



## How to Upload Your Rosters and Tournament Documents

- 1: After registering your team, your Lacrosse America login will give your Team Manager permissions. Make sure to use the same login that you used to register your team.
- 2: Go to [LacrosseAmerica.com](http://LacrosseAmerica.com), then **click on the person icon** in the upper right hand corner.
- 3: Once you are logged in, click on **TEAMS**, on the next page (shown below), click **CREATE ROSTER/WAIVER** button next to the team that you would like to submit/edit team rosters for.

MANAGE YOUR TEAMS					
	TEAMS	ATHLETES	GUARDIANS & CONTACTS	ORDERS & PAYMENTS	USERNAME & PASSWORD
<a href="#">RC Test Program U11 Team Stickhead</a>	<a href="#">Review Past Roster</a>	0 Player(s)	1 Coach(es)	Not Submitted	
<a href="#">Test Tournament - DO NOT TOUCH Boys JV Gold Team Amplify Green</a>	<a href="#">Review/Change Roster</a>	29 Player(s)	2 Coach(es)	Due 3/30/18 9:00 AM CST	
<a href="#">Test Tournament - DO NOT TOUCH Boys U11 Gold Eagan HS</a>	<a href="#">Review/Change Roster</a>	10 Player(s)	3 Coach(es)	Due 8/8/18 4:00 AM CST	
<a href="#">Test Tournament - DO NOT TOUCH Boys Varsity Gold The American Psychos</a>	<a href="#">Create Roster/Waiver</a>	0 Player(s)	1 Coach(es)	Due 3/15/19 5:00 PM CST	

To edit a roster you've previously submitted, click the **Review/Change Roster** button next to that team

- 4: On the next page, read the terms, and click **AGREE TO TERMS** at the bottom of the page.

Navigation: JOIN OUR MAILING LIST | EVENTS | LEAGUES | PLAYMAKERS | SCHEDULES | WAIVERS | PARKING | OPPORTUNITIES | LOCAL MAGIC |

# ROSTER MANAGEMENT

Navigation: TEAMS | LOGGING | ATHLETES | GUARDIANS & CONTACTS | ORDERS & PAYMENTS | USERNAME & PASSWORD

## AGREE TO TERMS

As the team representative, I agree to and acknowledge the following:

I must check-in for the event before the start of my first game or I may be disqualified from the event.

All players on my roster are listed with correct birthdates and said birthdates fall under tournament mandated age requirements for the division I have registered for and will participate in during the tournament.

My roster does not exceed 30 players.

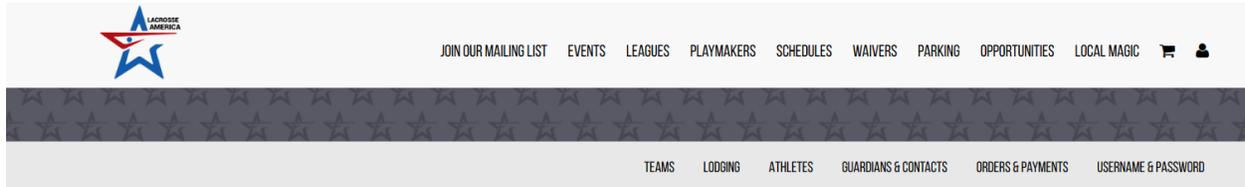
I understand that only 4 coaches will be allowed on a sideline during the game at any given time and if my team or staff violates that rule, I agree that we will forfeit that game.

I agree that any concerns or inquiries regarding rules of any sort will be brought to the attention of a Tournament Director, only by a coach listed on my roster.

**AGREE TO TERMS**

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5: On the Roster Management page, you can either choose to **COPY PLAYERS** (if you have played in a previous LA Event and will be using a past roster) or **SUBMIT FROM SCRATCH** (if this is the first time you are submitting a roster for this team).



