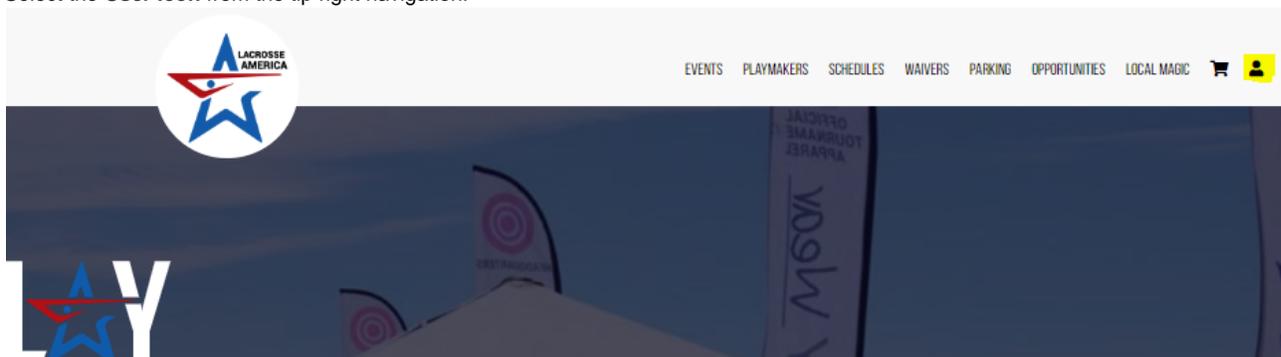
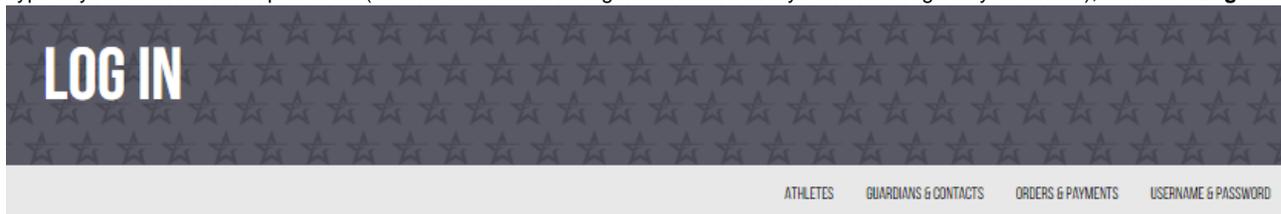


How to Upload a Roster - Coaches & Team Managers

1. Go to www.lacrosseamerica.com.
2. Select the **User Icon** from the top right navigation.



3. Type in your username and password (this must be the same login information that you used to register your teams), then click **Log In**.

The image shows a white login form with the title 'LOG IN'. It contains two input fields: 'Username' with the text 'bateman' and 'Password' with masked characters '.....'. Below the fields is a 'LOG IN' button. At the bottom, there is a link for 'Need Help?' with sub-links for 'Retrieve Your Login' and 'Create an Account'.

4. Select **Teams** from the sub-navigation. Then click **Create Roster/Waiver** next to the team you're going to add a roster/waiver too.

The image shows the 'MANAGE YOUR TEAMS' page. The header has 'MANAGE YOUR TEAMS' in large white letters on a dark star-patterned background. Below is a sub-navigation menu with 'TEAMS' highlighted. A table lists several teams with their respective roster management options and due dates.

Team Name	Action	Player(s)	Coach(es)	Due Date
RQ Test Program U11 Team Stickhead	Review Past Roster	0	1	Not Submitted
Test Tournament - DO NOT TOUCH Boys JV Gold Team Amplify/Green	Review/Change Roster	29	2	Due 3/30/18 9:00 AM CST
Test Tournament - DO NOT TOUCH Boys U11 Gold Eagan HS	Review/Change Roster	10	3	Due 8/8/18 4:00 AM CST
Test Tournament - DO NOT TOUCH Boys Varsity Gold The American Psychos	Create Roster/Waiver	0	1	Due 3/15/19 5:00 PM CST

- a. To edit a roster you've previously submitted, click the **Review/Change Roster** button next to that team.
5. Click **Agree to Terms**.
 6. Use the Prior Rosters drop down to add players from a roster you've previously uploaded to a Lacrosse America event. Then click **Copy Players**. To upload a new roster, click **Start From Scratch**.

ADD ATHLETES TO ROSTER

The American Psychos @ Test Tournament - DO NOT TOUCH Boys Varsity Gold

[Back to Teams](#)

You may copy players to this new roster from one of your prior rosters in the below dropdown.

