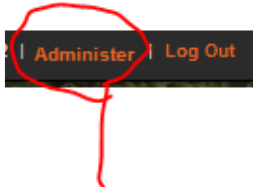


Go to the FHF webpage (the URL is <http://fieldhockeyfederation.com/>). Then enter the user name and password exactly as shown in the JPEG that was also attached to the email, click on LOG IN












IF the Administrative Features screen shown below does not appear, hover the cursor on the word ADMINISTER and then click on the word HOME in the blue bar



Then the Administrative Features screen will be presented – click on Assign Rosters

Administrative Features

 <h4>Configuration</h4> <ul style="list-style-type: none"> • General Settings • Appearance • Home Page Components • Horizontal Menu Tabs • Vertical Menu Pages • Billing Info / Payment • Security / Passwords • Merchant Accounts 	 <h4>Messaging</h4> <ul style="list-style-type: none"> • Home Page Marquee • Welcome Message • Home Page News • Team Bulletins • Coach Bulletins • Officials Bulletins • Exchange Item • Email Members 	 <h4>Members</h4> <ul style="list-style-type: none"> • Add Member • Lookup Members • Email Local Members • Registration System • Family Balances • Impersonate Member • Import Members • Export Members • Find Duplicates
 <h4>Teams</h4> <ul style="list-style-type: none"> • Seasons • Divisions & Teams • Assign Rosters • Post Team Bulletin • Enter Game Results • Team Registration • Define Player Statistics • Download Player Stats 	 <h4>Facilities</h4> <ul style="list-style-type: none"> • Add New Facility • List / Edit Facilities • Close a Facility • Facility Manager • Import Facility Info • Export Facility Info • Facility Schedule 	 <h4>Scheduling</h4> <ul style="list-style-type: none"> • Add Game or Practice • Generate Schedule • Recurring Games • Master Calendar • Add General Event(s) • Event Maintenance • Import Schedule • Export Schedule • Define Officials Rules
 <h4>Tools</h4>	 <h4>Miscellaneous</h4>	 <h4>Support</h4>

Then make sure that the following are selected from the drop down lists:

- SELECT A TEAM is **2012 Spring**
- The team you represent is selected (**BE CAREFUL and make sure that you select the correct division**)
- SELECT PARTICIPANTS is set to **All Participants**
- That the TYPE choice is set to **All** and not to Players Only (selecting Players Only will prevent the names of player parents being shown in the list)
- Gender and the Born Between date range can be used to limit the selection if you want to (useful if you are doing Juniors!!!)

And then click on SUBMIT

How to Assign FHF Member to a Team Roster

Select Team & Participants

Select a Team: 2012 Spring
Choose

Select Participants: All Participants

Type: Players Only (no parents)

Gender: Any

Born between: Use the League Age Calculator

Between grades: for School Year: 2011-2012

Registered in: None

Jersey Numbers
 Assign jersey numbers from previous team

Notes Contains:

Submit Reset

The following complete list of members (sorted in alphabetical sequence by last name) is displayed -

LA United Roster	Member	Member
1 Cicchi, Brendan		Benninger, Rachae
		Berlin, Paige
		Berlin, Ronna *
		Berman, Ari
		Berman, Jamie *
	Aaron, Jyoti	Berry, Greg
	Aaron, Manoharan	Berry, Michele *
	Aaron, Saleem	Berry, Tory
	Abraham, Mary *	Bhamber, Rinku
	Ackermann, Derek	Bhamber, Vic
	Acosta, Selena \$	Bhandal, Jinderpal
	Acosta, Selena *	Bhandel, Jinderpal
	Acosta, Selena *	Bilkhu, Jaspinder
	Acosta-Amato, Margaret *	Birch, Emma
	Allison, Douglas	Birch, Susan *
	Allison, Kevin *	Blitstein, Arnie *

- To assign a member to the team, just click once on the relevant name from the alphabetic list. As each name is selected, it moves to the Team Roster.
- If the wrong name has been selected, click on the member name in the ROSTER column and the name will be removed.
- The person that registered the team is automatically on the team roster.
- If there seems to be missing members, contact those members and make sure that they have signed up for the 2012 membership year AND that their application was fully processed and paid (if their name is not in the list of Members, it means that the system has not processed their application).
- Once all the members available are selected, click on SAVE ROSTER.
- The team administrator can edit the list as many times as is necessary by following these steps. (For instance – the shirt numbers need to be updated!!!)

How to Assign FHF Member to a Team Roster

- The screen that is then shown allows the team rep to enter the individual player's shirt numbers and the teams' goalkeeper/s and captain/s – once that is done, click SUBMIT to save the roster.
- The team administrator can edit the list as many times as is necessary by following these steps. (For instance – the shirt numbers need to be updated!!!)

Assign Positions

LA United Roster

Name	Position	New Position	Number
Cicchi, Brendan	Team Registrar		
Cicchi, Joan	Player		4
Cicchi, Meghan	Player		40
Cicchi, Sean	Player		

Submit

(The above is just an example – the team list has been corrected!!!)