

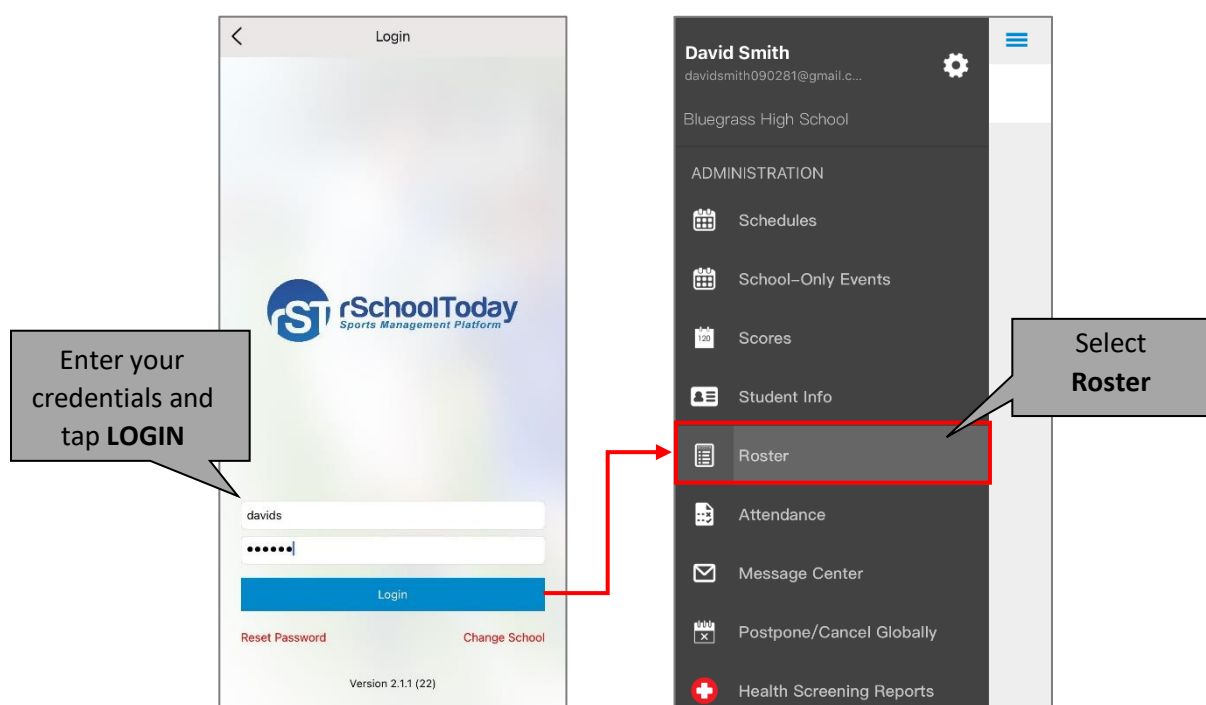
Rosters (iOS) May 2022

The **Roster** module in the **Administrative View** allows you to build and manage Rosters of Sports and Activities in your School. This guide will show you how to:

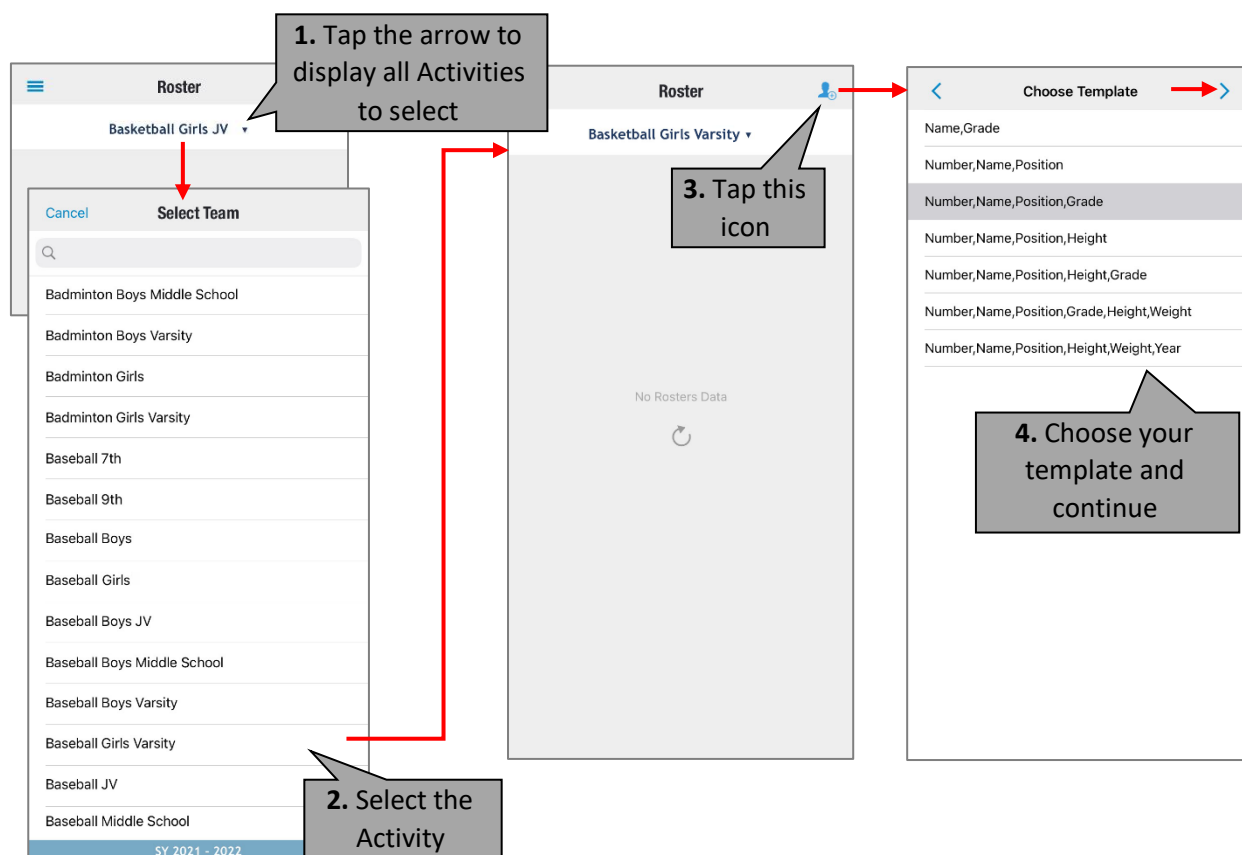
- [Add/Edit Rosters](#)
- [Add Players](#)
- [Edit Roster/ Edit Player's Information](#)
- [Remove Players](#)

