

## Check Rosters for Demographic Compliance

1. Access your user account with your username and password and choose Operator. You will be directed to your operator user account summary and see all of that activity applications associated with your account.

### ACTIVITY APPLICATIONS SUMMARY

A new Activity Application row is added by clicking the Create Activity button.

Activity Name	Application Type	Season	Start Date	Application Status	Event Review Status
Test Application 1	Event	R	07/06/2006	<a href="#">Approved</a>	<a href="#">Pending</a>

2. Click on the link in the Event Review Status column next to the event you want to access.
3. On the Event Review Summary, you will see an overview of the number of participants in your event. For example:

Event Participants			
Number of Teams	Number of Individual Coaches	Number of Individual Athletes	Number of Team Athletes
24	0	0	0

4. Click the Edit Teams Button.
5. This is the Team Participation List. Here you will see all of teams that have "opted in" to your event. You will have access to this list as soon as your application is approved.

1. To print or export team rosters for coaches packets or check-in procedures, selecting the check boxes in the Print or Export column and hit either the Print Button or Export Button at the bottom of the page.

If you select a team and the Print Button, you will get printer friendly rosters:

Print Team Rosters									
test team						123 test street, Indianapolis, Indiana, 46204			
Coach Name	Duty	Address			Phone	Email	Approval Number	BBCS Approval	
Coach Head	COACH ADMIN	PO 6222, Indianapolis, Indiana, 46206			317 917 6222	testteam2@ncaa.org	NOT NEEDED	No	
Coach Assistant	Assistant	test street, Indianapolis, Indiana, 46204					TEST	No	
No.	Athlete Name	HT.	Grad.	H.S.	Birth Day	Position	Email	Home Address	Home Phone
4	test athlete4		2009					test address, test city, Indiana, 46206	444 444 4444
1	test athlete		2009					test address, test city, Indiana, 46201	111 111 1111
2	test athlete2		2008					test address, test city, Indiana, 46206	222 222 2222
3	test athlete3		2010					test address, test city, Indiana, 46206	333 333 3333
5	test athlete5		2011					test address, test city, Illinois, 46207	555 555 5555

If you select the Export Button, a tab-delimited text file will be sent to the e-mail address on the user account. Save this file to your computer and it can then be opened in Microsoft Office products. Instructions on how to open in Excel and Word are posted online:

If you select Export, a tab-delimited text file will be sent to the e-mail address on the user account. Save this file to your computer and it can then be opened in Microsoft Office products. Instructions on how to open in Excel and Word are available online.

[Open a TXT document in Excel](#)

[Open a TXT document in Word](#)

6. Check the demographic information on the roster to ensure that there is an address and telephone number provided for each participant.
  - Operators are required to verify that all information on a team's roster is accurate.
  - The contact information entered for participants must be specific to the athlete and must be the **athlete's legal address**. The same address and telephone number cannot be provided for multiple athletes that are not part of the same family AND the coach's demographic information cannot be submitted in lieu of an athletes.
  - PO Boxes can only be entered for athletes in very remote areas where street addresses are not utilized.
7. In the example below, four of the athletes have the same address listed, which is not permissible.

**Print Team Rosters**

test team						123 test street, Indianapolis, Indiana, 46204			
Coach Name	Duty	Address		Phone	Email	Approval Number	BBCS Approval		
Coach Head	COACH ADMIN	PO 6222, Indianapolis, Indiana, 46206		317 917 6222	pollieparrott@gmail.com	not on list 6.05.08	No		
Coach Assistant	Assistant	test street, Indianapolis, Indiana, 46204				EXAMPLE	Yes		
No.	Athlete Name	Ht.	Grad.	H.S.	Birth Day	Position	Email	Home Address	Home Phone
	Athlete Added						☆	123 Main Street, indianapolis, Indiana, 46204	666 666 6666
4	test athlete4		2009				☆	123 Main Street, test city, Indiana, 46206	444 444 4444
1	test athlete		2009					789 Oak Drive, test city, California, 46201	111 111 1111
2	test athlete2		2008				☆	123 Main Street, test city, Indiana, 46206	222 222 2222
3	test athlete3		2010				☆	123 Main Street, test city, Indiana, 46206	333 333 3333
5	test athlete5		2011					456 Elm Street, test city, Illinois, 46207	555 555 5555

8. Although a separate address and telephone number may be listed for each individual, Operators should also pay attention to what is entered. On occasion, the address or telephone number are obviously not a real address or telephone number, which again, is not acceptable. Information in the example above was made up for the purpose of providing an example, but similar addresses and phone numbers have been submitted on actual rosters. If the information submitted is obviously inaccurate, it is the operator's responsibility to make the coach submit accurate information. It is suggested that operators require the team information to be accurate before allowing the team to participate so that a penalty (not participating) can be assessed if the coach does not comply with the request to enter correct information.

9. **REMINDERS:**

- Operators will not have the ability to add coaches. If coaches need to be added to the roster, the team administrator will need to do so in order for the operator to successfully complete the required post-event review form.
- Operators will be able to add athletes to a roster, but cannot edit the information provided by the coach for already existing athletes. In that regard, operators should look at the roster information prior to the event and insist that the coach make any necessary edits prior to their arrival at the event.
- Because the future certification of your event depends on the accuracy of the information provided by the coaches, it is suggested that operators required the team information to be accurate before allowing the team to participate.