

## 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.

Control Panel > Content

**Edit Menu**

- Schedules**
  - Calendar Events (School Only)
  - Team Schedules
  - Conference Schedules
  - Global Postpone/Cancel for a Day
  - Shared Spaces
  - View Staff Only Events
- Event Details**
  - Transportation
  - Gate Receipts
  - Rosters**  Public  Private
  - Scores and Standings  Public  Private
  - Game Events

**Tuesday, Aug 29, 2023** (Week 9) [Advanced View Report](#)

| Time   | Event                    | Details                                |
|--------|--------------------------|--|
| 4:00pm | Practice - Basketball JV | Bluegrass High School - Main Gym       |
| 6:00pm | Girls                    |  |
| 4:00pm | Practice - Basketball    | Bluegrass High School Gym C            |
| 6:00pm | Varsity Boys             |  |
| 5:00pm | Practice - Basketball    | Bluegrass High School - Main Gym       |
| 7:00pm | Varsity Boys             |  |
| 6:00pm | Practice - Soccer Boys   | Bluegrass High School - Softball Field |
| 8:00pm |                          |  |

School Year: 2023-24

| Edit | Activity                 | Last Modified | Preview | Publish   | Delete                   |
|------|--------------------------|---------------|---------|---|--------------------------|
|      | Basketball Boys Freshmen | --            |         | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input type="checkbox"/> |
|      | Basketball Boys JV       | --            |         | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="checkbox"/> |
|      | Basketball Boys Varsity  | 08-17-23      | Preview | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="checkbox"/> |
|      | Basketball Girls JV      | --            |         | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input type="checkbox"/> |
|      | Basketball Girls Varsity | --            |         | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input type="checkbox"/> |
|      |                          | --            |         | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input type="checkbox"/> |
|      |                          | --            |         | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="checkbox"/> |
|      | Football Varsity         | --            |         | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input type="checkbox"/> |
|      | Golf Boys Varsity        | --            |         | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input type="checkbox"/> |
|      | Volleyball Girls JV      | --            |         | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input type="checkbox"/> |
|      | Volleyball Girls Varsity | --            |         | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="checkbox"/> |
|      | Wrestling Varsity        | --            |         | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input type="checkbox"/> |

**Select the Activity and click its Edit button**

[Back](#) [Delete](#)

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

**Note:** Take into account that there are different roster templates suitable for different sports

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**.

| Number | Name             | Position       |
|--------|------------------|----------------|
| 11     | Bocca, Anne      | Forward        |
| 06     | Brown, Sarah     | Point Guard    |
| 02     | Clarks, Ysabella | Guard          |
|        | Cole, Sophie     | Center         |
|        | Hatcher, Amelia  | Center         |
|        | Hughes, Lesly    | Small Forward  |
| 10     | Johns, Jessica   | Shooting Guard |
| 09     | Jones, Bethany   | Guard          |
| 01     | Jones, Megan     | Power Forward  |

**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.

Basketball Girls Varsity

NOTE: All fields are optional. Leave them blank if you wish.

### Additional Personnel

|   |   |
|---|---|
| <p>School Colors: <input type="text" value="Blue and Gold"/></p> <p>Nickname: <input type="text" value="BG Thundercat"/></p> <p>Head Coach: <input type="text" value="Joseph Macy"/></p> <p>Assistant Coach: <input type="text"/></p> <p>Team Captains: <input type="text"/></p> <p>Managers: <input type="text"/></p> <p>Athletic Trainer: <input type="text"/></p> <p>Cheerleaders: <input type="text"/></p> <p>Cheerleading advisors: <input type="text"/></p> <p>Statisticians: <input type="text"/></p> <p>Equipment Manager(s): <input type="text"/></p> <p>Mascot(s): <input type="text"/></p> | <p><input type="checkbox"/> Administration<br/><small>(check here to choose all from below)</small></p> <p><input type="checkbox"/> Superintendent</p> <p><input type="checkbox"/> President</p> <p><input checked="" type="checkbox"/> Principal</p> <p><input type="checkbox"/> Asst. or Associate Principals</p> <p><input checked="" type="checkbox"/> Athletic Director</p> <p><input type="checkbox"/> Athletic Secretary</p> <p><input type="checkbox"/> Activity Director</p> <p><input type="checkbox"/> Activity Secretary</p> <p><input type="checkbox"/> Technical Support</p> <p><input type="checkbox"/> Band Director(s)</p> |
|---|---|

Click **Save** to finish the process and create your Team Roster

Manage Rosters in the **Rosters** queue screen:

| Edit | Activity                   | Last Modified | Preview | Publish   | Delete                   |
|------|----------------------------|---------------|---------|---|--------------------------|
|      | Basketball Boys Freshmen   | --            |         |   |                          |
|      | Basketball Boys JV         | --            |         |   |                          |
|      | Basketball Girls Varsity   | 08-17-23      | Preview | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="checkbox"/> |
|      | Cross Country Boys Varsity | --            |         | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input type="checkbox"/> |
|      | Football JV                | --            |         | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="checkbox"/> |


Click the **Edit** icon to modify the newly added Roster

Click here to view the list

Check off the box to delete the Roster list

Select **Yes** to publish it. Or **No** to hide it from the public view

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


Bluegrass High School

Print
Email this
Download

**Basketball Girls - Varsity Roster** (as of 08-30-23)

Bluegrass High School Basketball Girls - Varsity


| Number | Name             | Position       |
|--------|------------------|----------------|
| 11     | Bocca, Anne      | Forward        |
| 06     | Brown, Sarah     | Point Guard    |
| 02     | Clarks, Ysabella | Guard          |
| 05     | Cole, Sophie     | Center         |
| 12     | Hatcher, Amelia  | Center         |
| 15     | Hughes, Lesly    | Small Forward  |
| 10     | Johns, Jessica   | Shooting Guard |
| 09     | Jones, Bethany   | Guard          |
| 01     | Jones, Megan     | Power Forward  |
| 07     | Mira, Camilla    | Forward        |

School Colors: Blue and Gold  
 Nickname: BG Thundercat  
 Head Coach: Joseph Macy  
 Bluegrass High School **School Administration**  
 Principal:  
 Athletic Director: Shelly Volberg

Roster Viewing Options

Click here if you wish to make changes to your current view

Roster Viewing Options:


Bluegrass High School

**Choose Roster View/Print Options:**

**Show**

Varsity

**Format**

One Team - Full Page

Two Teams - Two columns v

**Font size**

10 Point

8 Point

**Printing Multiple Levels**

Print all levels on one page

Separate pages per level

Remove Logos from Printout

**Roster Division**

Squads Separated

Combine All Players Together

Show Coaches, Cheerleaders, Administrators, etc. if they were added to this roster.

Show Clearance Status and Notes

Show Medical Alerts

**Show lines between players**

Yes

No

**Name Format**

If listing players alphabetically by last name, show names this way:

Smith, John

John Smith

Generate Roster