

How do I roster players?

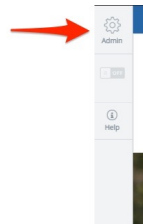
Assistance with rostering players from your facility's player registration to a team. 1/06/2017



- Step 1: Login to your SportsEngine account
 - » Navigate to www.pgajlg.com
 - » In the upper right hand of your screen, click the "Login" button



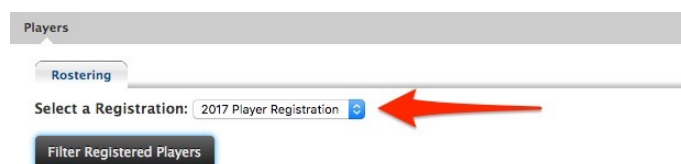
- Step 2: Once logged in, locate the Sport Management tab within the Admin Control Panel
 - » Select the Admin gear icon from the lefthand menu



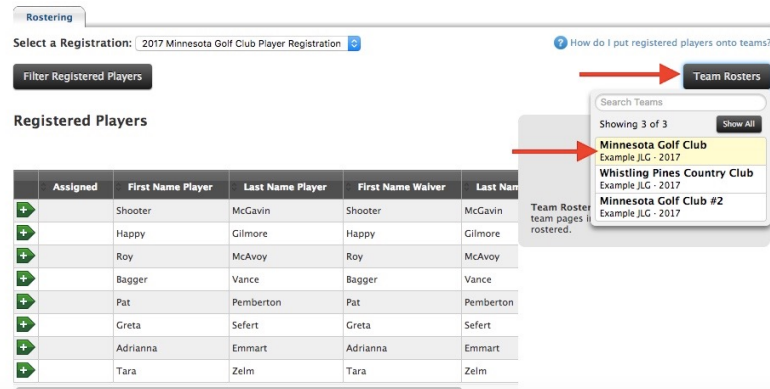
- » Once in the Admin Control Panel select the 'Sport Mgmt' tab, then click on the registration name



- Step 3: Locate your facility's registration and team you wish to roster players
 - » From the 'Select a Registration' dropdown menu, select your facility's player registration



- » Click the 'Team Rosters' button and select the team you wish to roster players on from the dropdown menu



- Step 4: Roster players

- » Click the green arrow on the left side of the player's name to roster. Once a player is successfully rostered, this button will be grayed out and the player will appear on the right side of the page under the team name.



- » To remove a player from the roster, click the red arrow next to their name