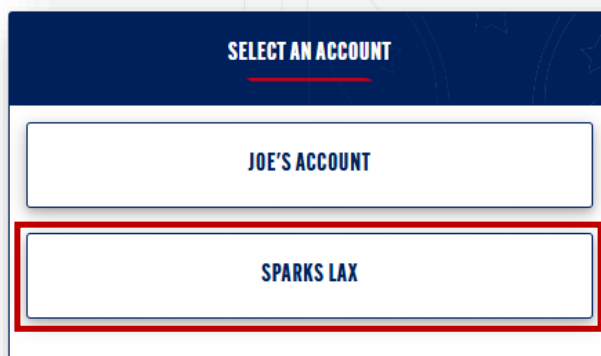


Season/Roster Management

**This step-by-step guide will explain how to access and use the new Roster Management feature with USA Lacrosse.

- **Accessing Your Program Account**

- Go to usalacrosse.com and click the “My Account” button.
- Enter your email address and password to access your account portal.
- Select your program name to enter your program-specific account.



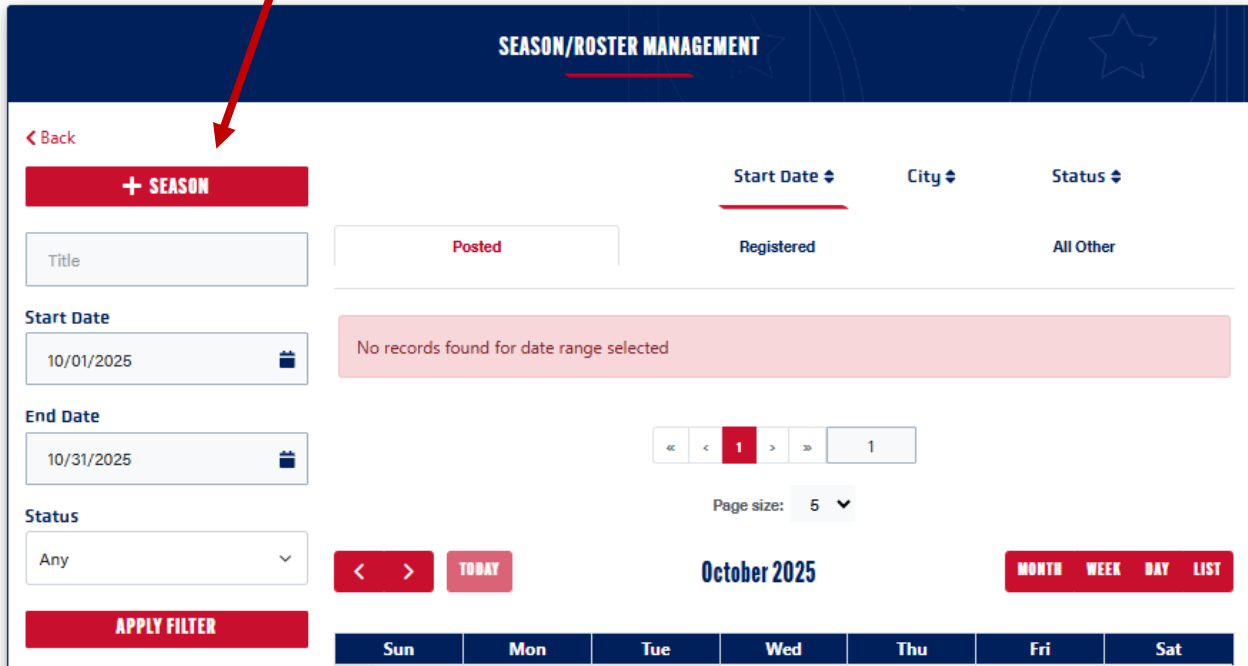
- **Accessing Roster Management**

- Locate and select the Season/Roster Management tile in your account.