Prior Rosters

COPY PLAYERS

START FROM SCRATCH

7. You can upload a new roster in two ways. Via CSV or via website submission.

PLAYERS

All parents of players without a under Waiver on File will be sent an email if one is available. When needed, you can email waiver reminders from [this page](#) or send a link to <https://lacrosseamerica.com/my/waiver/find.aspx>. Waivers are valid for one year.

CSV FILE

No file chosen

#	Waiver on File	Athlete First Name*	Athlete Last Name*	Athlete DOB*	Athlete Email <i>Optional</i>	Parent/Guardian Email*	Jersey #*
1	<input type="checkbox"/>	<input type="text" value="ATHLETE FIRST"/>	<input type="text" value="ATHLETE LAST"/>	<input type="text" value="ATHLETE DOB"/>	<input type="text" value="ATHLETE EMAIL"/>	<input type="text" value="PARENT EMAIL"/>	JER <input type="checkbox"/>
2	<input type="checkbox"/>	<input type="text" value="ATHLETE FIRST"/>	<input type="text" value="ATHLETE LAST"/>	<input type="text" value="ATHLETE DOB"/>	<input type="text" value="ATHLETE EMAIL"/>	<input type="text" value="PARENT EMAIL"/>	JER <input type="checkbox"/>
3	<input type="checkbox"/>	<input type="text" value="ATHLETE FIRST"/>	<input type="text" value="ATHLETE LAST"/>	<input type="text" value="ATHLETE DOB"/>	<input type="text" value="ATHLETE EMAIL"/>	<input type="text" value="PARENT EMAIL"/>	JER <input type="checkbox"/>

a. When uploading a CSV, make sure that it has 6 columns labeled as:

Athlete First Name, Athlete Last Name, Athlete DOB, Athlete Email, Parent/Guardian Email, Jersey #

b. Athlete Emails are always optional. Every column with an * by it is required.

8. After uploading your CSV or typing in your roster manually, click **Save Roster**.

PLAYERS

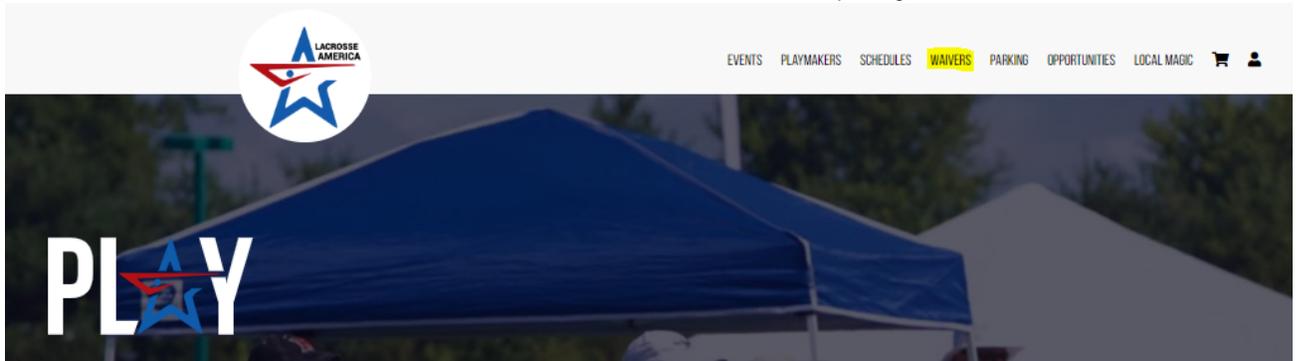
All parents of players without a under Waiver on File will be sent an email if one is available. When needed, you can email waiver reminders from [this page](#) or send a link to <https://lacrosseamerica.com/my/waiver/find.aspx>. Waivers are valid for one year.

