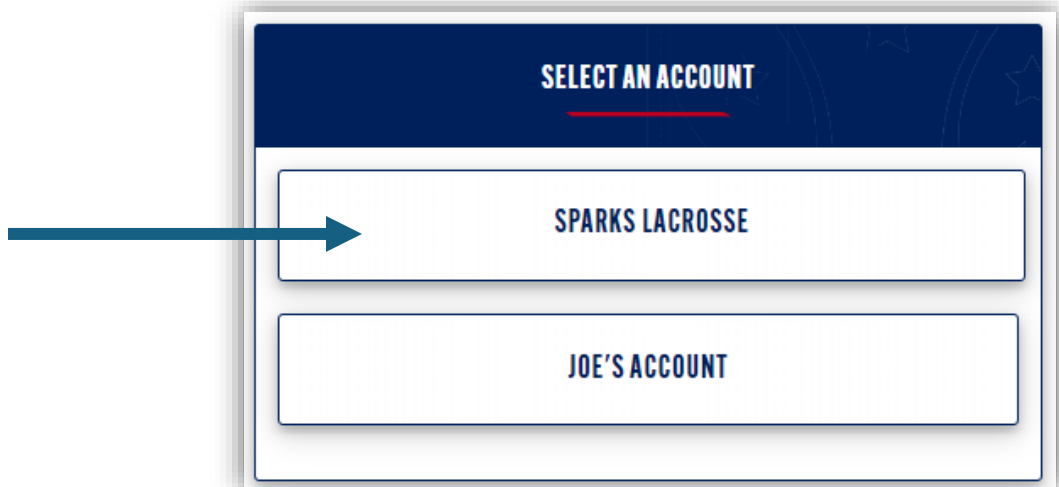


Roster Management

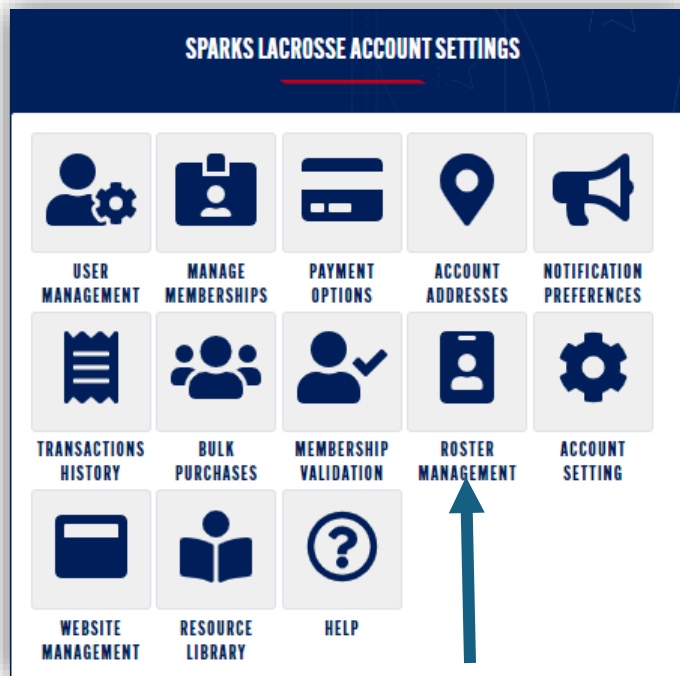
- **Accessing Your Account**

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



- **Accessing Roster Management**

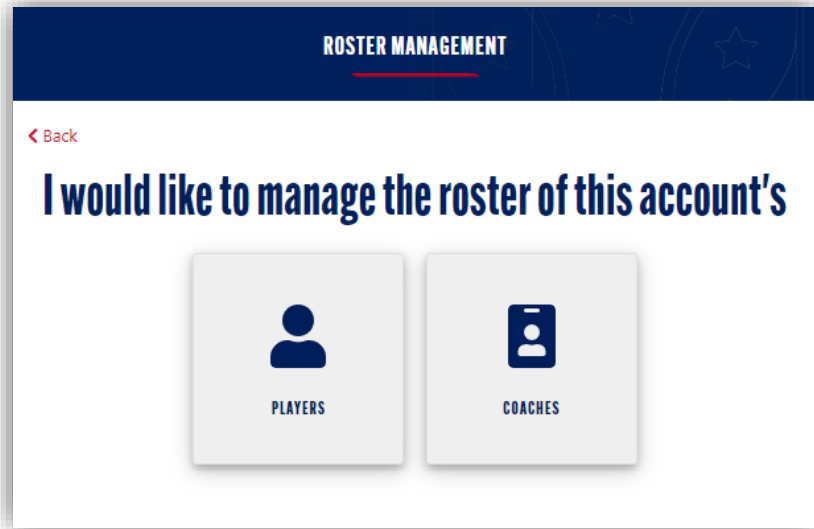
- Locate and select the Roster Management tile in your account.



- **Select Your Roster Type**

- Choose between managing Coach or Player rosters.
 - Coach and player rosters are managed separately.

- To switch from one to the other, click the back button.

