## **Roster Creation - Coach**

Using the athletes and coaches included on the BENCH, the BENCH coach will need to create a team ROSTER for EACH event.

1. Navigate to the <u>COACHES</u> section and then to the <u>My Rosters</u> tab.

<b>f</b>	PROFILE	COACHES	OPERATORS		ALERTS
<b>4</b> 8 M	y Bench 🛛 🏶 My Rosters	My Invitations			
Ap	proved Events				Questo (
Date	e Season	Event Name	Location	Operator	search any column
04/2 04/2	1/2017 Spring 20 3/2017	17 TEST 50	HC Fort Wayne Indiana	Jon Jammer mcneilr55@hotma 999-999-9999	il.com

- 2. Scroll to find or use the Search field to find an event where this team/organization will have a team(s) participating. It is possible to search by the event's name, facility name, facility city, facility state, operator's name or operator's phone/email.
- 3. Click the <u>Create Roster</u> button next to that event (Only events that have been approved by the NCAA will appear on the list. Similarly, only those events that have not started will appear on the list. In that regard, this list will continually be changing.)

Create Roster for Test Adjudication Email on 04/21/2017 -- 04/23/2017

- Clicking the <u>Create Roster</u> button will open a new window with a snapshot of that coach's BENCH.
- 5. Enter a Team Name.
- The <u>Team Address</u> will auto populate from what was entered on the bench. The <u>Team</u> <u>Address</u> may or may not be the same as the head coach's address.
- ALL the athletes and coaches on the BENCH who are eligible to participate with the team (completed all prerequisites AND accepted the BENCH coach's invitation) will be visible.

To	Mamo:	Teem Nem					
Team Name:		Ieam Name					
Team	Address:	123 Main,	Anderso	n, Indiana	٣		
No.	Name		Role	Hometown			
	Korey Sm	hith	Coach	Anderson, Indiana	G Add to Roster		
	Clarence	Edwards	Coach	Fort Wayne, Indiana	Add to Roster		
	Jon Jamn	ner	Coach	Anderson, Ohio	G Add to Roster		
14	Ralph West PF		PF	Anderson, Indiana	Add to Roster		
47	Andrea Butler PF		PF	South Bend, Indiana	Add to Roster		
52	上 🕼 Jos	shua Garcia	SF	South Bend, Louisiana	Add to Roster		

to view the entire list of potential participants.

Note: You may need to use the scroll arrow

8. Select the blue Add to Roster button next to

each person's name that will be participating with this team in the event. Once selected, the <u>Add to Roster</u> button will turn green and a check will appear in the box on that button.

- 9. A field will appear for the jersey number of each athlete. This field will default to the jersey number entered when the athlete's profile was created. [Note: The jersey number is entered on the athlete's profile along with their school information; so it is likely that their school jersey number will be what is entered here.] If no number was entered when the athlete profile was created, the field will be blank on the ROSTER.
- 10. The coach will need to either enter or edit the jersey numbers that appear on the ROSTER so that the ROSTER is ACCURATE. A number MUST be entered for each athlete identified as participating.

The coach is responsbile for correctly identifying all athletes and their **CORRECT JERSEY NUMBER** on the ROSTER. Changes should be updated in the BBCS **PRIOR TO TRAVELING TO THE EVENT**. Coaches who fail to keep their ROSTER(s) up-to-date with accurate jersey numbers may be penalized and eligiblity to participate in NCAA-certified events may be affected.

上 🚨 Kobe Bryant

💄 🖄 Ashley Thompson

💄 🛍 Goofy Dog

Pluto Dog

L Donald Duck

14

16

13

13

11. Similar to the BENCH, warning icons will also be visible from this ROSTER screen. Hovering over the icons will display a generic warning message while the BENCH will have more specif

Team roster exceeds 3 allowable adjoining state athletes: Brooks, Julie; Ramirez, David; Frog, Kermit; Scott, Montgomery

while the BENCH will have more specific warning details.

- 12. Review list of added players on ROSTER and be prepared to address any warnings.
  - 💄 this player has been added to another coach's bench
  - 🕅 this player is in an adjoining state, but outside your metro area.
  - 🕅 this player is non-adjoining state or out-of-country.
  - this player has a demographic warning (same address and/or phone # of another person)
  - I player on more than one roster at this time
- 13. Click the Save Roster button. When the ROSTER is saved, it will appear in the list on Create Rosters tab of the COACHES section.

## **Roster Limitations**

Be aware that the BBCS will <mark>only allow for three (3) out-of-state athletes</mark> to be added to a team ROSTER and they <mark>must be from</mark> an adjoining state. If the BENCH coach attempts to add a fourth athlete, an error message will appear.

The SAME 3 adjoining state athletes must play with the team for the duration of the event. The coach may, however, use a different set of three athletes when participating in a different event. If the coach needs to swap an out-of-state athlete for a different athlete, the athlete that

appears on the ROSTER must be deleted before the BBCS will allow the coach to add another out-ofstate athlete.

Athletes must be in metro or in adjoining state (3 max). Cannot be out of state: Frog, Kermit

REMEMBER - The SAME 3 adjoining state athletes must play with the team for the duration of the event.

BE AWARE - Out of state athletes from non-adjoining states or from a different country are not permitted. If the BENCH coach attempts to add one of these athletes, an error message will appear.

## **Roster Edits - Coach**

A BENCH coach can edit a team ROSTER up until 11:59 PM the day before the event start date, after that, the EDIT ROSTER button will be unavailable and will reflect Event in Progress.

4 My Bench	My Rosters Ary Invitations						
My Roster Search: Search	S					Ł Export Selected Rosters	as CSV 🛓 Export All Rosters as CSV
0	Date	Team	Season	Event Name	Location	Operator	**
	06/24/2017 06/25/2017	test	Summer 2017	Todd Test SS	aaa Hope Indiana	Korey Smith tesmith@ncaa.org 111-000-2242	EDIT ROSTER -
0	11/18/2016 11/18/2016	FL All Stars	Test Season 2016	Test - Post Event Submission	HC fort wayne Indiana	Jon Jammer mcneilr55@hotmail.com 999-999-9999	Event in Progress

## A team roster has been created!