CSV FILE

No file chosen

#	Waiver on File	Athlete First Name*	Athlete Last Name*	Athlete DOB*	Athlete Email <i>Optional</i>	Parent/Guardian Email*	Jersey #*
1	<input checked="" type="checkbox"/>	<input type="text" value="Justin"/>	<input type="text" value="Abdelkader"/>	<input type="text" value="1/1/2006"/>	<input type="text" value="ATHLETE EMAIL"/>	<input type="text" value="abby@gmail.com"/>	8 <input type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input type="text" value="Andrea"/>	<input type="text" value="Athanasίου"/>	<input type="text" value="3/20/2006"/>	<input type="text" value="ATHLETE EMAIL"/>	<input type="text" value="athanasiou@gmail.com"/>	72 <input type="checkbox"/>
3	<input checked="" type="checkbox"/>	<input type="text" value="Tyler"/>	<input type="text" value="Bertuzzi"/>	<input type="text" value="8/6/2006"/>	<input type="text" value="ATHLETE EMAIL"/>	<input type="text" value="bertuzzi@gmail.com"/>	59 <input type="checkbox"/>

9. Upon submitting your roster, Parent/Guardian Emails will be sent an email with a link, allowing parents to complete an athlete's waiver. Parent/Guardians can also visit the Lacrosse America website and click Waivers in the top navigation.



You can also send them this link: <https://lacrosseamerica.com/my/waiver/find.aspx>

10. Instructions for parents on completing a waiver can be found [here](#).
11. In order to submit your roster, all of the athlete's who are rostered must have a waiver submitted for them.
12. Before submitting your roster, all players with a red background must have the check box next to their name unchecked.

1 ELIGIBLE PLAYERS OF 4 ROSTERED

✖ Rostered but Ineligible, No Waiver **3**
✖ Rostered but Ineligible, Too Old for Division **0**

⚠ **Players with a red background will not be permitted to play. See the status column for an explanation.**

To email your players a direct link to complete their waiver use <https://lacrosseamerica.com/my/waiver/find.aspx>

#	Rostered	Athlete First	Athlete Last	Jersey	Birthdate	HS Grad Year	Waiver	Status
1	<input checked="" type="checkbox"/>	Justin	Abdelkader	8	✔ 1/1/06	✖	✖ none	Ineligible: Waiver Missing. Resend Waiver
2	<input checked="" type="checkbox"/>	Andrea	Athanasίου	72	✔ 3/20/06	✖	✖ none	Ineligible: Waiver Missing. Resend Waiver
3	<input checked="" type="checkbox"/>	Tyler	Bertuzzi	59	✔ 8/6/06	✖	✖ none	Ineligible: Waiver Missing. Resend Waiver
4	<input checked="" type="checkbox"/>	Luke	Glendening	41	✔ 6/6/06	✔ 2024	✔	Eligible Waiver On File

13. To submit an eligible roster, scroll to the bottom of the page and click **Submit Roster**.

1 ELIGIBLE PLAYERS OF 1 ROSTERED

✖ Rostered but Ineligible, No Waiver **0**
✖ Rostered but Ineligible, Too Old for Division **0**

✔ **Your roster is valid. You may make updates until 3/15/19 5:00 pm.**

To email your players a direct link to complete their waiver use <https://lacrosseamerica.com/my/waiver/find.aspx>

#	Rostered	Athlete First	Athlete Last	Jersey	Birthdate	HS Grad Year	Waiver	Status
1	<input checked="" type="checkbox"/>	Luke	Glendening	41	✔ 6/6/06	✔ 2024	✔	Eligible Waiver On File
	<input type="checkbox"/>	Justin	Abdelkader	8	✔ 1/1/06	✖	✖ none	Ineligible: Waiver Missing. Resend Waiver Delete
	<input type="checkbox"/>	Andrea	Athanasίου	72	✔ 3/20/06	✖	✖ none	Ineligible: Waiver Missing. Resend Waiver Delete
	<input type="checkbox"/>	Tyler	Bertuzzi	59	✔ 8/6/06	✖	✖ none	Ineligible: Waiver Missing. Resend Waiver Delete

+ ADD PLAYER
RESEND WAIVER TO ALL ROSTERED PLAYERS WITHOUT A VALID WAIVER

SUBMIT ROSTER

⚠ **A final roster must be submitted by 3/15/19 5:00 pm CST**

- a. Note: Rosters can also be submitted via the PLAY LA app.
14. Congratulations, you have successfully submitted your roster.

ROSTER CONFIRMATION

Submitted 03/15/2019 1:50 pm

[Back to Teams](#)

1 COACHES

Coach First	Coach Last	On-Site Phone	Cell Provider	Email
Patrick	Batemann	868-987-6564	T-Mobile	team.one.lax@gmail.com

1 PLAYERS

#	Active	Athlete First	Athlete Last	Jersey	Birthdate	HS Grad Year	Waiver
1	<input checked="" type="checkbox"/>	Luke	Glendening	41	<input checked="" type="checkbox"/> 6/6/06	<input checked="" type="checkbox"/> 2024	<input checked="" type="checkbox"/>