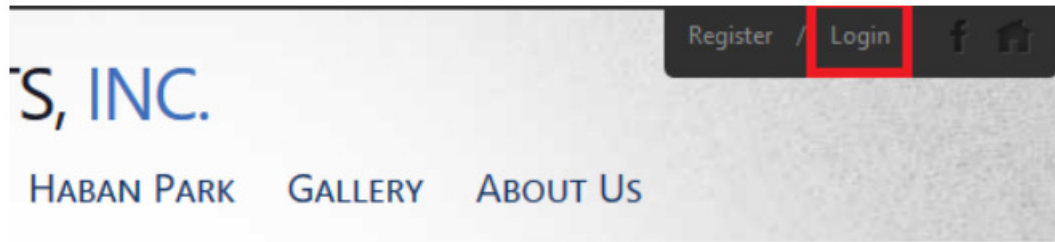


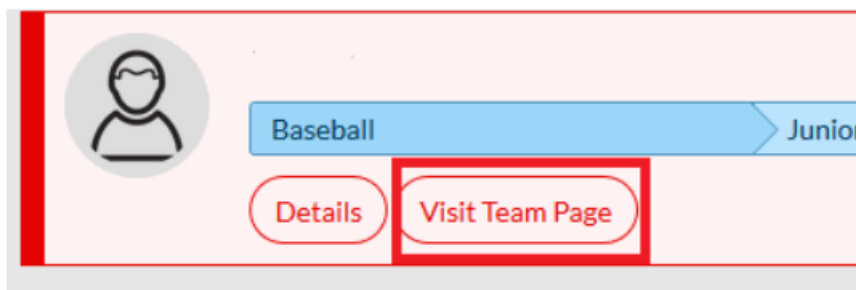
You can follow these steps to access your roster.

1. Log into the racineyouthsports.com website.

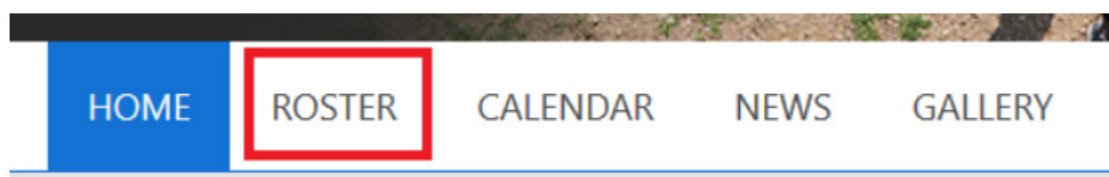


2. Click the Volunteer menu along the left side of the page.

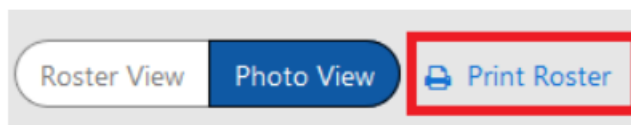
3. Click the "Visit Team Page" button.



4. Click the "Roster" menu button.



5. Click the "Print Roster" link.



6. Select the fields you'd like to see. The picture below has an example of the most useful information.

NOTE: Don't rely on the Player Email or Player Cell fields in the Player Info section. A lot of times, those are not set by the parents. Definitely use the Primary Account Email and Cell Phone fields.

Then click the "Generate Report" button.

The image shows a configuration interface for generating a roster report. It is divided into two main sections: "Player Info" and "Account Info".

Player Info

- Number
- Player Name
- Player Email
- Player Cell
- Date of Birth
- Age

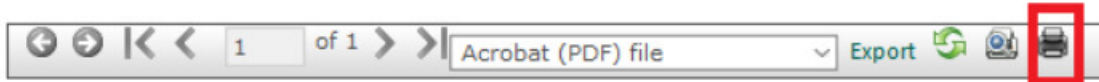
Account Info

- Primary Account Name
- Primary Account Cell Phone
- Primary Account Email
- Additional User First Name
- Additional User Last Name
- Additional User Cell
- Additional Email

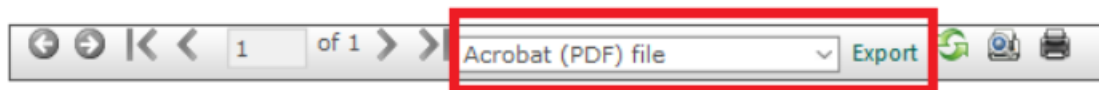
At the bottom right, there is a button labeled "Generate Roster" with a checkmark icon.

6. You can either save the roster as a file or directly print it.

a. To print, click the printer icon.