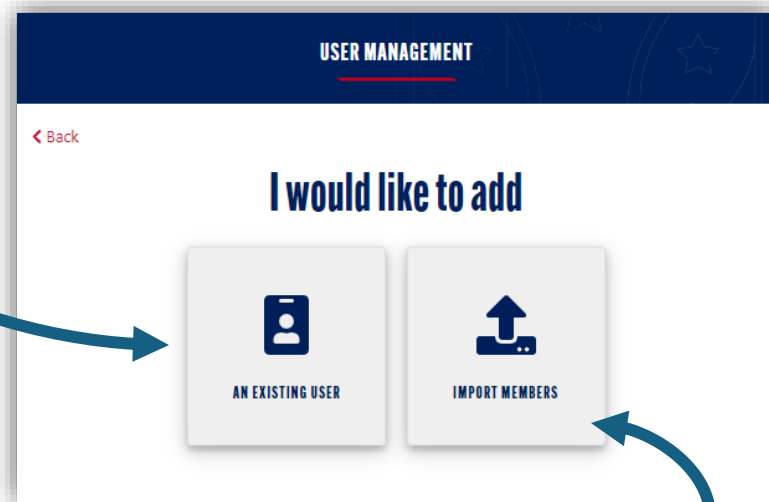


- **Add Players or Coaches**

- To add an individual player or coach to your roster, click the “Add user” button.

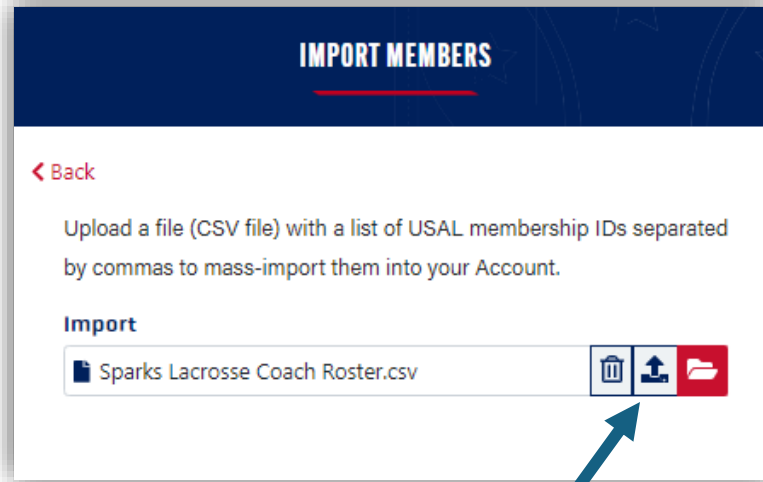


- Then select the “Existing User” option.
 - You can add a user by entering their member ID or email address or by entering their First Name, Last Name, country, zip code, and date of birth.



- To add multiple players or coaches, click the “Add User” button.
 - Then select the “Import Members” option.



- This option allows you to import large numbers of members simultaneously by uploading an Excel CSV file.
 - The file must include one column of only USAL member IDs separated by commas to mass-import them into your Account.
- To select your file, click the file folder icon, choose your file.



- Then click the “Upload File” button.

- **Roster Data**

- Once your players and coaches are added to your rosters, you will see each in list format on the main Roster Management page.
- The following data points are available for players:
 - Name
 - Member ID
 - Membership Status
 - City/State
 - Zip Code
 - Date of Birth
 - Age Verification Status

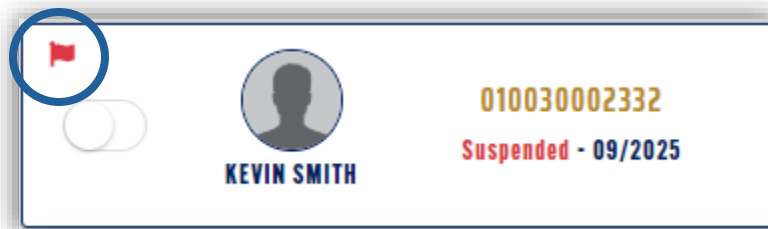
| | ☐ Lastname ⇅ | ☐ Membership Status ⇅ | ☐ City ⇅ | ☐ Zip/Postal Code ⇅ | ☐ Date of Birth ⇅ | ☐ Age Verification ⇅ |
|-----------|---|----------------------------------|------------|---------------------|-------------------|--|
| Total: 27 | | | | | | |
| ☐ |  PARKER SHOCK | 010030000752 Active - 06/2026 | SPARKS, MD | 21152 | 09/2013 | Approved  |

- The following data points are available for coaches:
 - Name

- Member ID
- Membership status
- Background Check Status:
- Abuse Prevention Status
 - Completed
 - Not Initiated
- Game Type
- Bronze Certification Status
- Highest Certification Achieved
- Date affiliated

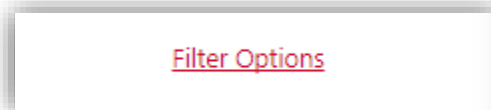
| | | Lastname | Membership Status | Background Check | Abuse Prevention | Game Type | Bronze Certification | Highest Certification Level | Date Affiliated | |
|-----------|--|-----------|----------------------------------|---------------------|-------------------------|-----------------------------------|----------------------|-----------------------------|-----------------|--|
| Total: 13 | | | | | | | | | | |
| | | JOE SMITH | 010030002347 Active - 10/2025 | Valid 10/03/2026 | Completed 09/20/2028 | Men's / Boy's Women's / Girl's | Yes Yes | Silver Silver | 2024-10-03 | |

- If coaches or players are missing membership requirements, a red flag will appear next to their entry.
 - Clicking the red flag will show you each requirement that is missing.



