

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 COACHES section and then to the My Rosters tab.



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 Create Roster 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.)

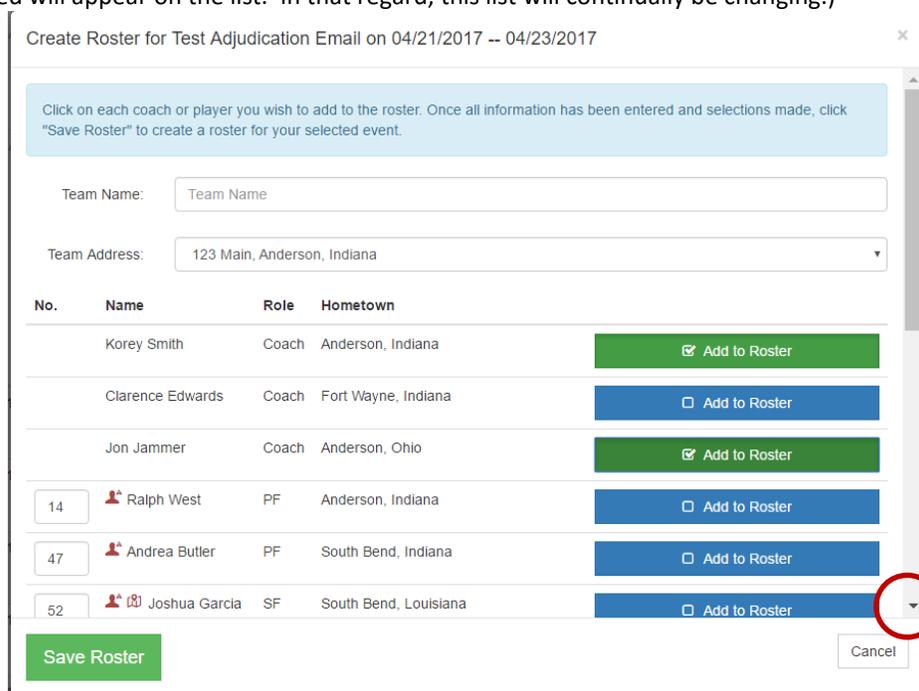
4. Clicking the Create Roster button will open a new window with a snapshot of that coach's BENCH.

5. Enter a Team Name.

6. The Team Address will auto populate from what was entered on the bench. The Team Address may or may not be the same as the head coach's address.

7. 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.

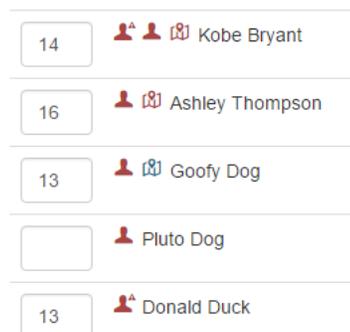
Note: You may need to use the scroll arrow to view the entire list of potential participants.



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 Add to Roster 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 responsible for correctly identifying all athletes and their **CORRECT JERSEY NUMBER** on the ROSTER. **Changes should be updated in the BENCH 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 eligibility to participate in NCAA-certified events may be affected.**

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 specific warning details.

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

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)
-  - 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 **only allow for three (3) out-of-state athletes** to be added to a team ROSTER and they **must be from 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-of-state 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.



A team roster has been created!