

## ACCESSING TEAM ROSTERS

The Executive Committee, Conference Directors, Division Coordinators and each team can access the roster of every team in the League. League Administrators can view, print or save the names on the rosters of every team in the League, but can only view, print or save player information for teams in their "**permissions**" which are as follows: Executive Committee: Every team in the League  
Conference Directors: Teams in their Conference  
Division Coordinators: Teams in their Division

Teams accessing the rosters of **other teams** can view, print or save player names. When accessing **their own rosters** teams will also be able to get player information (US Lacrosse Membership number, expiration date, DOB, e-mail address, etc.).

**To access rosters League Administrators, need the "User Name" and "Password" for their league position and teams need the "User Name" and "Password" they use to post scores.**

### Access Steps:

1. At the bottom of the "Home Page" on the League website click on "Roster Access".
2. On the "American Lacrosse League Administrator" page input "User Name" and "Password".
3. At the top of the page that opens, click on "Rosters". A list of teams by division will come up.
4. When a team accesses its own roster, "Short Roster" and "Full Roster" will come up for **their team** and "Short Roster" will be indicated for all of the **other teams** in the League.
  - a. When accessed by Administrators, "Short Roster" and "Full Roster" will be come up for all of the teams in their "**permissions**" and "Short Roster" for all other teams.
5. By clicking on "Full Roster", player names and all of their information will come up. Clicking on "Short Roster" brings up only player names.

### To Print Rosters or Save Them as A File:

1. After a team roster is accessed, to print or save names only, click on "Short Roster". To print or save names and player information, click on "Full Roster".
2. At the top of the page under the team name, click on "Printer-Friendly".
2. To print, go to the print function of your internet server. To save the file there should be a "Save" function that will save the file.

### Removing Players From Rosters By Teams And League Administrators:

**NOTE: Once a roster is closed Conference Directors have to notify the webmaster in order to delete a player from a team roster.**

1. Access the players team and from the "Full" roster get the players registration information.
2. On the top right of the page click on "Log Off".
3. On the left of the tool bar click on the left arrow until the websites "Home Page" comes up.
4. Scroll down the "Home Page" and click on "Roster Registration".
5. Enter all of the information from step #1.
6. Click on "Validate Player Information" and the players name on the roster will come up.
7. On the far right of the player's name, click on "remove (*season year*) record".