## ADD ATHLETES TO ROSTER

### Stags JV @ 2020 Pipe City Lacrosse Festival Boys High School 2022

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

Prior Rosters

Stags Lacrosse Varsity @ 2019 Lax Geneva Boys Varsity Silver

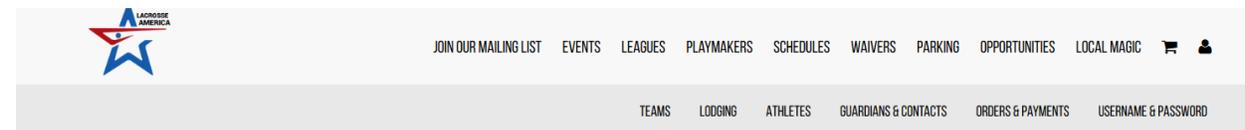
COPY PLAYERS

START FROM SCRATCH

6: In order to manually enter your athlete's information, simply select an empty box and begin typing the athletes' first and last names, jersey number and athlete & parent/guardian email. Athlete emails are optional. (Once saved, Parents/guardians will receive an email directing them to sign the electronic waiver.)

In order to upload your roster in CSV format, **you will need to create a CSV using Excel.**

-Once you've opened Excel, use Column A for First Name, Column B for Last Name, Column C for Athlete Date of Birth, Column D for the optional Athlete's Email Address, Column E for the Parent/Guardian Email, and Column F for Jersey #. **These MUST be in this order and DO NOT add headings.** If you chose to not add athlete email address, you need to leave that column blank.



## 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

Browse... No file selected.

SAVE ROSTER

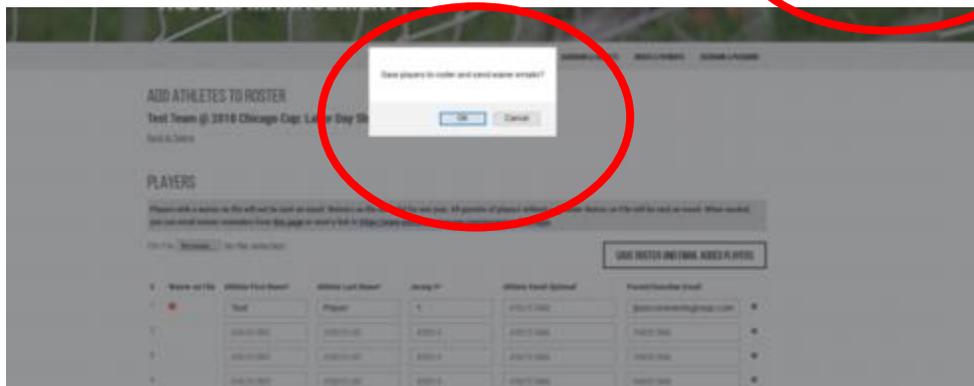
#	Valid Waiver	Athlete First Name*	Athlete Last Name*	Athlete DOB*	Athlete Email	Parent/Guardian Email*	Jersey*
1		ATHLETE FIRST	ATHLETE LAST	ATHLETE DOB	ATHLETE EMAIL	PARENT EMAIL	# ✕
2		ATHLETE FIRST	ATHLETE LAST	ATHLETE DOB	ATHLETE EMAIL	PARENT EMAIL	# ✕
3		ATHLETE FIRST	ATHLETE LAST	ATHLETE DOB	ATHLETE EMAIL	PARENT EMAIL	# ✕
4		ATHLETE FIRST	ATHLETE LAST	ATHLETE DOB	ATHLETE EMAIL	PARENT EMAIL	# ✕
5		ATHLETE FIRST	ATHLETE LAST	ATHLETE DOB	ATHLETE EMAIL	PARENT EMAIL	# ✕

**7:** When you have this information in an Excel, **save this file on your computer as a CSV (comma delimited)** file. Go back to the Roster Management page and click **BROWSE** at the top of the page & upload your saved file. Your roster will then autofill based on the information in your Excel.

**8:** After all the names from your roster have filled in, double check that all of the information is correct, and **SAVE ROSTER AND EMAIL ADDED PLAYERS** at the top or the bottom of the page.

