How to Edit a Roster

This user guide explains how to add or edit a team roster <u>after</u> the team registration form for an event or a league has been initially submitted. Please refer to the "How to Register a Team" user guide for instructions on how to initially register your team.

1. Go to wpc.goalline.ca and select your PSO site from the dropdown menu. Then click "Sign In."

2. Enter the first name, last name, date of birth and access code for the team's main contact (the main contact was indicated when the team initially registered).

   Note: If you are unsure of who if your team's main contact, please contact your PSO.

3. Click "Submit."

4. Once logged into your registration account, click on the "Registration Info" tab. The "Registration Info" tab will display the registration forms that you have collected and the names of the teams that you have registered.

5. In order to edit a roster that was initially submitted on a registration form, click on "Edit Team Info" beside the team that you would like to edit for a specific league or event registration form.
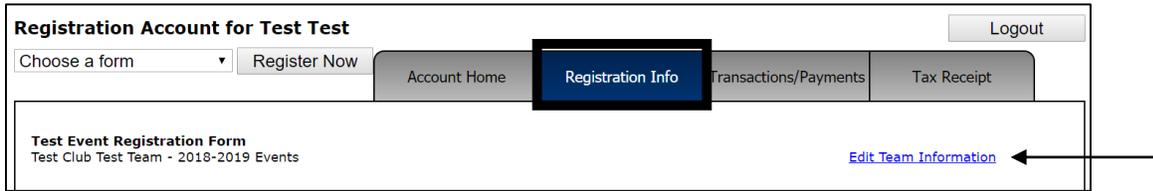
Coaches

The instructions below explain how to release (remove from the roster) existing coaches and how to add new coaches on a roster.

To Release Existing Coaches: Any coaches that you initially registered will be displayed first. To release a coach from the team that was on the existing roster, click "Release."

Position	First Name	Last Name	Date of Birth	Gender	Email Address	
Head Coach	Test	Test	2000-11-11	Male	test@test.com	Release

A pop-up window will appear asking you to confirm that you would like to release the coach. Click "Release" to confirm or click "Cancel" if you do not want to release them.

To Add a New Coach: Select their position from the dropdown menu, and enter their first name, last name and birthdate.

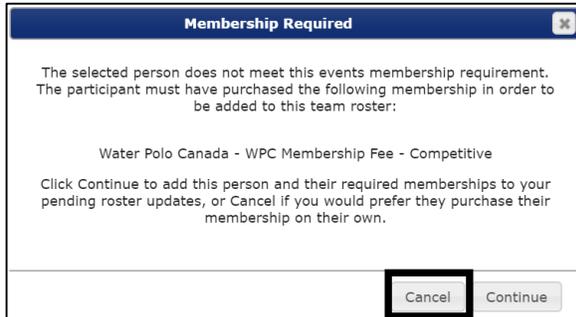Once you have entered these fields, a pop-up window will appear to confirm the participant's profile in Goalline. If the profile is for the correct person, click "Yes." If the person has the correct membership for the league or event, their information will be auto-populated.

If the coach does not have the correct membership for the league or event, a pop-up window will appear that lets you know that they do not meet the requirement. If this pop-up window appears, please click "Cancel." Ensure that the coach registers for the correct membership and then come back to this page and add them.

Membership Required

The selected person does not meet this events membership requirement. The participant must have purchased the following membership in order to be added to this team roster:

Water Polo Canada - WPC Membership Fee - Competitive

Click Continue to add this person and their required memberships to your pending roster updates, or Cancel if you would prefer they purchase their membership on their own.

Cancel   Continue

If you click "Continue," the coach will not be added to the roster. They will be "pending" until their membership is paid.

Players

The instructions below explain how to release (remove from the roster) existing players and how to add new players on a roster.

To Release Existing Players: Any players that you initially registered will be displayed first. To release a player from the team that was on the existing roster, click "Release."

First Name	Last Name	Date of Birth	Gender	Email Address	
Test1	Test1	2000-11-10	Male	test@test.com	Release
Test2	Test2	2000-11-09	Male	test@test.com	Release
Test3	Test3	2000-11-08	Male	test@test.com	Release

A pop-up window will appear asking you to confirm that you would like to release the player. Click "Release" to confirm or click "Cancel" if you do not want to release them.

Release Player?

Are you sure you want to remove Player Test1 Test1?

Cancel   Release

To Add a New Player: Enter their first name, last name and birthdate.

First Name	Last Name	Date of Birth	Gender	Email Address	
Test1	Test1	2000-11-10	Male	test@test.com	Release
Test2	Test2	2000-11-09	Male	test@test.com	Release
Test3	Test3	2000-11-08	Male	test@test.com	Release
			Not Specified ▾		Add Player Clear *

Once you have entered these fields, a pop-up window will appear to confirm the participant's profile in Goalline. If the profile is for the correct person, click "Yes." If the person has the correct membership for the league or event, their information will be auto-populated.

If the player does not have the correct membership for the league or event, a pop-up window will appear that lets you know that they do not meet the requirement. If this pop-up window appears, please click "Cancel." Ensure that the player registers for the correct membership and then come back to this page and add them.
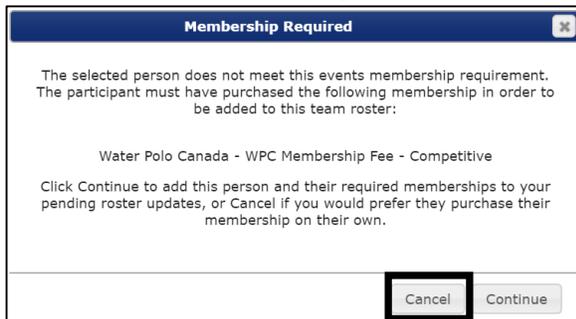
If you click "Continue," the player will not be added to the roster. They will be "pending" until their membership is paid.