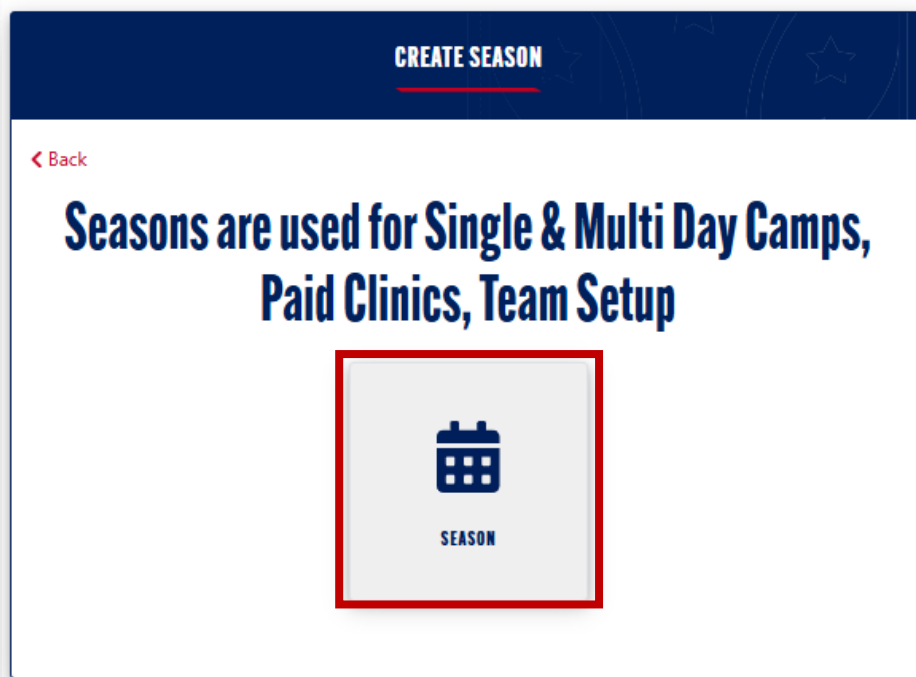
- **Create A Season**

- Click the “Add Season” button to begin.

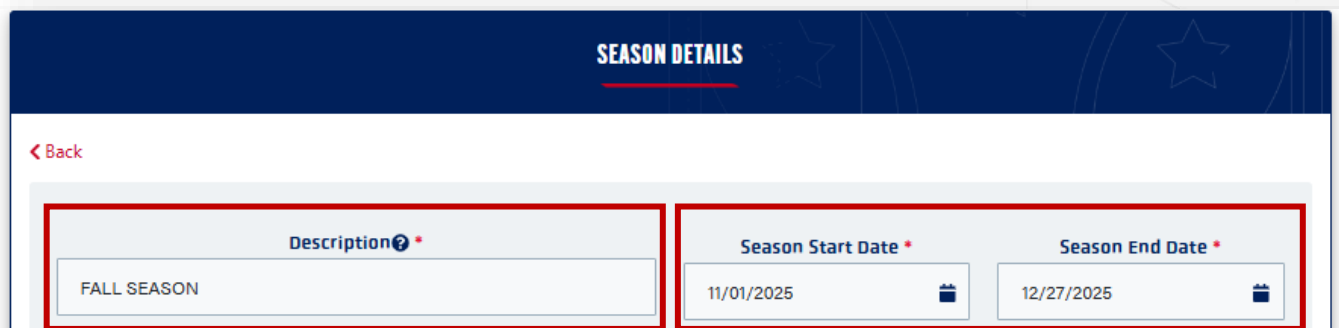


The screenshot shows the "SEASON/ROSTER MANAGEMENT" interface. At the top left, there is a "< Back" link and a prominent red "+ SEASON" button. Below this are filter sections for "Start Date" (set to 10/01/2025), "End Date" (set to 10/31/2025), and "Status" (set to "Any"). A red "APPLY FILTER" button is at the bottom left. The main content area shows a message: "No records found for date range selected". Below this is a pagination control showing "1" of "1" pages. At the bottom, there is a calendar view for "October 2025" with days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and navigation buttons for "< > TODAY" and "MONTH WEEK DAY LIST".

- Then click the “Season” tile to enter specific details for your season.

