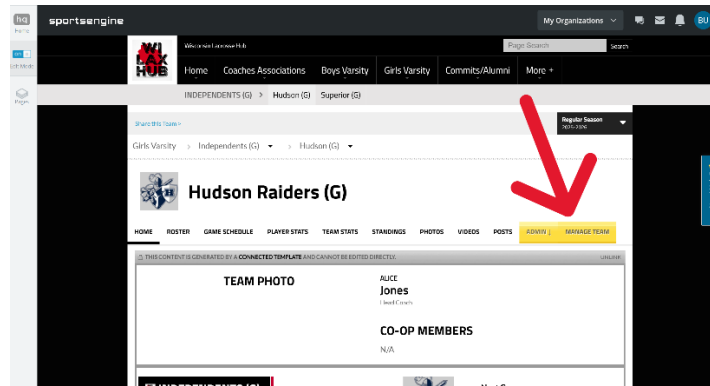


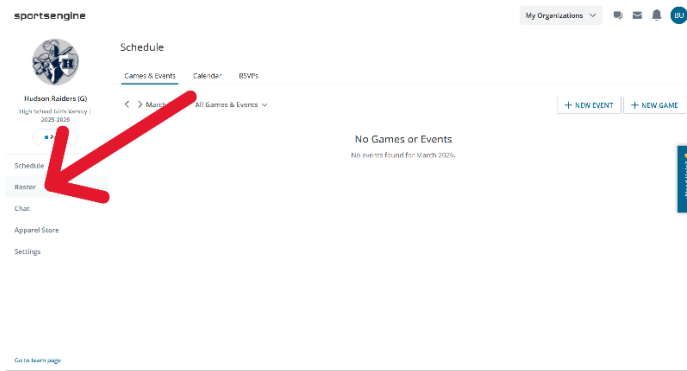
# Instructions – Team Roster

1. Go to the Wisconsin Lacrosse Hub website <https://www.wisconsinlacrosse.hub.com>
2. Navigate to your team page under the Boys Varsity or Girls Varsity tab
3. At the top right corner, click on **Sign In**
4. Once you have signed in, at the top left of your team page, you will see an **Edit Mode** icon.
5. Click on the left side of the Edit Mode icon to switch into edit mode.
6. Click on **Manage Team**. You will then be redirected to the team center.