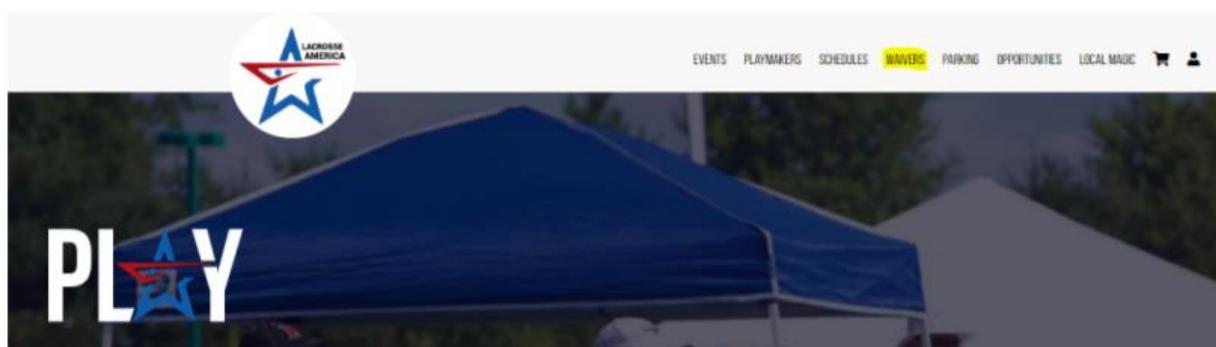
**9:** The system will then double check that you want to **Save Players to Roster and Send Waiver Emails**–click **OK** to take this action. The system will then confirm the number of players who have been saved to your roster.

17	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕
18	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕
19	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕
20	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕
21	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕
22	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕
23	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕
24	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕
25	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕
26	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕
27	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕
28	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕
29	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕
30	ATHLETE FIRST	ATHLETE LAST	JERSEY #	ATHLETE EMAIL	PARENT EMAIL	✕



**10:** Upon saving your roster, Parents/Guardians will be sent an email with a link, allowing parents to complete an athlete’s waiver. Parents/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>



**11:** In order to submit your roster, all of the athletes who are rostered must have a valid waiver. All players must show up with a GREEN background. Anyone with a RED background is not eligible because they either.

- a. Do not have a valid waiver
- b. Do not meet either the birthdate or graduation year requirements for this division.
  - a. If you believe this is in error please contact Lacrosse America.

**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	✓	Justin	Abdelkader	8	1/1/06		none	Ineligible: Waiver Missing. <a href="#">Repend Waiver</a>
2	✓	Andrea	Athansiou	72	3/20/06		none	Ineligible: Waiver Missing. <a href="#">Repend Waiver</a>
3	✓	Tyler	Bertuzzi	59	8/6/06		none	Ineligible: Waiver Missing. <a href="#">Repend Waiver</a>
4	✓	Luke	Glendening	41	6/6/06	2024	✓	Eligible. Waiver On File

**12:** To submit a fully completed and eligible roster, scroll to the bottom of the roster page and click SUMBIT ROSTER.

- a. Rosters can also be submitted via the PLAY LA APP.

**All rosters must be submitted prior to the event starting.**

**Congratulations! You now have a successfully submitted roster!**

## Adding Coaches to a Roster

1: After you have uploaded your rosters, you can now add coaches to your team.

While logged in, once again you will go to the **TEAMS** tab, then click **REVIEW/CHANGE ROSTER** next to the team whose information you are currently adding. If your rosters have been added, you will see that you now have the ability to add Coaches.

\*\*You can only add this information AFTER your Lacrosse America Rosters have been entered. \*

0 COACHES

 At least one coach must have a cell phone that will be available on-site.  
Up to four coaches are permitted per team, but only one is required.  
An accurate list of coaches helps us avoid coach scheduling conflicts.

Main Contact	Coach First	Coach Last	On-Site Cell	Cell Provider	Email
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No Cell Phone	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No Cell Phone	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No Cell Phone	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No Cell Phone	<input type="text"/>

**SAVE COACHES**

2: When adding coaches, be aware that at least one coach must have a cell phone number that will be available on-site included. One individual also must be designated as the main contact (you can choose this person by the check box to the left of their name).

-When all the coach information is added, click **SAVE COACHES**. The system will verify when saved, then click OK.

You're all set!

Questions? Give us a call at (847)412-5529