

CREATING YOUR TEAM ROSTER

(Jersey #s AND position must be listed for each player)

Prior to your first game...

- Go to www.whamhockey.org

Log into your Sport NGIN account and proceed to your team homepage.

**Note, if you do not have admin/editing rights for your team page please email leagueadmin@whamhockey.org to be given access before you can create your team roster

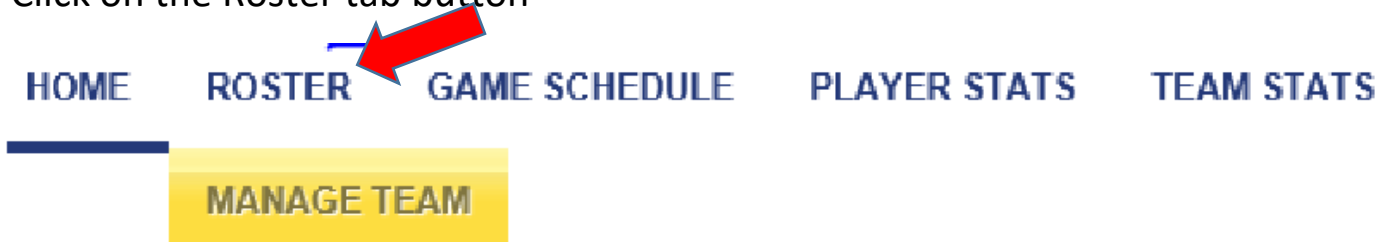
Click the **EDIT tab** in the upper left corner (you must be on your team page for this to generate)



Once you are on your team homepage – find the master list of “REGISTERED” players listed (this list is auto populated to your team homepage based on those players who are officially registered with WHAM for this season)

YOU MAY ONLY ADD REGISTERED PLAYERS TO YOUR ROSTER TAB list

- Click on the Roster tab button



- Click on **ADD Player** button



- Select **Import Players from Registration** option

ADD PLAYER TO A ROSTER

Choose how to add a player:

- CREATE NEW PLAYER**
Create a new player from scratch.
- ADD PLAYER FROM NETWORK MEMBER DIRECTORY**
Add an existing WHAM Network member.
- IMPORT PLAYERS FROM REGISTRATION** (highlighted with a red arrow)
Import Players from a Registration based on defined filters.
- IMPORT PLAYERS FROM EXCEL**
Import Players from an Excel spreadsheet.

- Select **2021-22 Season Registration** from the dropdown options

- Under **FILTERS** >>Click on **Add Rule** >> select division under Organization Options

- Under **Organization Options** >> Select your Division >>Then select your team from dropdown

ADD PLAYER TO A ROSTER

IMPORT PLAYERS TO ROSTER
Select a survey or registration, and then select your desired filters

* Survey or Registration: 2021-2022 Season Registration

FILTERS (INCLUDE RESULTS MATCHING THESE CONDITIONS)

Match **All** of the following rules: No filters set. Include all results. **Add a Rule**

Select Filters

- Click **Select Filters** button in lower right corner **the list of all registered players from your team will generate

- Select all players from list you want to put on your team roster

NOTE - all players selected **MUST have a unique jersey number **AND** position (D/F/G) selected in order to populate onto the stats roster AND game score sheets – this includes your team subs/secondary players.

- Click **Add Players to Roster** button in lower right corner

Questions??? Email leagueadmin@whamhockey.org