

Creating your team roster on League Athletics

After your players have registered for your club – you will need to assign them to your team if you want to email them as a group and have the system send out updates about changes in games, meetings, etc.

1. Sign into League Athletics as the Manager or the Registration Manager
2. Click the Administer
3. In the **Teams** area click **assign roster**
4. Keep Spring 2015
5. On the Choose drop down choose which team you are assigning players to, the JV or the Varsity
6. Keep the select participants drop down as **Currently Unassigned**
7. Member Type – choose **players only** on drop down
8. On Gender you can choose or leave it alone it doesn't matter
9. Leave **Born between** and **between grades** alone
10. Choose your program in **Registered in**
 - **Notes Contain**

This selection is optional. Enter any keywords that you would like the roster tool to search for in the notes field. For example, if you are looking for left handed pitchers you can enter "left" in this field. This tool will work only if you have entered notes in the members information.
11. Registration Criteria you can just skip – go to bottom and click submit
12. Members will appear on the right hand side – you will need to click the names of the players that belong on this team and they will appear on the left.
13. To assign members to the team, click their name on the list of unassigned members to the right. Their name will then disappear from that list and appear in the roster window instead. If you change your mind, click any name from the roster window and that person will then disappear from the roster and appear in the list of unassigned members. Once you've finished selecting members, click the Save Roster button to save your changes.