


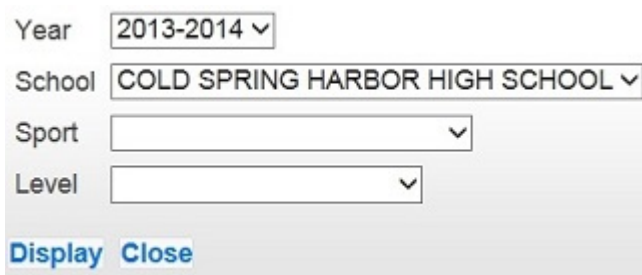
# SportspakOnline—Rosters

Team rosters should be submitted electronically via SportspakOnline by athletic offices and coaches **before the first league game** as follows:

1. Navigate to the SportspakOnline homepage and click on the schools (or coaches) tab. In either case, choose TEAM ROSTERS from the menu. 

**Team Rosters**


2. The TEAM ROSTERS screen will appear. From the drop-down menus, choose the team (only teams assigned to the district or coach will appear in the drop down), sport and level (year will default to the current school year) for the roster you wish to enter.



Click DISPLAY. 


3. The page will refresh with columns for the first name, last name, date of birth and date of entry into ninth grade for each student-athlete. Begin filling in the fields until all names have been entered. Date of birth should be entered in MM/DD/YY format; date of entry into ninth grade should be entered in MM/YY format. Use the tab key or your mouse to navigate between fields; do not use enter.

First Name	Last Name	Date of Birth	Date Entered 9th Grade	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Ins Del</a>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Ins Del</a>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Ins Del</a>



**NOTE: Eligibility criteria have been programmed into this interface. If you enter a date of birth or date of entry into ninth grade that does not meet eligibility requirements, you will receive an error message and the roster cannot be saved/submitted.**

**\*If your roster includes a student-athlete who has satisfied the requirements of the Athletic Placement Process (APP), do not enter their information online. They must, however, be included on the APP paperwork submitted to Dom Vulpis ([dvulpis@nasboces.org](mailto:dvulpis@nasboces.org)).**

4. Scroll to the bottom of the page and click SUBMIT to save your changes.
5. To add or remove students once rosters have been submitted, navigating to the roster in question as outlined in steps 1-2 above. Additions can be entered in the first blank line or inserted (if your roster is alphabetical) by clicking the INSERT button at the end of the line where you want the new name to appear. Names or extra lines can be removed by clicking the DELETE button. You must scroll to the bottom and click SUBMIT to save any changes. 

**NOTE: additions to or removals from an existing roster no longer need to be sent via e-mail—all edits should be done online as outlined above.**

6. If you wish to print your roster, you may do so only after clicking SUBMIT to save your entries. To print, click the FILE menu in the upper left hand corner of your browser window, then click PRINT.

**Reminder: rosters DO NOT need to be submitted (via hard copy or e-mail) to this office for review.**