331	User imported successfully

- After confirming that your roster has been successfully uploaded, close the pop-up box.

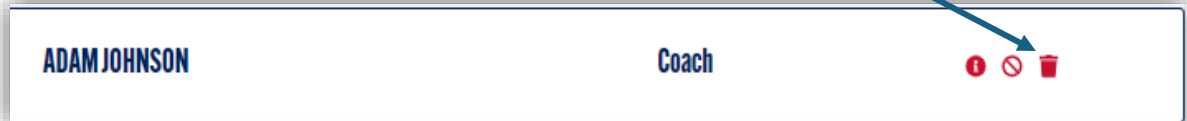
- To view the uploaded individuals, click the refresh button.



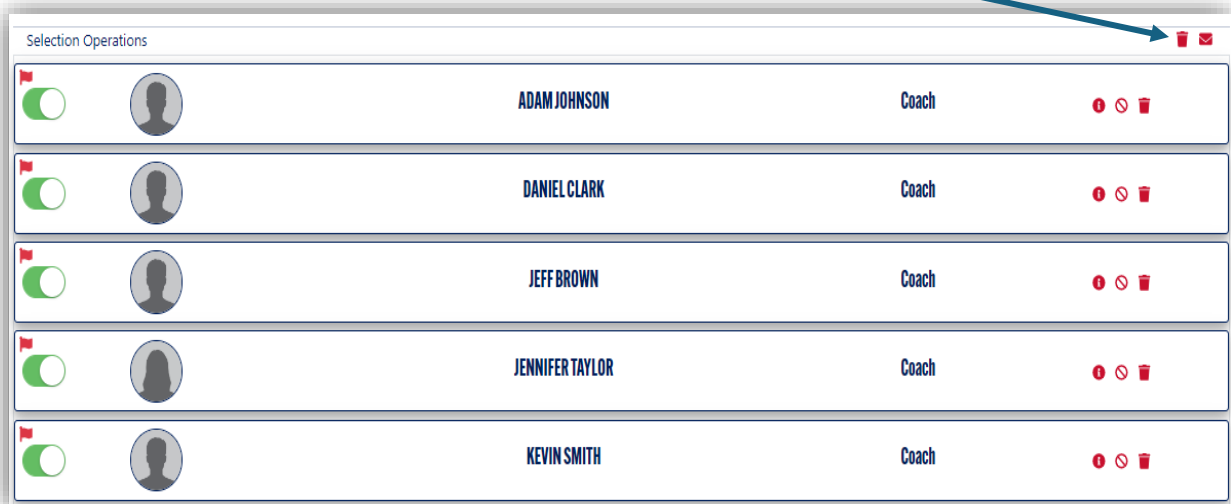
- If you see a red flag next to an individual member, they are missing one or more of the factors you entered for your season.



- To remove an individual from your roster, click the “Trash Can” icon next to their name.

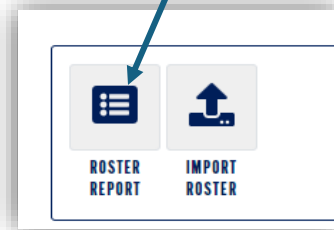


- If you need to remove multiple members, click the toggle next to each member's name, then click the “Trashcan” icon above your list.



- **Roster Report:**

- After successfully uploading all desired rosters, click the “Roster Report” button to view a detailed report of your roster data.



- Player reports will include columns for each of the following factors:
 - Division, First & Last Name, Involvement, Gender, Date of Birth, Email Address, Member ID, Membership Status, Membership Expiration Date, and Age Verification Status.
- Coach reports will include the following additional factors.
 - Background Check Status, Background Check Expiration Date, Coach Certification Status, and Abuse Prevention Course Status.

