

NEW UPDATE

12/22/2016

Registrar's "Notify Button" Plano Premier League (PIL) (New Way to Notify PIL Admin of Changes to your Team Roster)

1. Print your official Spring 2017 roster , have your coach sign it and upload it in the PPIL Event.
2. Once the roster is uploaded, click on Roster in the Gray bar
3. Go to View by Event/Registration
4. Choose Event you are Updating (Plano Premier Invitational Event)

The screenshot shows the Registrar's interface with the 'Roster' tab selected. A dropdown menu is open for 'View by Event/Registration', showing 'Primary Player List'. A yellow arrow points to this dropdown. Below it, a text box says 'Select an event or registration from the list above to view your official roster and enable the Registrar notification function.' Below that is a table titled 'Full Team Player List' with columns: Photo, L.Name, F.Name, ID#, Jrsy#, Gender, DOB, State, Updated, Last Reg., Login. The first row shows a player with ID# 0626428110, Jrsy# 3, Gender Boys, DOB 10/11/2016, State TXN, Updated 8/7/2016, Last Reg. N/A, and Login Ok.

5. Click on "Notify Button"

The screenshot shows the Registrar's interface with the 'Notify Registrar' button highlighted. A yellow arrow points to this button. The button is labeled 'Notify Registrar' and has a 'No' status. Other buttons include 'Print', 'Schedule / Game Cards', and 'Add Club Pass Player'.

6. **New (12/22/16)** Once "Notify Button" is activated a "Yield Sign" ⚠️ and a "Message Box" will appear. Type the changes made to Official Roster to inform PPIL Admin of updates being made to Team Roster and click Add. Admin has the capability sending you a return message.

The screenshot shows the Registrar's interface with the 'Notify Registrar' message box open. A yellow arrow points to the message box. The message box contains the text 'Type message for "Admin" here' and an 'Add' button. The message box is titled 'Notify Registrar' and has a 'Yes' status. Other buttons include 'Cancel', 'Payment / Status', and 'Add Club Pass Player'.