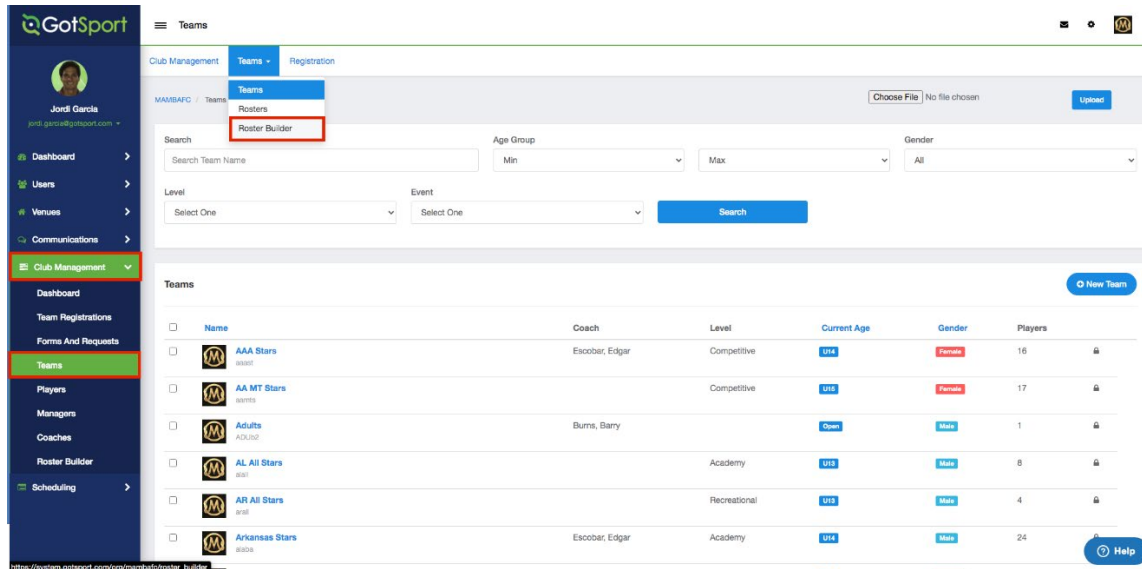


# How to add a player to an approved Event roster as an admin

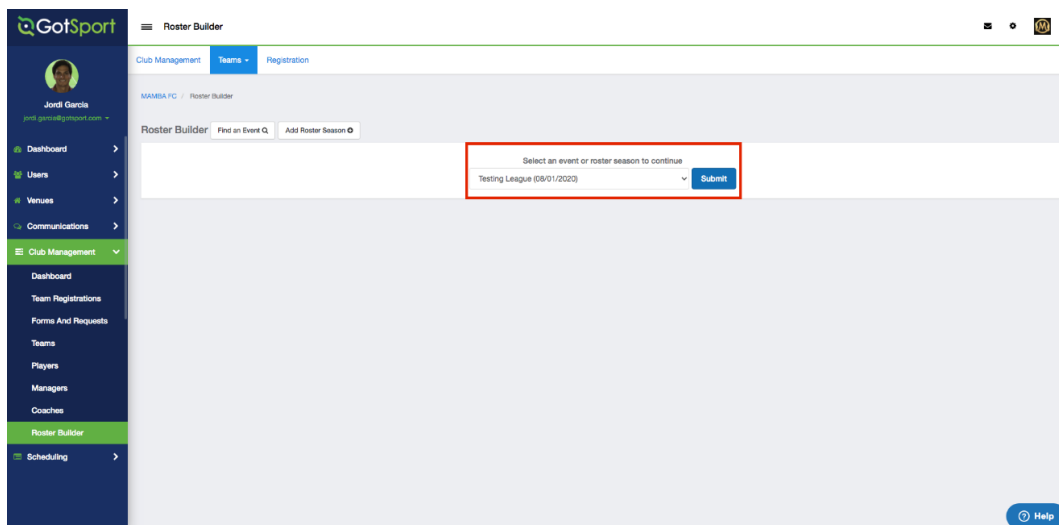
## Step 1:

From the Dashboard, Select "Club Management" followed by "Teams" here in the top tabs you will select "Teams", scroll down and Click "Roster Builder"



## Step 2:

Here you will select your "Event" and hit submit.



