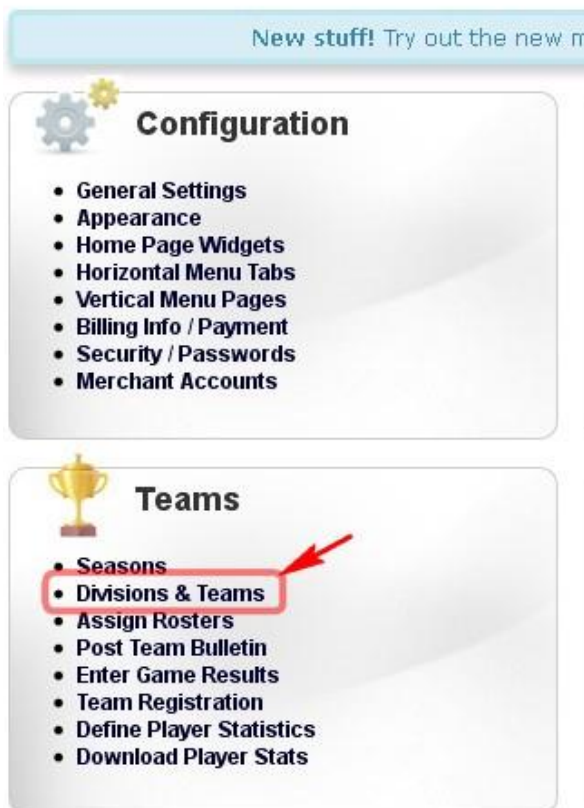


How do I send my club's League Athletics roster to the NCJLA website?

1. Log into your club's League Athletics website as an Administrator.
2. Your website will need to be linked to the NCJLA website. If you are uncertain if it is or do not know how to do this [click here](#) for instructions.
3. Your teams will also need to be linked to the same teams on the NCJLA website. If you are uncertain if they are or you do not know how to do this [click here](#) for instructions.
4. Once steps 2 & 3 are completed, go to your Administrative Features and click on Divisions & Teams under the Teams section.

Administrative Features

New stuff! Try out the new n



Configuration

- General Settings
- Appearance
- Home Page Widgets
- Horizontal Menu Tabs
- Vertical Menu Pages
- Billing Info / Payment
- Security / Passwords
- Merchant Accounts


Teams

- Seasons
- **Divisions & Teams**
- Assign Rosters
- Post Team Bulletin
- Enter Game Results
- Team Registration
- Define Player Statistics
- Download Player Stats





5. Click on the team name that you would like to send its' roster.

Manage Divisions, Leagues & Teams

If your club is a member of a larger "Parent" site, click [here](#)


Team Season: Spring 2012 





Leagues & Teams	AKA	Pb	Lv	PR	Mg	Sc	RSVP	Publish	Roster
1 <input checked="" type="checkbox"/> Blue Devils Varsity		✓		✓	✓	✓			5/26 
2 <input checked="" type="checkbox"/> Blue Devils Junior Varsity		✓		✓	✓	✓			4/33 
3 <input checked="" type="checkbox"/> Davis Knights B15B		✓	✓	✓	✓		✓		5/21 
4 <input checked="" type="checkbox"/> Davis Knights B13B		✓	✓	✓	✓		✓		6/27 
5 <input checked="" type="checkbox"/> Davis Knights B11B		✓	✓	✓	✓		✓		5/22 
6 <input checked="" type="checkbox"/> Davis G13B		✓	✓	✓	✓		✓		3/22 



6. Under the General tab and in the Parent League(s) section you should see your teams matching NCJLA team with a "Send Roster" button next to or underneath it.


Team Information

Team Name: * 


General | Security | Scheduling | Home | Rosters | Statistics | Sponsors

Season: * Spring 2012  

Division: Root  



Display order: (optional) Ex. 1, 2, 3... 

Power rating: (optional) Team strength for standings calculations


Nickname: (optional) 

Parent league(s):

Northern California Junior Lacrosse Association:

Connecting to a Parent team will allow Parent League Administrators access to certain data including: Team Rosters (read-only), Schedules, Standings and Results

Team picture: (.jpg files only) 

* indicates required information

7. Click on that button and your roster will be submitted to the NCJLA website.