

Building Rosters in Activity Scheduler

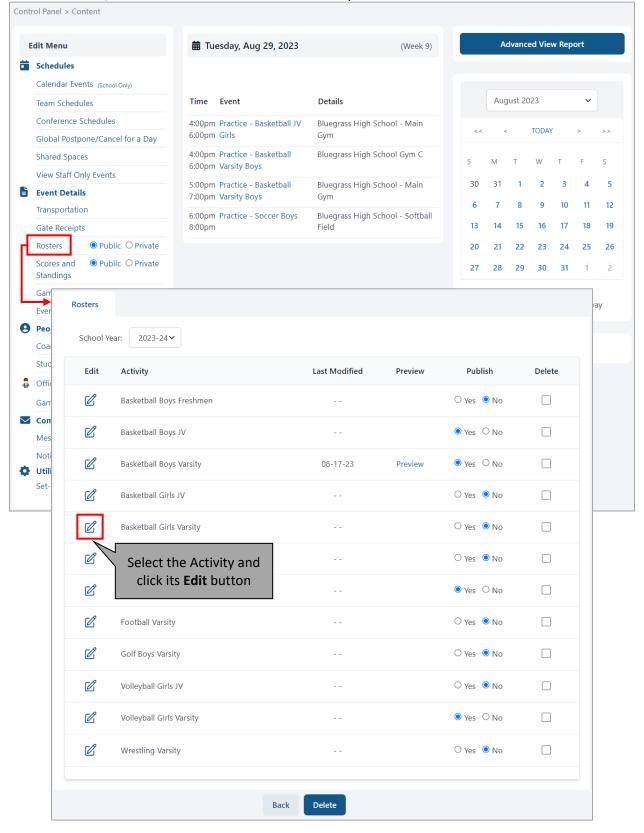
August 2023

This Start-Up Guide provides the steps for Administrators to build Rosters for their Activities.

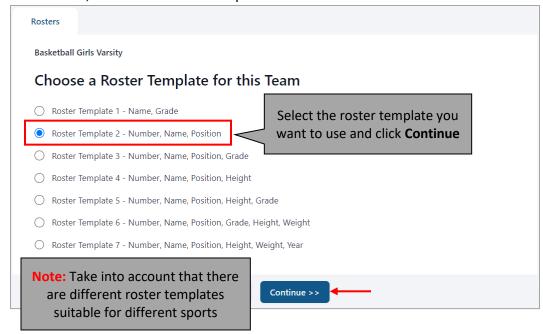
Creating your Roster

The **Student Eligibility & Information** database is integrated with **Rosters.** This makes creating rosters easier since there is no need to add student information every time you enlist students for different activities.

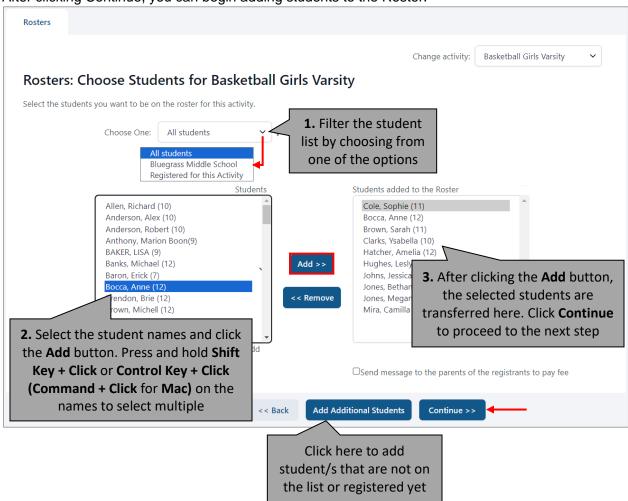
On the Administrative view of the Activity Scheduler, click **Rosters** to open the module. On the Rosters screen, click the **Edit** icon next to the Activity to create its Roster.