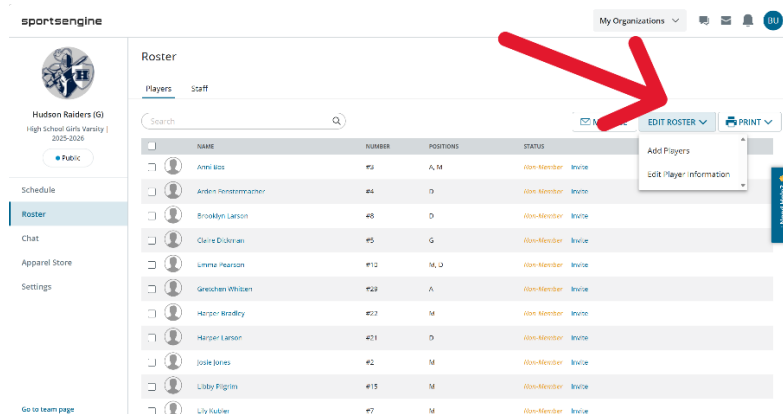


## Add Players to the Roster

1. Click on **Roster**



2. Click on **Edit Roster** and select **Add Players**

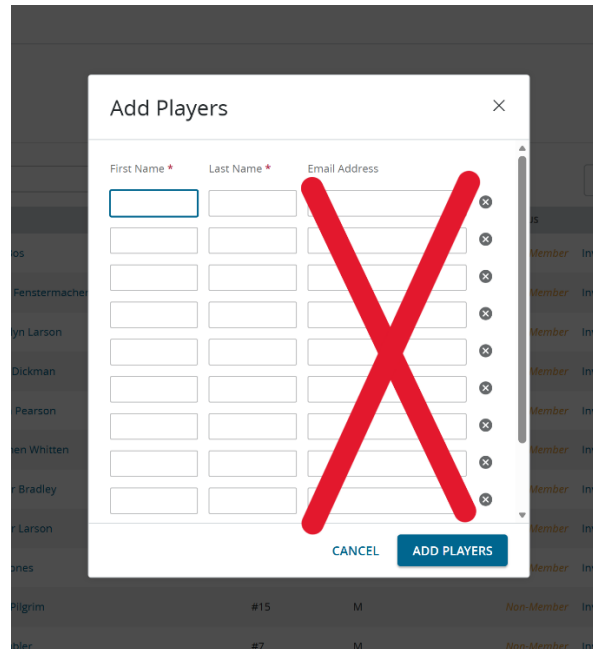


Enter Player's First Name

Enter Player's Last Name

Enter Player's Email Address – LEAVE THE EMAIL ADDRESS COLUMN BLANK

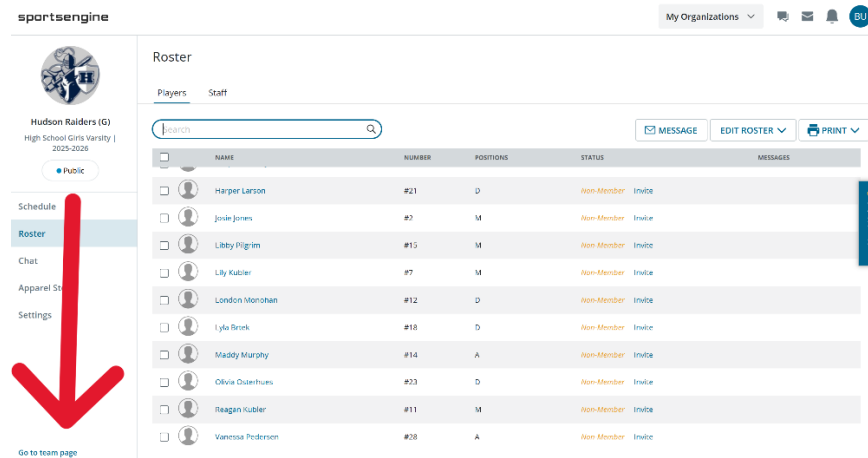
After you have entered all players, click on **Add Players**.



## Add/Edit Player Information

NOTE: In the team center, you can add/edit SOME player information (name, number, position). To edit name/number/position, click on **Edit Roster** and select **Edit Player Information**. Edit as needed. Click on **Save Changes**. However, you can edit ALL player information on the Team Page (recommended).

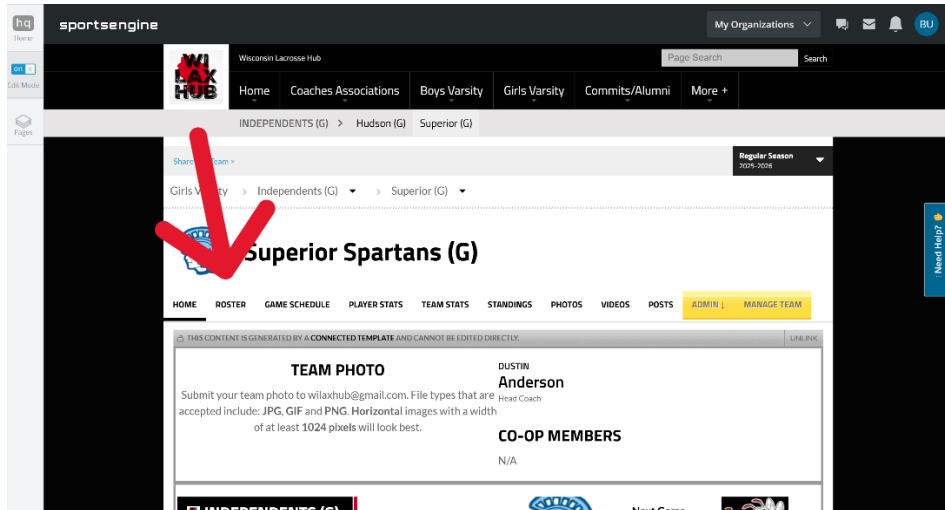
1. After you have finished adding players to the roster, at the bottom left corner, click on **Go to Team Page**.



