

Alright club directors, now that you have your athletes accepted into your club via Sports Engine, the next step is to start building rosters.

Here are some steps and links to help get you through:

1. Click on Governing Season in the left rail
2. Pick how you will import your teams (manually or via an upload).
 - a. Clubs who utilize Sports Engine as their website provider will have some additional options/view. Clubs who utilize Sports Engine Premium HQ will have some additional options/views.
 - b. Therefore, when asked how you would like to import your teams, clubs who do not use Sports Engine as their website provider or have premium HQ will handle things manually. Premium HQ users and website users have the option of using SE Sync or manual selection of athletes.
 - c. Here is a quick video on this selection step: <https://badgervolleyball.org/se-test1/?wchannelid=05cphm3nsr&wmediaid=m7ryj2kikc>
3. For questions relating specifically to Sports Engine Sync for premium users, click here: <https://badgervolleyball.org/se-test1/?wchannelid=05cphm3nsr&wmediaid=qb2c4girs3>
4. Once into the Governing Season, you can add teams by clicking on the “teams” tab and then by clicking the “+” sign on the right of the screen.
 - a. Input the name, division, gender and team rank of the team and click “create team.”
5. You can then add players to any roster by clicking “players” tab and clicking on the “+” sign on the right side of the screen.
 - a. Start typing the name of the athlete and it will auto-populated based on athletes that appear in your directory
 - b. Make sure to assign them a team name
 - c. Click on “continue” or “add another player”
6. You can then add staff to any roster by clicking “staff” tab and clicking on the “+” sign on the right side of the screen.
 - a. Start typing the name of the staff and it will auto-populated based on athletes that appear in your directory
 - b. Make sure to assign them a team name
 - c. Click on “continue” or “add another”

The biggest issue will be (for both players and coaches) when a alert triangle with an exclamation mark appear next to a team name or player’s name. Click on those items and you will be shown exactly the reason for the alert. This can be for not having SafeSport, not having the proper membership for the given team, not having accepted their club assignment request, among other things.

Once you have completed these steps, you will be able to sync your rosters with what appears in AES. A how-to video on how to do this is available here: <https://badgervolleyball.org/se-test4/?wchannelid=05cphm3nsr&wmediaid=i39nb3dqru>. This 4-minute video is worth the price of admission and will save you LOTS of time in AES.

You can print rosters from both Sports Engine or AES.