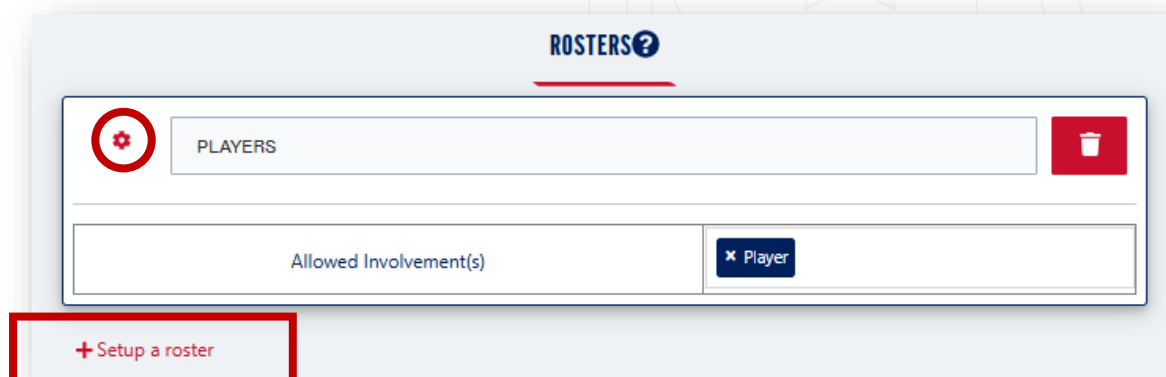


- Enter the required season details.
 - “Description”
 - Enter a name or title that best describes your specific season.
 - Season Start Date / End Date
 - Provide approximate start and end dates for your season.



- Rosters
 - Click “setup a roster” to create specific rosters for your new season.
 - Then enter a name for your roster.
 - The name should describe the roster you are uploading.

- Examples: Boys, Girls, 10U, 12U, Players, Coaches.
 - Next, click the “Gear” icon to select the acceptable involvement types for this roster.
 - Players, coaches.
- *** There is no limit to the number of rosters created per season.**

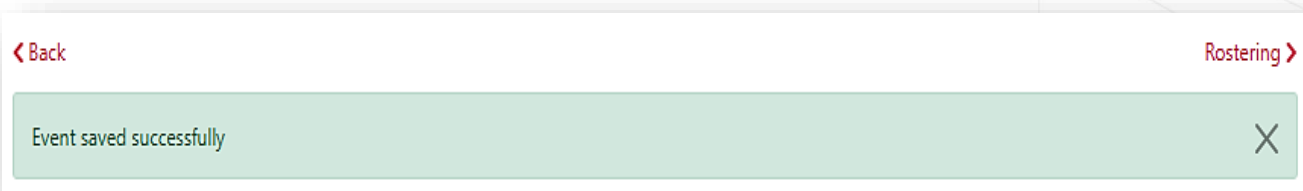


The screenshot shows a web interface titled "ROSTERS" with a question mark icon. Below the title is a form with a search bar containing "PLAYERS" and a red trash icon. Below the search bar is a section for "Allowed Involvement(s)" with a blue button labeled "Player". At the bottom left of the form is a red button labeled "+ Setup a roster".

- When you are satisfied with your season setup, click “Save”.



- Next, click the “Rostering” button to continue.

