



TEAM ROSTER MANAGEMENT

How to Access Your Roster

1. Sign in to the [Woodbury Adult Sports TeamSideline website](#). *Do not use Internet Explorer.*
2. Under “Manage Rosters” you will find all teams you have roster edit access for.
3. Click on the name of the team you wish to view.

How to Add or Remove Players from Your Roster

1. Click on the “Add to Roster” button.
2. Add the player’s name and email and select a role. See the table below for role descriptions.
3. To give roster edit access to a Coach, click on the Edit button to the right of their name and select “Yes” for “Roster Edit”.
4. To remove a player from your roster, select the red “X” next to the player’s name and click “OK”. This option is only available for individuals who have not completed the enrollment process.
 - If the “X” is grey, please contact the Adult Sports Office to remove the player.
5. **Note, only Managers and Coaches with roster edit ability can view and edit team rosters**

Role	Who	Communication	Roster Access
Manager	Individual that submitted the team registration	Will receive email communications from Adult Sports Office	Can edit the roster
Coach	Additional Team Manager(s)	Will receive email communications from Adult Sports Office	Manager can choose if they can edit the roster
Player	A player on the team	Will receive limited emails	No roster access

How to Copy Players from a Previous Team

1. To add players from a previous team, click on the “Copy Roster” button. If this is your first team, this button will not be visible.
2. Select the team you wish to copy from.
3. Select each player you want to copy to your new roster, then click on the “Copy” button.
4. These players will be added to your roster and sent a roster invitation email. Players must complete the roster enrollment process for each team they are a member of.

How to Check a Player’s Status

1. A checkmark in the “Invited” column indicates the player was sent a roster invitation email.
2. A checkmark in the “Enrolled” column indicates the player completed the enrollment process.

How to Resend a Roster Invitation Email

1. To resend a roster invitation email to 1 player, click on the green arrow to the right of their name.
2. To resend a roster invitation email to multiple players, click on the “Reinvite All” button.

How to Submit Your Roster

1. Click the “Submit” button once the minimum number of players complete the enrollment process.
2. You can continue to add and remove players from your roster until the roster freeze date. You must click on the “Submit” button after making changes.