Directions for updating State Cup Rosters

1. **Registrars Log-in**

2. **Click on Teams on the left navigation.**

3. **Select your club from the "Select Club" drop down box. Click "Search" on the right lower corner. Click on the team you wish to update.**

4. **Click on the "Tournament" tab on the top. Click on "edit" next to the State Cup tournament.**

5. **Click on the "Player Roster" tab on the top**

> You may set Active players here. Deselect the box if the player is not active.

6. **Add "Club Pass Player"** – click on the box that reads- - - - - - - - >

> Once you search for your player and locate them, click on "add to roster"

7. **Club Pass Player now appear on the bottom of your screen as a club passed player. On the roster, there will be a CP listed next to the player name.**

This player will now have a red line through her name on the roster of the team she is actually rostered onto. You can also remove the player by clicking on "remove" next to the player name.

8. **To edit/add the jersey numbers**

Click on the "Edit Player Team Info" tab

Add your jersey numbers. Click "save Changes"