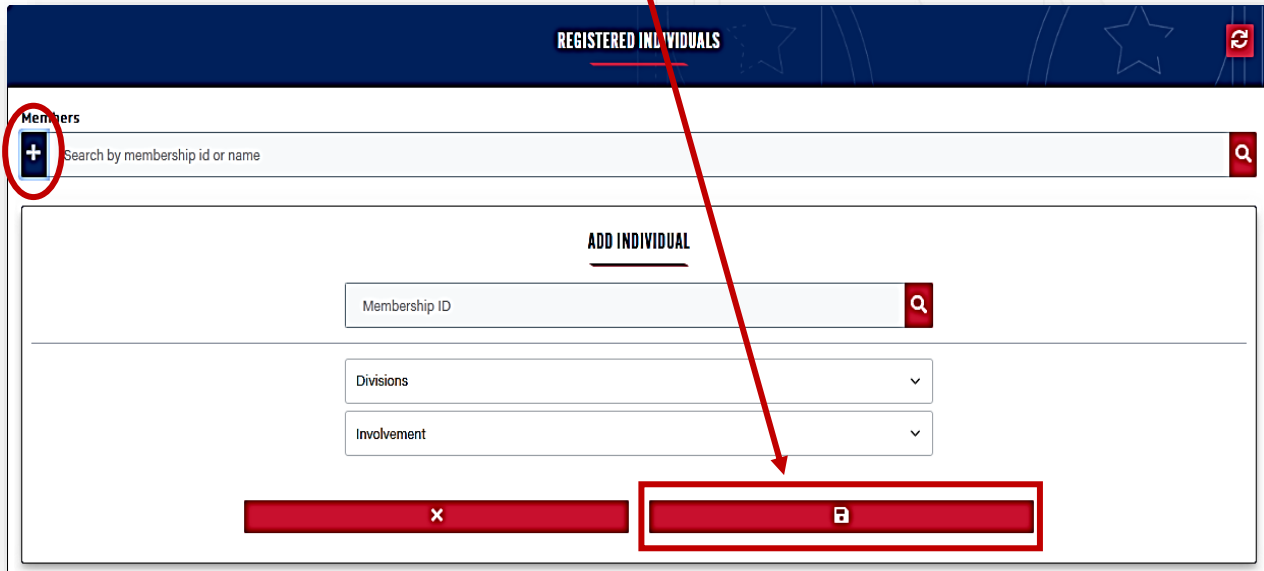


The screenshot shows a web interface with a "Back" button on the left and a "Rostering" button on the right. A green notification bar at the top says "Event saved successfully" with a close icon (X) on the right.

• Uploading Rosters

- Rosters can be uploaded in two ways.
 - Individually
 - To add a member individually, click the “Add” button in the “Registered Individuals” section.
 - Enter their USAL member ID.
 - Select the Division (roster) to add them to.

- Select their involvement type.
- Then hit the save button.



- Bulk
 - To bulk upload your roster, click “Import Roster”
 - Select a roster to upload.
 - Select the involvement type.
 - Then select your file.
 - All files must include one column of USAL member IDs and must be in CSV (Comma Separated Values) format.
 - ***Coaches and Players should be uploaded separately.
 - Once your roster has been successfully uploaded, close the “Import Roster” window.
 - Then, click the “Refresh” button to view your rosters.

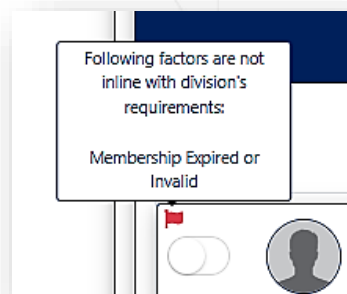


• Managing Rosters

- You can actively manage your uploaded rosters under the “Registered Individuals” section on the main roster management page.
 - All uploaded members will display under their given roster.
 - When a Red Flag is present on an entry, it indicates that the member is missing one or more requirements for USAL membership.



- Those requirements include:
 - Expired or expiring membership.
 - Missing Age Verification. (players)
 - Missing or Expired Background Check. (coaches)
 - Missing or Expired Abuse Prevention. (coaches)
 - Missing Bronze Level Certification. (coaches)
- To see which requirement(s) are missing, hover your cursor over the flag itself.



- You can review data for individual members on your roster by clicking the “Info” icon to the right of their name.
 - The “Info” icon will open a drop-down view providing specific member data.
 - Players:
 - Membership Status
 - Expiration Date
 - Age Verification Status