- **Data Filtering**

- You can search for specific information by clicking the "Filter Options" button.



- Options Include:
 - Season End Date –
 - Setting an end date will filter membership, background check, and abuse prevention expiration dates to determine if they will be valid by the date entered.
 - Membership Status –

- Active – all membership requirements have been completed.
- Pending—One or more membership requirements have not been completed, but the window for completion is still open.
- Suspended – one or more membership requirements have not been completed, and the window for completion has closed.
- Terminated – failed background check due to a serious offense.
- Inactive – membership has expired.
- Membership Valid Thru -
 - Allows you to filter for members with an active membership through a specific date.
- Background Check Status -
 - Valid – check completed
 - Pending – check in progress
 - Not initiated – check not started
 - Failed – check flagged.
 - Expired – check was completed more than two years ago.
- Background Valid Thru –
 - Allows you to filter for members with an active background check through a specific date.
- Abuse Prevention Status –
 - Not initiated
 - Pending – the course is in progress.
 - Completed
 - Expired – training was completed more than two years ago.
- Abuse Prevention Valid Thru –
 - Allows you to filter for members with a completed Abuse Prevention course through a specific date.
- Game Type –
 - Men’s/Boy’s
 - Women’s/Girl’s
 - Both will appear next to a coach's name if applicable.
- Bronze Certification Status-
 - Yes – completed
 - No – incomplete
 - If both game types apply, status will appear for both.
- Highest Certification Level –
 - Bronze
 - Silver – Bronze must also be completed.
 - Gold – Bronze and Silver must also be completed.
 - Platinum – Bronze, Silver, and Gold must also be completed.
- Once you have selected your desired filters, hit the search icon.
- To clear any existing filters, hit the clear icon.

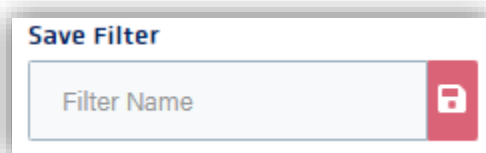


- **Search Options**

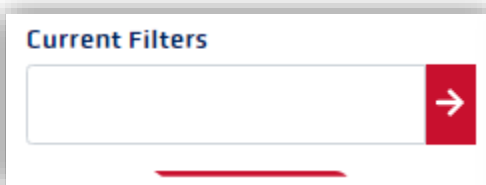
- You can search for players or coaches in your roster via the following:
 - First Name
 - Last Name
 - Member ID

- **Save Filters**

- You can save filter settings that you use frequently.
 - Set your filters, enter a name, and then hit the save button.



- To use a saved filter, go to the current filters section and select from your saved list.



- **Export Rosters**

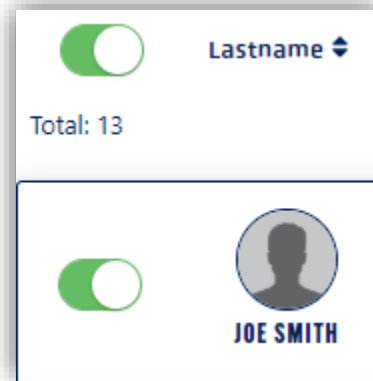
- To export data from your roster, click the “Export Current List” button.
 - This downloads an Excel spreadsheet of your selected data.



- **Send Messages**

- You can send messages to your players or coaches directly from Roster Management.

- Use the toggle switch next to each entry to select an individual, or toggle the switch at the top of your screen to choose your entire roster.

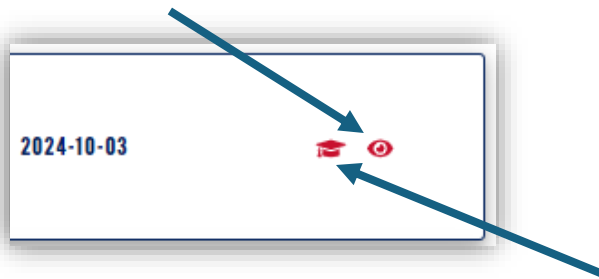


- Then click the message icon to write and send your message.



- **Other Tools**

- You can view the digital member card for players and coaches in your roster by clicking the "Eye" icon to the right of each entry.



- Coach transcripts can be viewed by clicking the Graduation Cap icon to the right of each entry.

- **Removing Players or Coaches**

- Players and coaches can be removed from rosters individually by clicking the Trash Can icon next to each entry.
- To remove multiple players and coaches simultaneously, toggle the switch to the left of each entry and click the "Bulk Delete" button.
- To remove an entire page worth of players and coaches, toggle the switch at the top of your page and click the "Bulk Delete" button.

