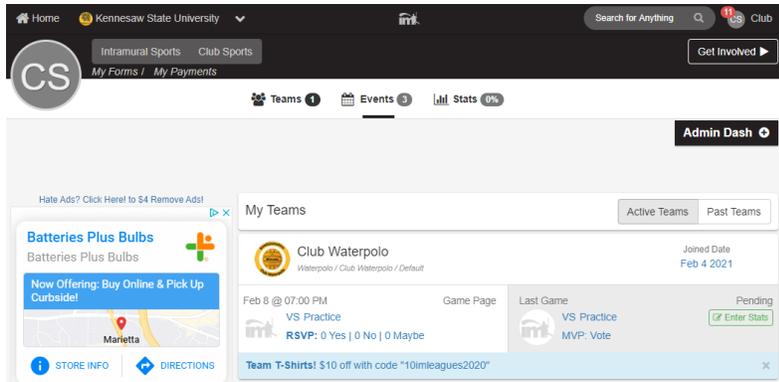


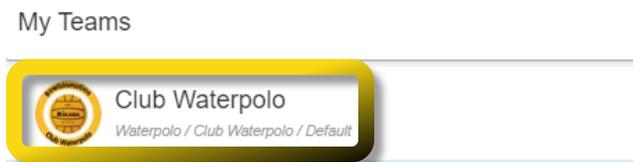
How to Manage Roster:

Inviting Members (PC Version):

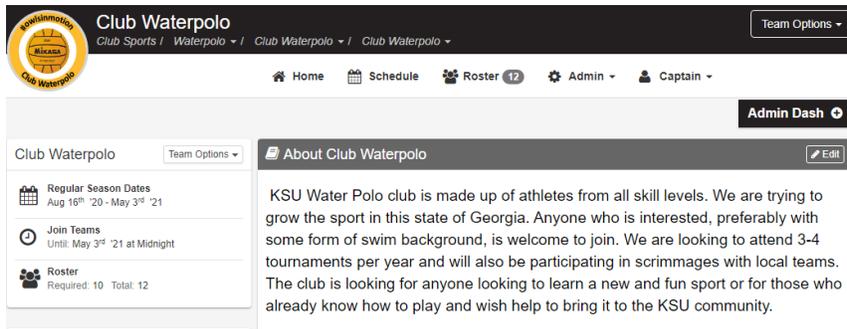
1. Begin at the IMLeagues home page



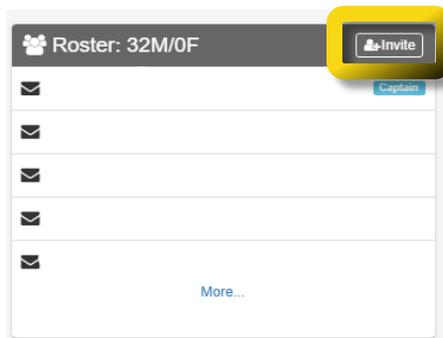
2. Under the “My Teams” tab click on the desired team



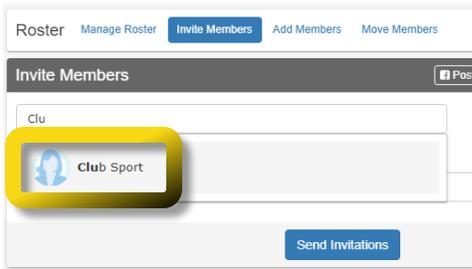
3. Team Page will load



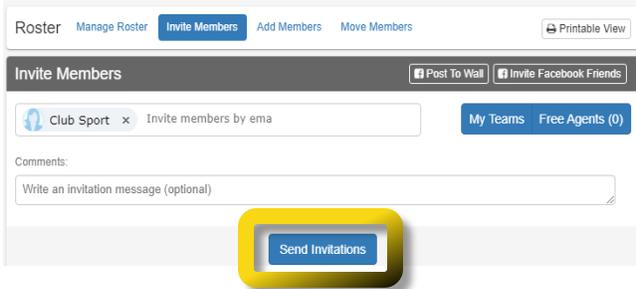
4. Scroll down until the “Roster” heading is visible, click on the “Invite” button to the right of the Roster heading