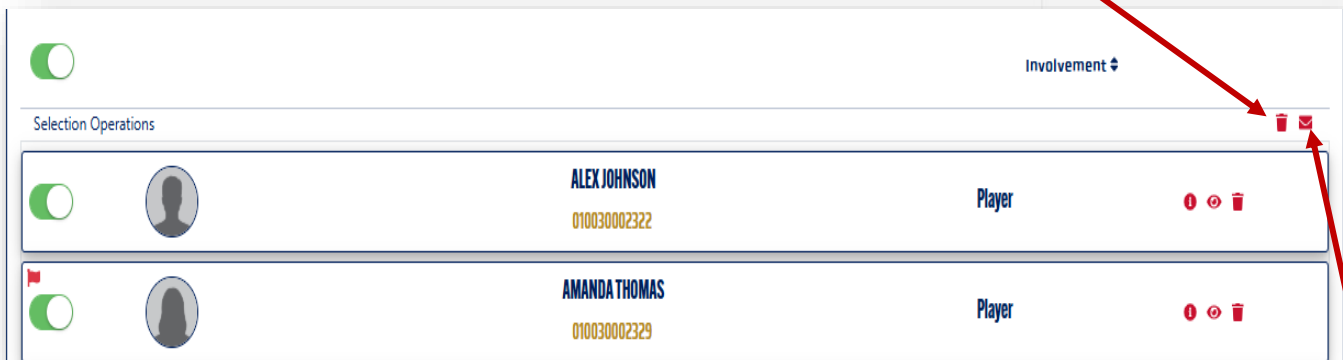
- Grade Verification Status
- Coaches
 - Membership Status
 - Expiration Date
 - Background Check Status
 - Abuse Prevention Status



Alex Johnson
010030002322
Player



Membership Active	Exp Date 09/2026
Age Verification Approved	Grade Verification Approved - Graduation Year:

- You can use the “Eye” icon to view the USAL member card for any member uploaded to your roster.
 - Additionally, you download or print that card from this view.
- You can remove members from your roster using the “Trashcan” icon.
 - Members can be removed individually by clicking the icon next to their name or in bulk by clicking the toggle in the top left of the box, then clicking the trashcan icon.

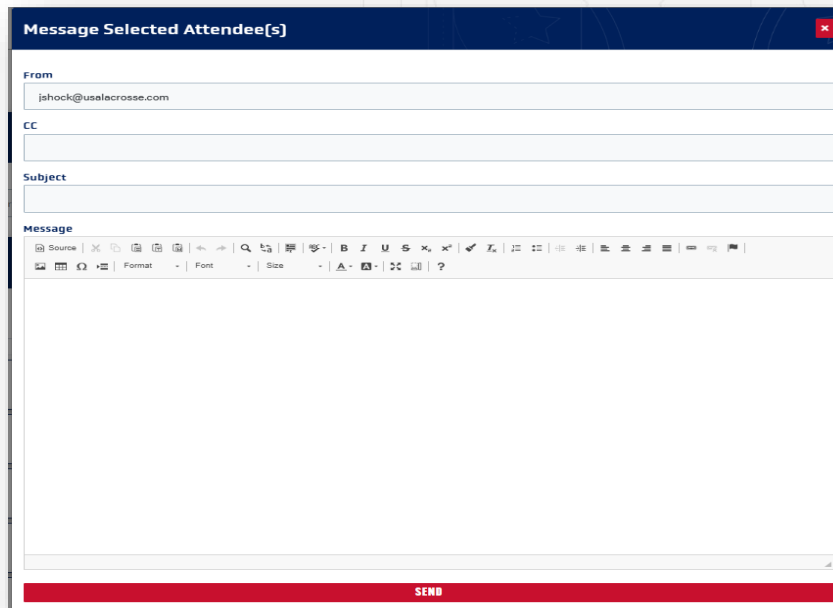


Involvement ⚡

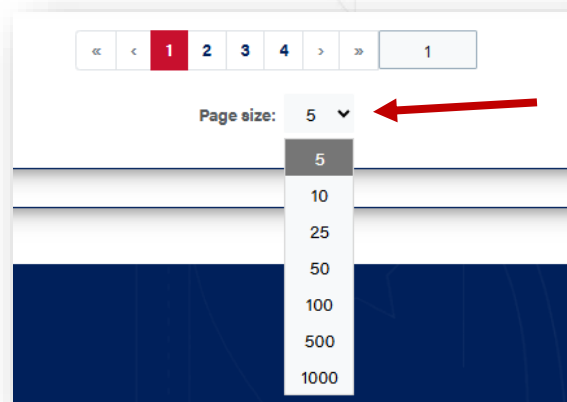
Selection Operations

<input checked="" type="checkbox"/>	<input type="checkbox"/>		ALEX JOHNSON 010030002322 Player	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		AMANDA THOMAS 010030002329 Player	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

- This same toggle can also be used to email members on your roster without leaving the roster management screen.
 - You can click the toggle on to select all members on the page, then click the “Envelope” icon to send an email.

