

2020-21 GOVERNING SEASON CLUB ADMIN CHECKLIST PHASE 13 – CREATING TEAMS and ROSTER

- **Creating Teams in your Club’s SportsEngine**
 1. Sign in to your account and go to "SportsEngine HQ".
 2. On the left-hand navigation bar, click **USA Volleyball > Governing Seasons**.
 3. Pick how you will import your teams (manually or via an upload).
 - a. Clubs who utilize Sports Engine as their website provider will have some additional options/view. Clubs who utilize Sports Engine Premium HQ will have some additional options/views.
 - b. Therefore, when asked how you would like to import your teams, clubs who do not use Sports Engine as their website provider or have premium HQ will handle things manually. Premium HQ users and website users have the option of using SE Sync or manual selection of athletes.
 4. Once into the Governing Season, you can add teams by clicking on the **“teams”** tab and then by clicking the **“+”** sign on the right of the screen.
 - a. Input the name, division, gender and team rank of the team and click **“create team.”**
 5. You can then add players to any roster by clicking **“players”** tab and clicking on the **“+”** sign on the right side of the screen.
 - a. Start typing the name of the athlete and it will auto-populate based on athletes that appear in your directory
 - b. Make sure to assign them a team name
 - c. Click on **“continue”** or **“add another player”**
 6. You can then add staff to any roster by clicking **“staff”** tab and clicking on the **“+”** sign on the right side of the screen.
 - a. Start typing the name of the staff and it will auto-populated based on athletes that appear in your directory
 - b. Make sure to assign them a team name
 - c. Click on **“continue”** or **“add another”**

AES TEAM SYNC

The biggest issue will be (for both players and coaches) when an alert triangle with an exclamation mark appears next to a team name or player’s name in the roster. Click on those items and you will be shown exactly the reason for the alert. This can be for not having SafeSport, not having the proper membership for the given team, not having accepted their club assignment request, among other things.

Once you have completed these steps, you will be able to sync your rosters with what appears in AES. A how-to video on how to do this is available here [CLICK HERE](#)

Rosters can be printed from both AES and SportsEngine