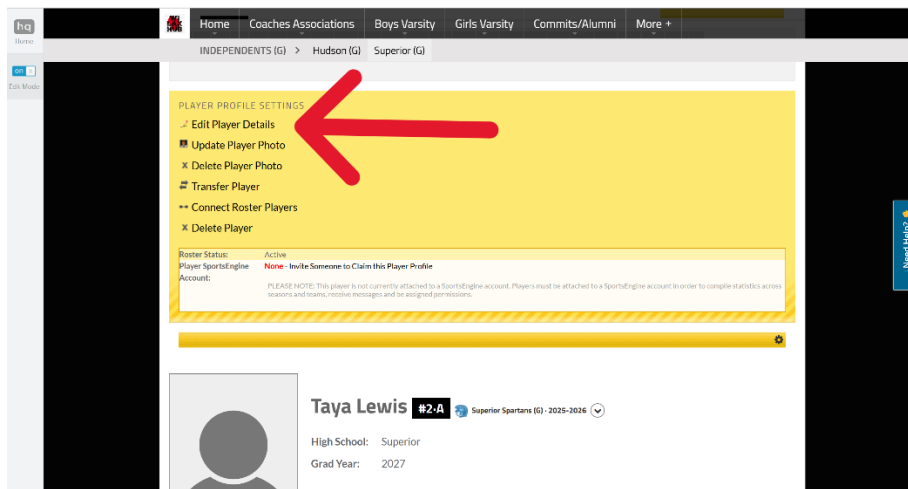
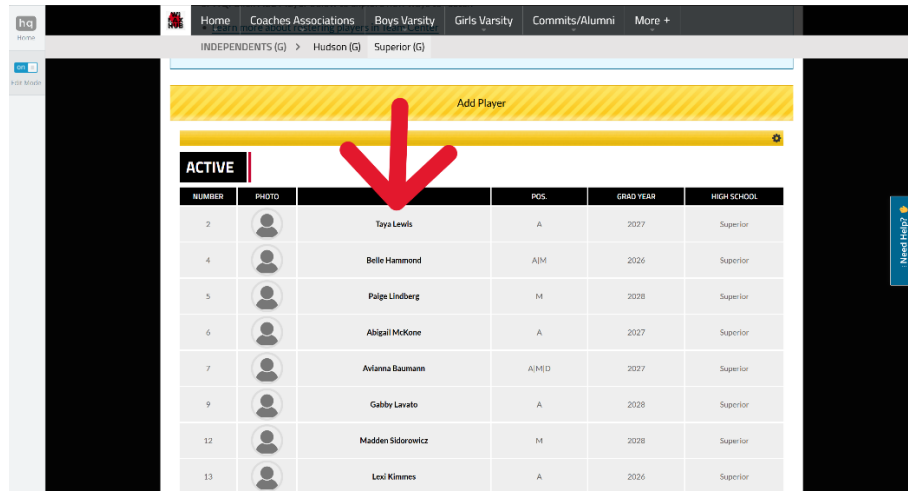
The screenshot shows the 'Roster' page for 'Hudson Raiders (G)'. The sidebar on the left has a red arrow pointing to the 'Go to team page' link. The main content area shows a table of players:

NAME	NUMBER	POSITIONS	STATUS	MESSAGES
Harper Larson	#21	D	Non-Member	Invite
Josie Jones	#7	M	Non-Member	Invite
Libby Pilgrim	#15	M	Non-Member	Invite
Liby Kubler	#7	M	Non-Member	Invite
London Monohan	#12	D	Non-Member	Invite
Lyla Broek	#18	D	Non-Member	Invite
Maddy Murphy	#14	A	Non-Member	Invite
Olivia Osterhues	#23	D	Non-Member	Invite
Reagan Kutler	#11	M	Non-Member	Invite
Vanessa Pederson	#28	A	Non-Member	Invite

2. Click on **Roster**



3. Click on the player's name. Click on **Edit Player Details**.



4. Enter JERSEY NUMBER, HIGH SCHOOL (that the player attends), GRADUATION YEAR and select the box(es) for the player's POSITION(S). Then click on **Save Player**.

**EDIT PLAYER** CLOSE

**PLAYER DETAILS**  
Enter player information and select position(s).

Top Template:

Bottom Template:

SportsEngine Account:

Active Roster:  Yes

\* Player Profile First Name:

\* Player Profile Last Name:

Jersey Number:

High School:

Grad Year:

Position(s):

- A (Attackmen)
- M (Midfield)
- T (Transition)
- D (Defense)
- F (Forward)
- LSM (Long Stick Midfield)
- G (Goalie)
- SSMD (Short-Stick Defensive Midfield)

*NOTE: Please enter all 4 requested details (jersey number, high school, grad year and position) so that we can connect a player's statistics across seasons and for optimal use of tabular stat entry.*

## Add/Edit Player Photo

We will use the team logo for players' photos. If you want to replace the team logo with a player photo, on the team page:

1. Click on **Roster**
2. Click on the player's name.
3. Click on **Update Player Photo**.
4. Click on **Choose Photo** and select the appropriate file from your computer.

Player photos must be a JPG, GIF or PNG file. Images with a width of at least 300 pixels look best.

5. Click on **Upload Image**.