

# Step by Step instructionsto Add your Rosters

## Step 1: Logon to your Team Page

**NCC TRAVEL BASKETBALL**  
of Windsor Locks, CT

NCC Home | **Team** | Coaches | Playoffs (2014/2015) | Playoffs Results (2013/2014)

Change team: Winter 15/16 | Boys 5 | East Windsor

**East Windsor** Options

**PRACTICE CANCELED TONIGHT**  
by Christopher Willey posted 01/12/2016  
Due to weather conditions the EWMS gym is closed for tonight so there will be no practice. See you tomorrow at the Children's home.

Chris

**CONTACTS**

- Coach Christopher Willey
- Ken Goldstein
- Joseph Blachuta

## Step 2 Select Roster tab on left side

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of Windsor Locks, CT

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Change team: Winter 15/16 | Boys 5 | East Windsor

**East Windsor Roster** Options

- Christopher Willey  
Coach  
860-627-6634 (h)  
860-830-7980 (c)  
19 Perri Lane  
Broad Brook, CT 06016
- Ken Goldstein  
Coach  
860-623-1996 (h)  
860-977-9397 (c)  
33 Perri Lane  
Broad Brook, CT 06016
- Joseph Blachuta  
Coach  
860-370-9917 (h)  
860-463-5133 (c)  
5 Pierce Lane  
Broad Brook, CT 06016

## Step 3 Select Option and click on "Add a Player"

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Broad Brook, CT 06016

Context Menu:

- Direct Link
- Assign Jersey Numbers
- Add a Player**
- Email Team
- Print Full Version
- Print Condensed

# Step by Step instructions to Add your Rosters

## Step 4 Enter "First Name" and "Last Name"

NCC TRAVEL BASKETBALL  
of Windsor Locks, CT

NCC Home Team Coaches Playoffs (2014/2015) Playoffs Results (2013/2014)

Admin Home  
Configuration >  
Messaging >  
Members  
Registration System  
Add Member  
Lookup Members  
Email Members  
Charge Members  
Report Family Balances  
Impersonate Member  
Import Members  
Export Members

First name MI Last name ?

Plainville, CO 06062

Contact Personal Registration Charges Security Teams

Address Roster ?

City ST Zip Plainville CO 06062

## Step 5 Select "Team" tab

NCC TRAVEL BASKETBALL  
of Windsor Locks, CT

NCC Home Team Coaches Playoffs (2014/2015) Playoffs Results (2013/2014)

Admin Home  
Configuration >  
Messaging >  
Members  
Registration System  
Add Member  
Lookup Members  
Email Members  
Charge Members  
Report Family Balances  
Impersonate Member  
Import Members  
Export Members  
Find Duplicates  
Teams >  
Facilities >

Test111 MI Test111 ?

Plainville, CO 06062

Contact Personal Registration Charges Security Teams

Team Assignments in Season Winter 15/16 ?

Team ?	Position ?	New Position ?	Number ?
East Windsor	Player	optional	
Not Assigned	NA	optional	

# Step by Step instructions to Add your Rosters

## Step 6 Enter Jersey Number in the "Number" column

The screenshot shows the NCC Travel Basketball website interface. The header includes the logo and navigation tabs for Home, Team, Coaches, Playoffs (2014/2015), and Playoffs Results (2013/2014). The left sidebar contains a menu with 'Add Member' highlighted. The main content area shows a member profile for 'Test111' with a placeholder image and contact information. Below the profile is a 'Team Assignments in Season' dropdown set to 'Winter 15/16'. A table below this dropdown has columns for Team, Position, New Position, and Number. The 'Number' column for the 'East Windsor' team is circled in red and contains the value '23'.

Team	Position	New Position	Number
East Windsor	Player	optional	23
Not Assigned	NA	optional	

## Step 7 Press the "Submit" button.

The screenshot shows the same NCC Travel Basketball website interface as in Step 6. The 'Number' field in the table now contains the value '23'. At the bottom of the page, the 'Submit' button is circled in red. Other buttons like 'Cancel', 'Clone as Adult', and 'Clone as Child' are also visible.

## Step 8 Repeat Steps 3-7 for you remaining players