

KWSL TEAM REP INSTRUCTIONS FOR WEBSITE USE

Team Reps – when creating your account, please select your role as Team Rep from the drop down menu below.

Select Member Type *

Team Rep

Access will be granted by the Webmaster to the players who have identified themselves to the Executive as the official team rep for their team. Once the access has been granted, accessing your roster is very simple. On the home page, click on Rostered Player List as shown below.



KAMLOOPS WOMEN'S SOCCER LEAGUE

REGISTRATION 2021

[SIGN-UP TO PLAY](#) [ROSTERED PLAYER LIST](#) [DRAFT PLAYER LISTS](#) [ABOUT REGISTERING](#) [PRIVACY POLICY](#) [MY ACCOUNT \(CATHYCUG \)](#)

SIGN-UP TO PLAY

My Cart

On this page, a list of all players will be visible. To search for your team, start typing your team name in the search box as shown below. This will bring up a list of players for your team only. This list can then be printed or exported as a csv file. Use the scroll bar at the bottom of your list to view all details. If there are any errors (for example a returning player indicating they are a recruited player) please let the webmaster know as this can be corrected.

ROSTERED PLAYER LIST

ROSTERED PLAYERS

Print

CSV

Search

| Order | Billing First name | Billing Last name | Billing E-mail | Billing Phone | Order Status | Variation | rostered_divisio |
|-------|--------------------|-------------------|----------------|---------------|--------------|-----------|------------------|
|-------|--------------------|-------------------|----------------|---------------|--------------|-----------|------------------|

All players must register as a player even those on injury/protected list. At the bottom of the registration page there is a checkbox as shown below. If injured/protected players do not register, they are not officially on your roster. The official roster for each team is what is displayed on the website, not a separate spreadsheet created by a team rep. Team Rep's must review their online rosters and ensure they are accurate.

ROSTERED PLAYER INFO

Division: *

Competitive Open

I am an injured/protected player

I am being recruited

Players **should not select non-player as role**, this is only used for someone like a coach or manager who doesn't actually play in the league.

When the team reps review their roster lists, they need to scroll to the right to view all the boxes that contain information. These boxes display those who have indicated that they are new recruits to their team (maximum of 4 each season) as well as those who have indicated they are on the injury/protected list.

If anyone needs more instruction or has any questions, please contact the webmaster at kwswebmaster@gmail.com