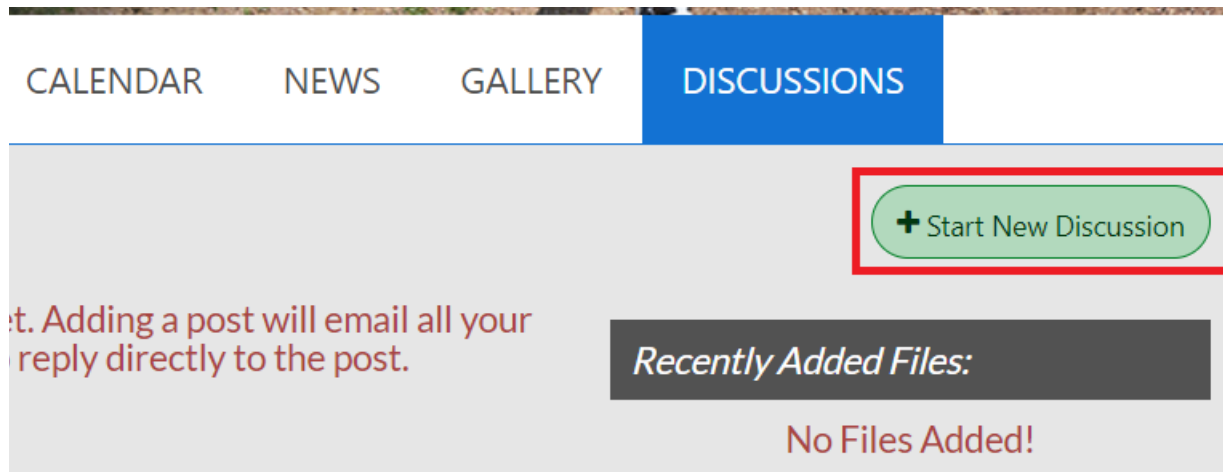


b. To save the report, select the type of file to save (PDF, Excel, etc.) and then click the "Export" link.



7. You can create discussion posts from the Team Page.

a. On the Discussions tab, click the "Start New Discussion" button.



b. Fill out the fields and message. Once complete, click the Ok button to post the message.

New Discussion Topic ✕

* Posting a discussion will email the selected Team Members below.

Subject:

⚠ Subject is required!

Message:

B *I* U Format ▼

|

⚠ Message is required!

Drag and drop to attach a file
or click Select File below.
You can attach a file up to 4MB.
You can attach jpg, jpeg, jpe, gif, bmp, png, doc, xls, ppt, pdf, txt, docx, xlsx, csv, html and zip files.

Select File

File Title or Description:

Notify Team Member By Email:

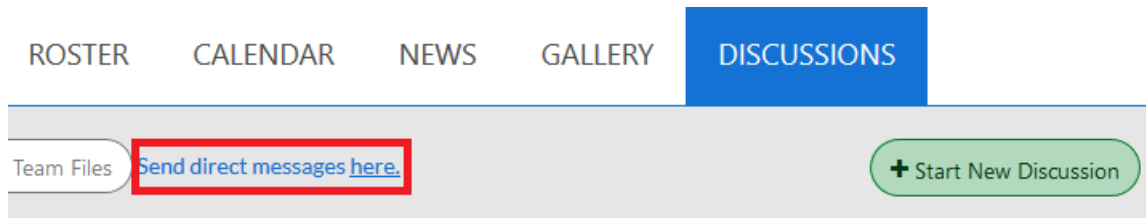
Include Team Volunteers

Include Associated Accounts and Participants

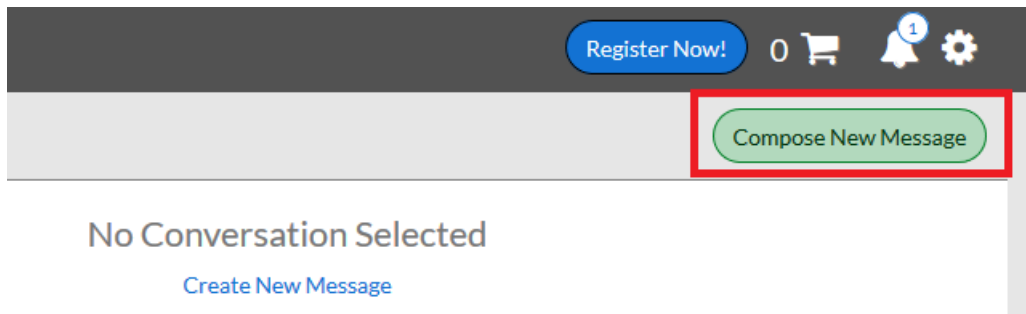
Cancel **OK**

8. You can also send emails directly from the Team Page.

a. On the Discussions page, click the link “Send direct messages here”.



b. On the next screen, click the “Compose New Message” button.



c. Click on the “Please Select Recipient...” drop down, and select who you want to send a message to. If you want to send the message to the whole team, click the checkbox at the top of the list, by your team name.



d. Type out your and then click the “Send” button to send the message.