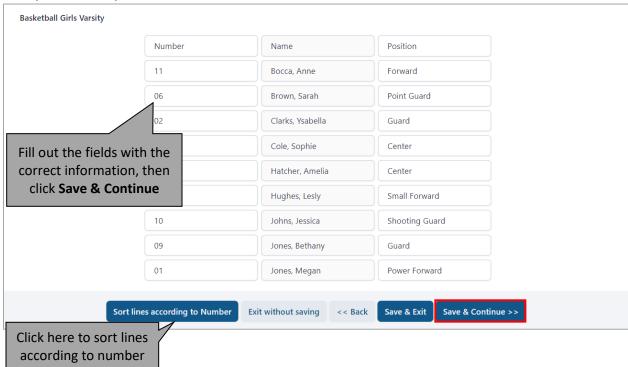
On the next screen, select the Roster Template and click the Continue button.



After clicking Continue, you can begin adding students to the Roster.

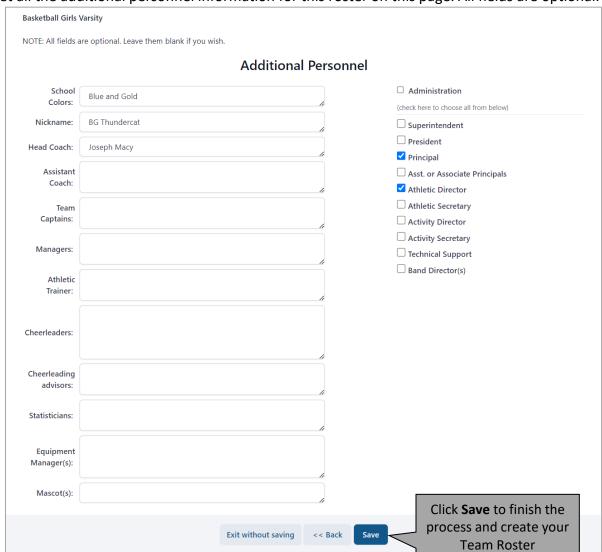


Fill out the empty fields with the correct information. All fields (**Number**, **Position**, **Height**, **Grade**) are optional except for **Name**.

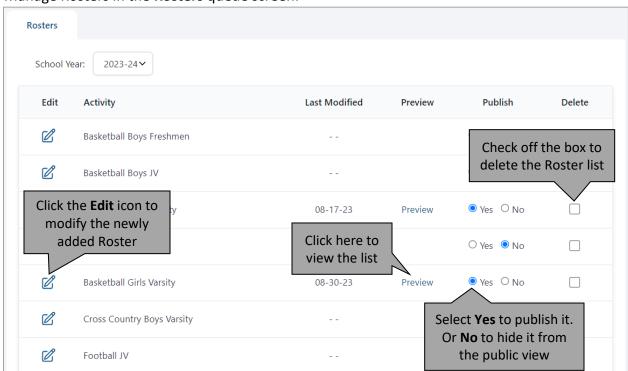


Note: If you click **Save & Exit**, the system will save the changes and take you back to the Roster queue page.

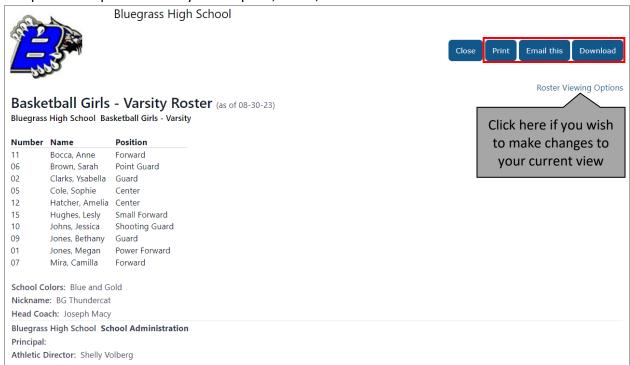
Set all the additional personnel information for this roster on this page. All fields are optional.



Manage Rosters in the Rosters queue screen:



Sample Roster preview that you can print, email, and download:



Roster Viewing Options:

