For Coaches: How to Add Players

It is important to note when you add a player to your roster, you are NOT registering the player. You are only reserving a spot for them on your team. Each player must register individually on the player registration page and input their personal data that will be included in the College Coached Recruiting Booklet.

To Roster Your Players:

1.Please go to the event website and login to your coach admin page by selecting "Manage Roster"

   a.   You must have your 'Coach Password' to enter this site. This is the password you created when registering and can be found on the confirmation email

2. If your team has participated in another CSE tournament we have added a special "Import Roster" tool to allow you to transfer your list of players from that event. This only applies to returning teams/players. This is NOT an excel import tool.   **If you are a new team skip to step 3.**

   a.   In order to ensure we have the information accurately for the College Coaches Recruiting Booklets, coaches are required to enter jersey numbers for imported players. Do this by clicking the "edit" button next to each name. Once you do this, the player's status will change from "imported" to "pending

   b.   Be sure to delete any players who are not participating in this tournament so they are not inadvertently included in the College Coaches Recruiting Booklets

3. To add a new player fill out the required player information at the bottom and click "add"

4. When you add a player WITH an email address a link is automatically sent to them so they can register under the team. We encourage you to include your player's email address for this purpose. This will also allow you to log on and send additional messages such as schedules, travel details and more.

5. Please periodically encourage your players to register using the email tool provided. You can select all players or certain ones to send reminder messages to along with the team link. Once a player logs in and completes registration and accepts the waiver their status will change from "pending" to "registered."

6. If you have multiple teams with the same coaches' password you can toggle between them by selecting the team name you would like to view from the dropdown.

7. Questions please contact Lacrosse@corrigansports.com