

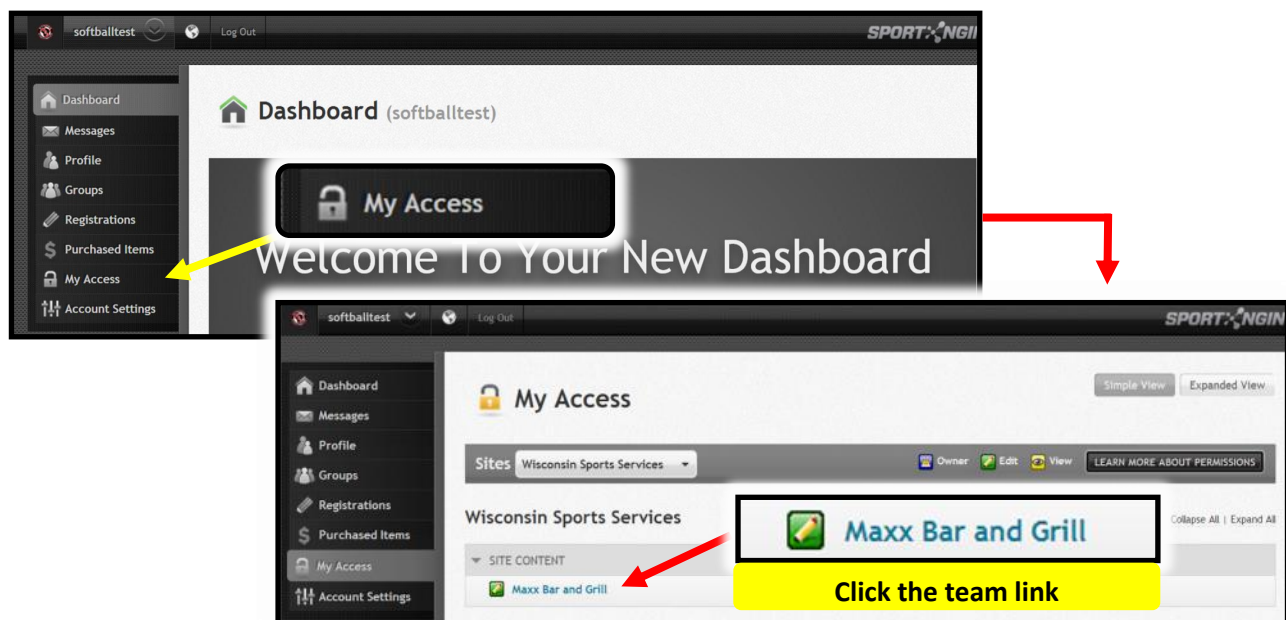
## Access Your Team Web Page

### Step 1: Login to SportNGIN (must have an NGIN account)

NOTE: Your NGIN profile must have 'EDIT' permission to Edit Rosters and Invite Players to Claim Player Profiles

### Step 2: Access your Team Web Page - Two ways to do this

- Either follow the links on the league/division web pages or:
- Click into your Dashboard and click 'My Access' (shown below)



### Step 3: Enter 'Edit' Mode by clicking on the Edit/User Light switch (shown below)

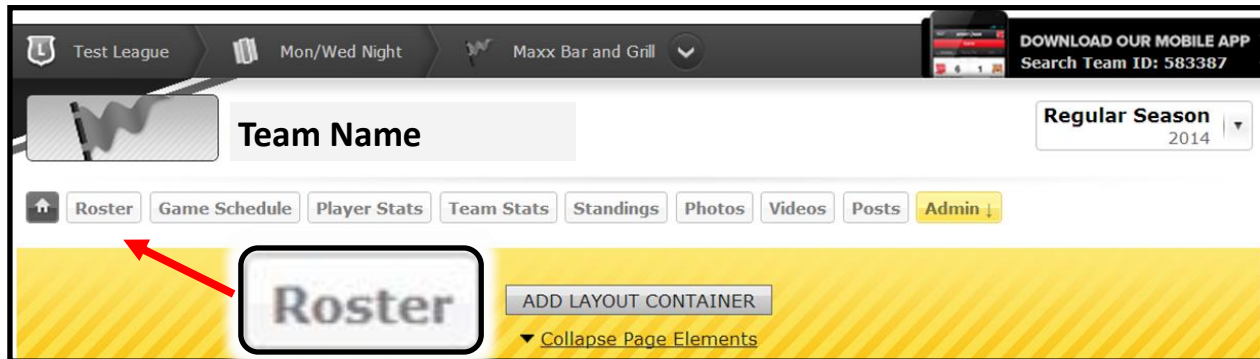


You'll know when you've entered Edit Mode when the web page content layout containers are surrounded in YELLOW. You can switch between EDIT and USER mode at any time.




Continue to Next Page...

## How to Edit Roster/Player Details/Invite Players to claim profiles

## Step 4: On Team Page, click 'Roster' - (Logged in - In Edit Mode)



## Step 5: Click on the player your wish to edit

Number	Player	Position	Bats	Throws	School
	 Sammy Abbott				
	 Saraya Boardman				
	 Amanda Eggen				

The table shows a list of players. A red arrow points to the name 'Sammy Abbott' in the first row. Above the table, there are buttons for 'CONNECT PLAYERS' and 'CREATE WIDGET'.

## Step 6: Choose what you want to edit or Invite the player to claim to Claim his/her Player Profile

**PLAYER PROFILE SETTINGS**

- [Edit Player Details](#)
- [Update Player Photo](#)
- [Delete Player Photo](#)
- [Connect Roster Players](#)
- [Delete Player](#)

**Active Roster:** Yes

**Player Sport Ngin Account:** None - Invite Someone to Claim this Player Profile

PLEASE NOTE: This player is not currently attached to a Sport Ngin account. Players must be attached to a Sport Ngin account in order to compile statistics across seasons and teams, receive messages and be assigned permissions.

**Annotations:**

- You can edit the player by clicking on any of the options
- You can invite the player/parent to Claim his/her Player Profile by clicking on this link and entering their e-mail address

**Special Note: Players/Parents must have an NGIN account to be able to Claim their Player Profiles. After entering an e-mail address, a Notification e-mail will be sent to the Parent/Player requesting them to Claim the player.**

Need help even after this walkthrough? Are you still using an old green screen Apple?  
That's okay. Just shoot us an e-mail at [adam@wisportsservices.org](mailto:adam@wisportsservices.org) or call us at 608-210-1710