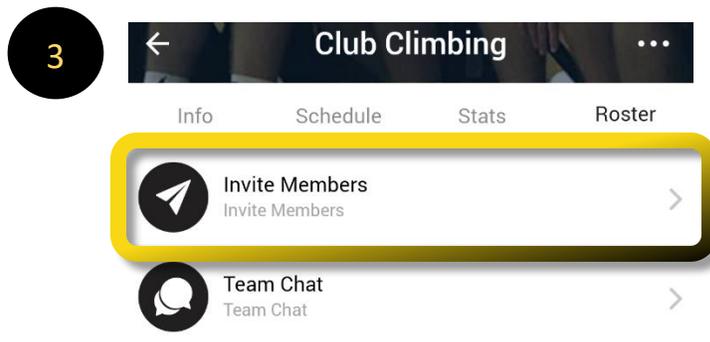
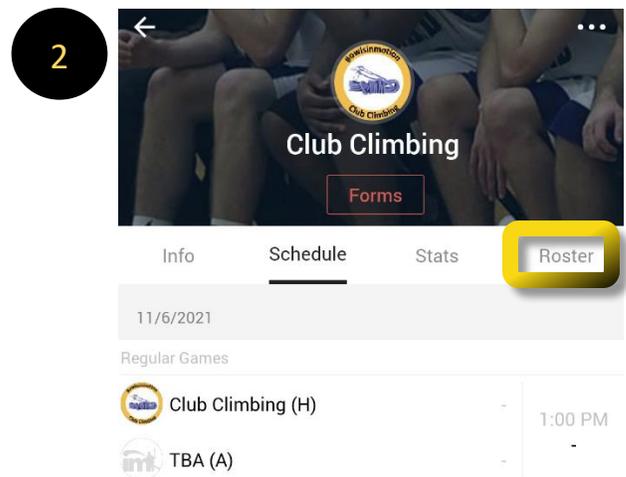
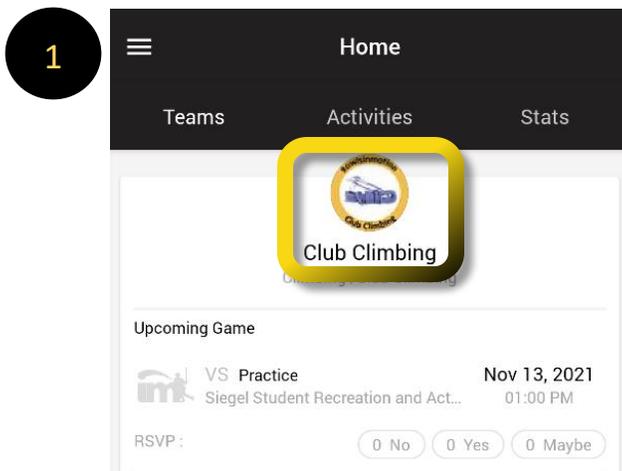
5. Type in the search bar the individuals name or KSU email to search. Click on “desired name” and add to the queue

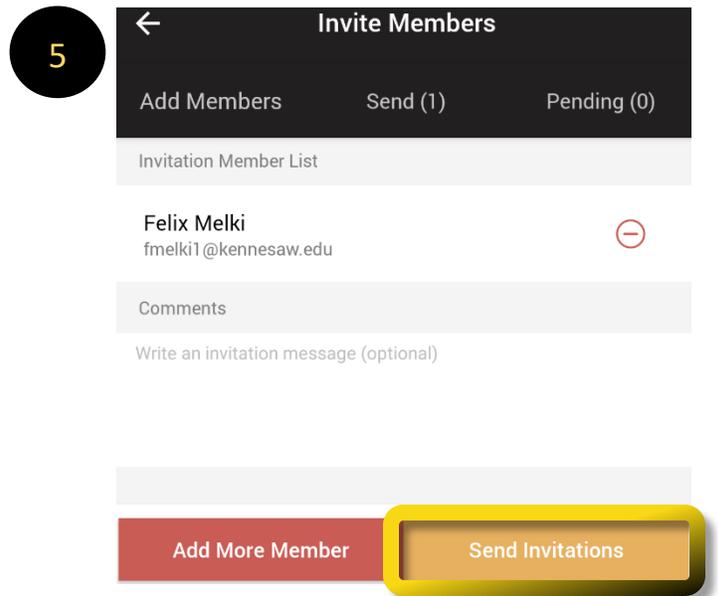
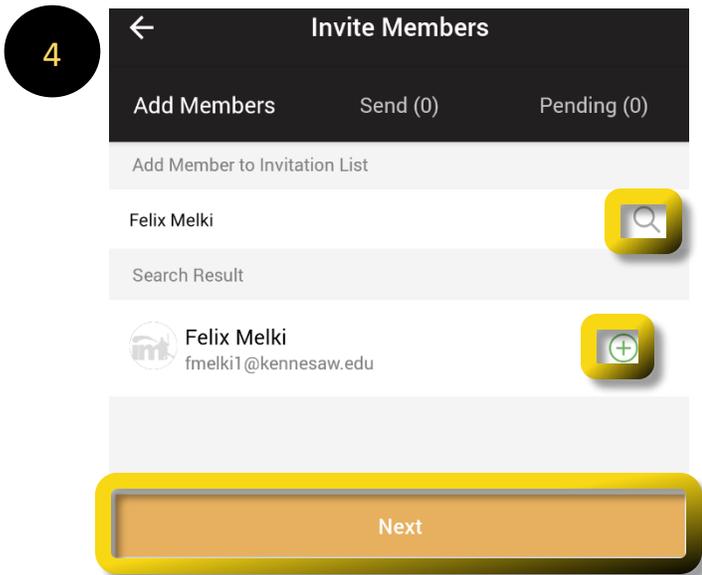


6. Once all members have been added to the queue select **“Send Invitations”**
 - a. A notes box is available if any comments are desired



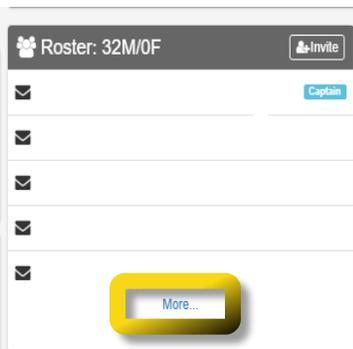
Inviting Members (Mobile App):



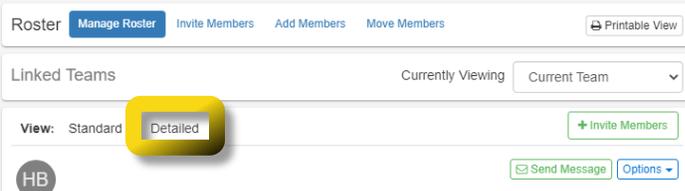


View a member's emergency contact (only available on PC):

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



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 clubsports@kennesaw.edu