Add/Edit Rosters

Log in with your credentials to access the **Administrative View** and tap on Rosters.



Select the Sport/Activity to start building the Roster.



Add Players

Once you have selected the Activity and set the Template, you can add Players to your Roster.

1. Tap this button to add Players

2. Select All Students or Registered for this Activity

3. Select a Student from the list or use the search bar

4. Tap Done

5. Tap this

6. Select Next Step to Continue or Save & Exit

7. Tap Skip or Yes if you want to send a message to Parents

Send message to the parents of the registrants to pay fee?

Skip Yes

Edit Rosters/Edit Player's Information

To edit and manage an existing Roster, tap on **Edit**, and follow the steps below:

Tap here if you want to edit the template

Tap the image to add/edit or remove the Player's picture

Tap + button to add more players or tap > to continue and

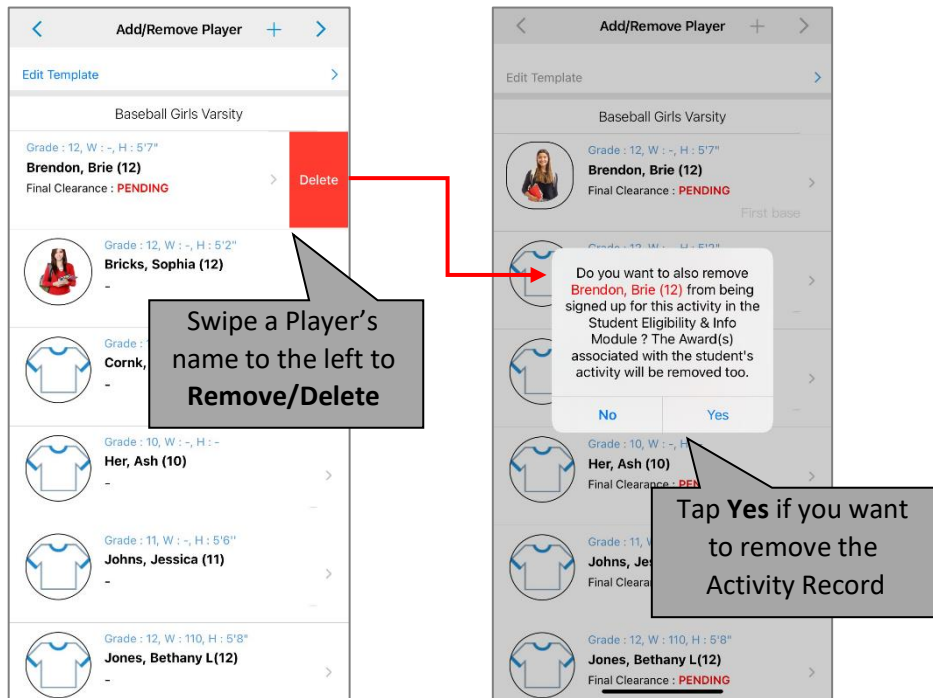
Tap the Player's name to edit the information

Take Picture
Select Image from Library
Remove Existing Image
Cancel

Include pictures either from the device's Camera or Image Library

Save

Remove/Delete a Player



After successfully building your Roster, it will display detailed information about the players.