<div> <div>Division Filter</div> <div>No Filter</div> </div> <div> <div>Involvement Filter</div> <div>No Filter</div> </div> <div> <div>Exclude Columns</div> <div>No Filter</div> </div> <div> <div>Search By:</div> <div>Membership ID</div> </div> <div> <div>Membership Status</div> <div>Any Status</div> </div> <div> <div>FIRST NAME</div> </div> <div> <div>LAST NAME</div> </div> <div> <div>Date of Birth</div> <div>mm/yyyy</div> </div> <div> <div>(optional) Birthdate End Date</div> <div>mm/yyyy</div> </div> <div> <div>🔍</div> </div> <div> <div>✕</div> </div>										
Attendee ID	Fee Group	First Name	Last Name	Involvement	Gender	Date of Birth	Email	Membership ID	Membership Status	
874	COACHES	ADAM	JOHNSON	Coach	Male	04/1988	email_adamm@mail@lacrosse.com	010030002334	Suspended	
886	PLAYERS	ALEX	JOHNSON	Player	Male	04/2012	email_alex@mail@lacrosse.com	010030002322	Active	
869	GIRLS	AMANDA	THOMAS	Player	Female	04/2012	email_amandam@mail@lacrosse.com	010030002329	Active	
892	PLAYERS	CHRIS	ANDERSON	Player	Male	04/2012	email_chris@mail@lacrosse.com	010030002328	Active	
878	COACHES	DANIEL	CLARK	Coach	Male	04/1988	email_danielc@mail@lacrosse.com	010030002338	Suspended	
893	PLAYERS	DANIEL	HARRIS	Player	Male	04/2012	email_danielm@mail@lacrosse.com	010030002330	Active	
890	PLAYERS	DAVID	CLARK	Player	Male	04/2012	email_davidm@mail@lacrosse.com	010030002326	Active	
887	PLAYERS	EMILY	DAVIS	Player	Female	04/2012	email_emilym@mail@lacrosse.com	010030002323	Active	
885	PLAYERS	JANE	JAMESON	Player	Female	04/2012	email_janem@mail@lacrosse.com	010030002321	Active	
876	COACHES	JEFF	BROWN	Coach	Male	04/1988	email_jeffm@mail@lacrosse.com	010030002336	Suspended	
879	COACHES	JENNIFER	TAYLOR	Coach	Female	04/1988	email_jennifer@mail@lacrosse.com	010030002339	Suspended	
891	PLAYERS	JESSICA	TAYLOR	Player	Female	04/2012	email_jessicam@mail@lacrosse.com	010030002327	Active	
884	PLAYERS	JOHN	SMITH	Player	Male	04/2012	email_johnm@mail@lacrosse.com	010030002320	Active	
872	COACHES	KEVIN	SMITH	Coach	Male	04/1988	email_kevinm@mail@lacrosse.com	010030002332	Suspended	
894	PLAYERS	LAURA	MARTIN	Player	Female	04/2012	email_lauram@mail@lacrosse.com	010030002331	Active	
883	COACHES	LAUREN	MARTIN	Coach	Female	04/1988	email_lauren@mail@lacrosse.com	010030002343	Suspended	
888	PLAYERS	MICHAEL	BROWN	Player	Male	04/2012	email_michaelm@mail@lacrosse.com	010030002324	Active	
873	COACHES	MICHELLE	JAMESON	Coach	Female	04/1988	email_michell@mail@lacrosse.com	010030002333	Suspended	
882	COACHES	NICHOLAS	HARRIS	Coach	Male	04/1988	email_nicholasm@mail@lacrosse.com	010030002342	Suspended	
875	COACHES	NICOLE	DAVIS	Coach	Female	04/1988	email_nicolem@mail@lacrosse.com	010030002335	Suspended	
880	COACHES	ROBERT	ANDERSON	Coach	Male	04/1988	email_robertm@mail@lacrosse.com	010030002340	Suspended	
881	COACHES	SAMANTHA	THOMAS	Coach	Female	04/1988	email_samantham@mail@lacrosse.com	010030002341	Suspended	
889	PLAYERS	SARAH	WILSON	Player	Female	04/2012	email_sarahm@mail@lacrosse.com	010030002325	Active	
877	COACHES	SUSAN	WILSON	Coach	Female	04/1988	email_susanm@mail@lacrosse.com	010030002337	Suspended	

- Report Data can be organized based on the following filters.
 - Division, Involvement Type, Membership Status, and Birthdate Range.
 - Additionally, you can search for specific data using the Membership ID, First Name, and Last Name filters.
 - Columns can be excluded if they don't meet your specific needs.

Division Filter

No Filter

Involvement Filter

No Filter

Exclude Columns

No Filter

Search By:

Membership ID

Membership Status

Any Status

FIRST NAME

LAST NAME

Date of Birth

mm/yyyy

**[optional]
Birthdate End Date**

mm/yyyy

- **Exporting Rosters:**

- When you are satisfied with the data returned in your report, click the “Export Current List” button to export and download it into an Excel spreadsheet.



- Exported data will be affected by any filters you have selected.

** If you have additional questions regarding the Roster Management feature, please contact leaguemanagement@usalacrosse.com.