## **How to Manage Roster:**

## Inviting Members (PC Version):

1. Begin at the IMLeagues home page



2. Under the "My Teams" tab click on the desired team

My	Teams	

3.

	Club Waterp Waterpolo / Club Wa	DOIO aterpolo / Default				
Team Pa	ge will load					
Guilsinmorios C/	lub Waterpolo ub Sports / Waterpolo + /	Club Waterpolo → I Club	Waterpolo 🗸 nedule 🏾 👯 Roster (12)	🗘 Admin 🗸	🛔 Captain 🗸	Team Options -
Watery				-		Admin Dash <b>O</b>
Club Waterpol	D Team Options 👻	About Club Wat	erpolo			✓ Edit
Aug 16 <sup>th</sup> '20 -	on Dates May 3 <sup>rd</sup> '21	KSU Water Polo	club is made up of a	athletes from all	skill levels. We	e are trying to

Aug 16th '20 - May 3rd '21	Not water i do dub is made up of athetes normali skill levels. We are trying to
Join Teams Until: May 3 <sup>rd</sup> '21 at Midnight	grow the sport in this state of Georgia. Anyone who is interested, preferably with some form of swim background, is welcome to join. We are looking to attend 3-4
Roster Required: 10 Total: 12	tournaments per year and will also be participating in scrimmages with local teams. The club is looking for anyone looking to learn a new and fun sport or for those who already know how to play and wish help to bring it to the KSU community.
	and day know now to play and morning to bring it to the rece community.

4. Scroll down until the "Roster" heading is visible, click on the "Invite" button to the right of the Roster heading

答 Roster: 32M/0F	<b>a</b> +Invite
$\Sigma$	Captain
$\Sigma$	
$\Sigma$	
$\Sigma$	
More	

5. Type in the search bar the individuals name or KSU email to search. Click on "desired name" and add to the queue

Roster	Manage Roster	Invite Members	Add Members	Move Members
Invite M	lembers			Post
Clu	Club Sport			
	Club Sport			
			Send Invi	tations

- 6. Once all members have been added to the queue select "Send Invitations"
  - a. A notes box is available if any comments are desired

Roster Manage Roster Invite Members Add Members Move Men	mbers  Printable View
Invite Members	Post To Wall
Club Sport × Invite members by ema	My Teams Free Agents (0)
Comments:	
vvite an invitation message (optional)	h
Send Invitations	

## Inviting Members (Mobile App):





vite Members	6
Send (0)	Pending (0)
List	
v.edu	Œ
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Next	
	vite Members Send (0) n List w.edu

## View a member's emergency contact (only available on PC):

- 1. Begin on Team Homepage; listed in step 2 above
- 2. Scroll down until the "Roster" heading is visible, at the bottom of this section click on "More"



3. Click on "Detailed" view option, located just under Roster tabs and Linked Teams button

Roster Manage Roster Invite Members Add Member	s Move Members
Linked Teams	Currently Viewing Current Team
View: Standard Detailed	+ Invite Members
НВ	Send Message Options -

- 4. Find the member of interest, in the list of documents section locate "2020-2021 Emergency Contact"
  - a. To the right of 2020-2021 Emergency Contact click on the "Options" button
  - b. A flyout menu will load, click on "View Form"

Title	Required	Status	Locked	Updated On
2020-2021 Player Packet	Yes	Verified	No	08/20/20 @11:53AM Options -
2020-2021 Emergency Contact	Yes	Verified	No	08/20/20 @11:53AM Options - View Form

If experiencing any difficulties, please direct questions to <u>clubsports@kennesaw.edu</u>