

# SPORTWRENCH

## TEAM ROSTER INSTRUCTIONS

### Requirements to Import:

- You must be affiliated to your club in SportEngine in order to import your rosters
- The name in the club director account in SportWrench must have completed all their certifications (IMPACT, SafeSport, etc.)
- Your USAV Club Director Membership Number must be your 7-digit SportEngine number
  - All club director membership numbers previously read something like this:  
FL1234567MR20
  - You will only use the 7 digit code that was assigned to you by SportEngine
- Each person listed on a team's official roster must have a valid USAV Full Membership. This does not apply to Foreign Teams.

### How to Import:

- Login to your SportWrench account
- Click on "My Club"
- Click the "Athletes" tab
- Click the blue "Import" button
- Click on the "Start Import" button at the bottom
  - Athletes and coaches that are listed as eligible and associated to your club will be pulled through.
  - If there are members who do not appear in your SportWrench account after you import, that means that they are either not affiliated/associated with your club, or are not eligible (no SafeSport, no impact, etc.)

### Adding Players to Roster

- Go to the "Athletes" tab
- Sort your athletes by age by clicking the "age column"
- Select all athletes you want affiliated to your team
- Click the green "Add to Team" button in the righthand corner
- Select the team you want to assign your players to from the drop-down menu
- Repeat for all athletes

### Assigning Jersey Numbers to Players

- Go to the "Athletes" tab
- Under the "Uni" column, assign the players jersey number in the field

### Assigning Positions to Players

- Go to the "Athletes" tab
- Under the "Pos" column, click on N/A and select a position from the drop-down menu

### **Adding Coaches to Roster**

- Go to the "Staff" tab
- Select all coaches you want affiliated to your team
- Click the green "Add to Team" button in the righthand corner
- Select the team you want to assign your coaches to from the drop-down menu
- Once assigned to a team
- Click the coaches name in your "Staff" tab
- Click the "Teams" tab
- Set their title for a team by clicking the drop-down menu under the "Title" tab
- Repeat for all coaches

### **Adding Coaches to Multiple Rosters**

- Go to your "Staff" tab
- Click the coach's name that you want to add to another team
- Click the blue "teams" tab
- Click the "add to team" button
- Select your team
- Set their title for the new team by clicking the drop-down menu under the "Title" tab
- Click close

### **Adding Coaches Cell Phone Numbers**

- Go to your "Staff" tab
- Click on a coach's name
- Add cell phone number in the field titled "Mobile Number"
- This is the only number needed
- These do not pull through during your SportsEngine Import
- Coaches must have a unique cell # in order to receive their QR Code for entry

### **Adding Coaches Email Addresses**

- Go to your "Staff" tab
- Click on a coach's name
- Add email address in the field titled "Email"
  - These do not pull through during your SportsEngine Import
  - Coaches must have a unique email in order to receive their QR Code for entry