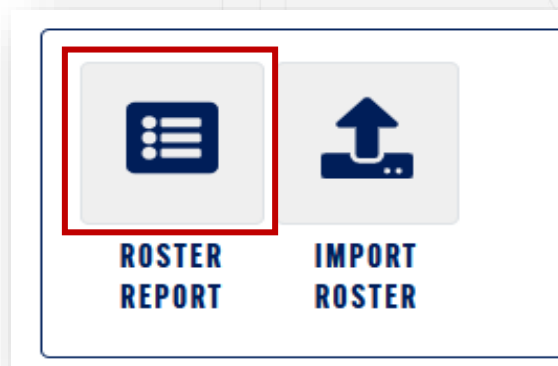


***** Tip: To expand the number of members per page, go to the bottom of your roster panel and click the “Page Size” dropdown to view more per page.**



• Roster Reporting

- You can find a more detailed view of your roster by clicking the “Roster Report” button at the top of your page.



- The roster report view provides a column-based report of the roster(s) you have created.
 - Columns are created from pre-determined data points that include.
 - First & Last Name
 - Member Involvement
 - Gender
 - Date of Birth (MM/YYYY)
 - Primary Email address
 - Member ID
 - Member Status Expiration date (MM/YYYY)
 - Zip Code
 - Graduation Year (If Provided)
 - Age Verification (Players)
 - Grade Verification (Players)
 - Background Check (Coaches)
 - Bronze Certification (Coaches)
 - Abuse Prevention (Coaches)

Roster Report

Roster Filter: No Filter

Involvement Filter: No Filter

Exclude Columns: No Filter

Search By: Membership ID

Membership Status: Any Status

First Name: FIRST NAME

Last Name: LAST NAME

Date of Birth: mm/yyyy

(optional) Birthdate End Date: mm/yyyy

Membership Status	Membership Expiration Date	Zip/Postal Code	Age Verified	Grade Verified	Graduation Year	Coach Background Check	Coach Background Check Expiration	BOYS COACHES - BRONZE CERTIFICATION (2024)	GIRLS COACHES - BRONZE CERTIFICATION (UAT)	Abuse Prevention
Active	09/2026	21152	Approved	Approved						
Inactive	09/2025	21152	Not Initiated	Not Initiated						
Suspended	09/2026	22123				Expired	03/04/2025	Incomplete	Incomplete	Enrolled
Inactive	09/2025	21152	Not Initiated	Not Initiated						
Inactive	09/2025	21152	Not Initiated	Not Initiated						
Pending	09/2026	21152	Not Initiated	Not Initiated						
Inactive	09/2025	21152	Not Initiated	Not Initiated						
Active	09/2026	21152	Approved	Not Initiated						
Inactive	09/2025	21152	Not Initiated	Not Initiated						
Suspended	09/2026	21152	Not Initiated	Not Initiated						
Inactive	09/2025	21152	Not Initiated	Not Initiated						
Inactive	09/2025	21152	Not Initiated	Not Initiated						
Inactive	09/2025	21152	Not Initiated	Not Initiated						
Suspended	08/2026	21152	Not Initiated	Not Initiated						

Page size: 50

- To the right of the report itself, you will find various filter and search options that allow you to customize the data shown.
 - Filter options include
 - Roster
 - Involvement Type
 - Member Status
 - Birthdate Range
 - Search options include
 - Member ID
 - First & Last Name
 - Date of Birth

- Additionally, you can exclude columns from your report if you do not want to see certain data points.
- When you are satisfied with the data shown in your report, you can use the “Export” button in the top left of the screen to download your roster into an Excel file.

