



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

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

ROSTER MANAGEMENT

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.

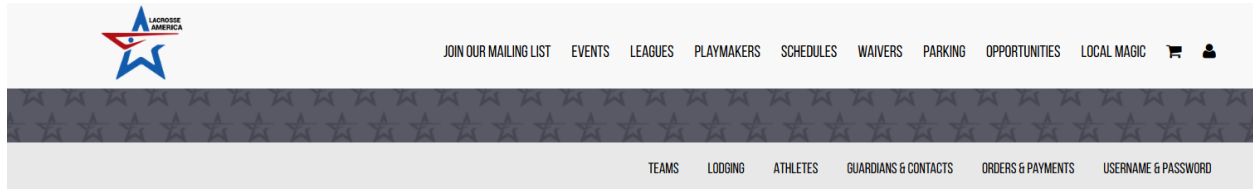
I understand that only 4 coaches will be allowed on a sideline during the game at any given time and if my team or staff violates that rule, I agree that we will forfeit that game.

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

[Back to Teams](#)

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

[Back to Teams](#)

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

Prior Rosters

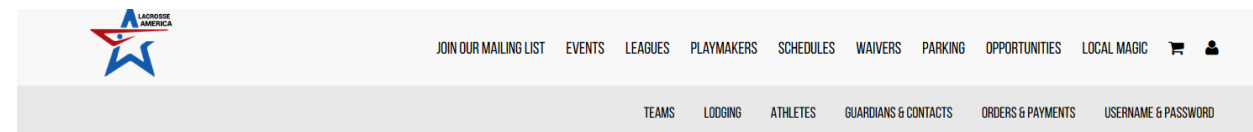
COPY PLAYERS

START FROM SCRATCH

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

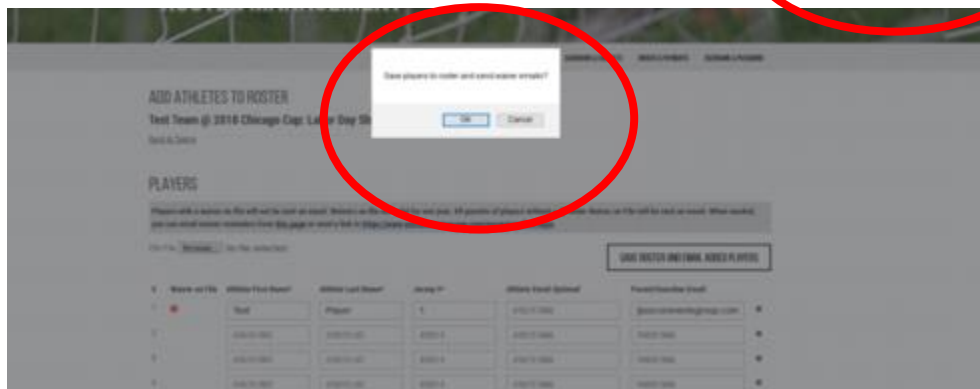
| # | Valid Waiver | Athlete First Name* | Athlete Last Name* | Athlete DOB* | Athlete Email | Parent/Guardian Email* | Jersey* |
|---|--------------|--------------------------------------------|-------------------------------------------|------------------------------------------|--------------------------------------------|-------------------------------------------|--------------------------------|
| 1 | | <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"/> | <input type="text" value="#"/> |
| 2 | | <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"/> | <input type="text" value="#"/> |
| 3 | | <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"/> | <input type="text" value="#"/> |
| 4 | | <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"/> | <input type="text" value="#"/> |
| 5 | | <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"/> | <input type="text" value="#"/> |

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 | <input checked="" type="checkbox"/> | Justin | Abdelkader | 8 | 1/1/06 | | none | Ineligible: Waiver Missing. Repend Waiver |
| 2 | <input checked="" type="checkbox"/> | Andrea | Athansiou | 72 | 3/20/06 | | none | Ineligible: Waiver Missing. Repend Waiver |
| 3 | <input checked="" type="checkbox"/> | Tyler | Bertuzzi | 59 | 8/6/06 | | none | Ineligible: Waiver Missing. Repend Waiver |
| 4 | <input checked="" type="checkbox"/> | 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