INSTRUCTION MANUAL

ROSTERING PLAYERS (UNASSIGNED)

VIDEO TUTORIAL ALSO AVAILABLE:
https://youtu.be/5eGN2FhEWXY

PHONE SUPPORT:
800-872-0461

ONLINE SUPPORT:
https://popwarner-affinity-sports.zendesk.com
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- Select Team from the left side navigation menu.

- Click Find/Edit/Delete.

- If you have any drop down sections that are not preselected for you; manually select the Region, League, and/or Association you are searching for.

- Click the Search button.

Teams found within your season* will appear in a list view:

○ You can use any of the filters to further narrow down your search results.
○ To clear all of your filters click the Reset button on the top right.

- Click anywhere on the row of the team to open and view the details of the team.

* Team lookup with filter options and search button highlighted.
Step 1. Selecting the Age Group for Rostering

- Once a team has been selected; Click the Team Details tab.

Select the age group that is the highest age for the team.

*EX: If you are creating a Jr. Varsity Team, the Play Level = Unassigned and the Age Group = 13.*

Select the **Division**; Don’t worry if it is unknown, select any division for now -- this can always be updated later.

Click the **Update** button at the bottom.
Step 2: Rostering Athletes

- Click the Roster Player tab.

- All athletes that are the same age as the one previously selected (on the Team Details tab), will appear on the left.

- To see other players in your age group, set the age drop down to your desired age or select All.

- Highlight the players name (you can select multiple players, by holding down the Ctrl button).

- The yellow Add Player arrow in the center will illuminate; Click the Add Player arrow. The players name will move from the left box to the right box.

- Click the Save Players button.

Use the yellow Add/Remove Player arrows, to add/remove players from team as needed.

Once the roster is complete with returning and new players, please view the instructions on the process for notifying the League/Conference.