### Step 3:

Once here, you will click and drag the hairpin icon next to the players name to the team you would like to roster them on.

Note: All the players on the team currently have green checkmarks that signify approved.

The screenshot shows the 'Roster Builder' interface for 'MAVBA FC'. The main table lists players with columns for P, S, CP, Name, Gender, Level, Group, and DOB. A red box highlights the hairpin icon next to 'Aguilar, Steven'. A red arrow points from this icon to the 'Registered Teams/Rosters' panel on the right. In this panel, under 'AAA Stars', a table lists coaches and players. 'Aguilar, Steven' is listed as a player with a green checkmark in the 'Status' column, indicating he is approved.

P	S	CP	Name	Gender	Level	Group	DOB
0	0	0	Abbott, Meri	Female	Travel	U18	2005-07-12
0	0	0	Abshire, Nina	Female	Travel	U18	2009-01-23
0	0	0	Aguilar, Steven	Male	Travel	U14	2007-11-27
0	0	0	Allison, Tyler	Male	Travel	U18	2002-11-02
0	0	0	Alvarado, Aleli	Female	Travel	U18	2002-12-29
0	0	0	Alvarado, Joshua	Male	Adult	U14	2007-03-30
0	0	0	Alvarez, Alondra	Female	Competitive	U18	2002-08-18
0	0	0	Amazquita, Catherine	Female	Competitive	U18	2002-09-14
0	0	0	Antuna, Leslie	Female	Competitive	U18	2002-08-12
0	0	0	Apex, Adrien	Male	Adult	U14	2007-02-02

Coach/Manager Name	Coach	Primary	Status
1. Escobar, Edgar	Coach	Primary	✗
2. Miller, Robert	Coach	Primary	✗

Player Name	Jersey	Position	Status
1. Bravo, Johnny	--	--	P
2. Cassman, Noah	--	--	P
3. Finnigan, Seamus	--	--	P
4. Lawrence, Johnny	--	--	P
5. Longbottom, Neville	--	--	P

You will now see that player on the team with a Yellow Triangle next to his name since he was just added and has not been approved yet.

This screenshot shows the same 'Roster Builder' interface, but now 'Aguilar, Steven' is listed in the 'Registered Teams/Rosters' panel under 'AAA Stars'. He has a yellow triangle icon next to his name in the 'Player Name' column, indicating he has not been approved yet. The 'Status' column still shows a green checkmark.

P	S	CP	Name	Gender	Level	Group	DOB
0	0	0	Abbott, Meri	Female	Travel	U18	2005-07-12
0	0	0	Abshire, Nina	Female	Travel	U18	2009-01-23
1	0	0	Aguilar, Steven	Male	Travel	U14	2007-11-27
0	0	0	Allison, Tyler	Male	Travel	U18	2002-11-02
0	0	0	Alvarado, Aleli	Female	Travel	U18	2002-12-29
0	0	0	Alvarado, Joshua	Male	Adult	U14	2007-03-30
0	0	0	Alvarez, Alondra	Female	Competitive	U18	2002-08-18

Coach/Manager Name	Coach	Primary	Status
1. Escobar, Edgar	Coach	Primary	✗
2. Miller, Robert	Coach	Primary	✗

Player Name	Jersey	Position	Status
1. Aguilar, Steven	--	--	P
2. Bravo, Johnny	--	--	P
3. Cassman, Noah	--	--	P
4. Finnigan, Seamus	--	--	P
5. Lawrence, Johnny	--	--	P
6. Longbottom, Neville	--	--	P

Step 4:

The club registrar will need to let the league know a player has been added and needs to be approved.

Step 5:

The league will review and approve the player and let the club registrar know when it's completed. If it's during the league season, any player added prior to Thursday @ 5:00 pm, the league will make the approval before the weekend games.

Step 5:

Once the league approves the player, the registrar will see the green check next to the person's name in the Roster Builder section. The Official Roster & Passcard documents will then show the player listed and a passcard.