

University American Football



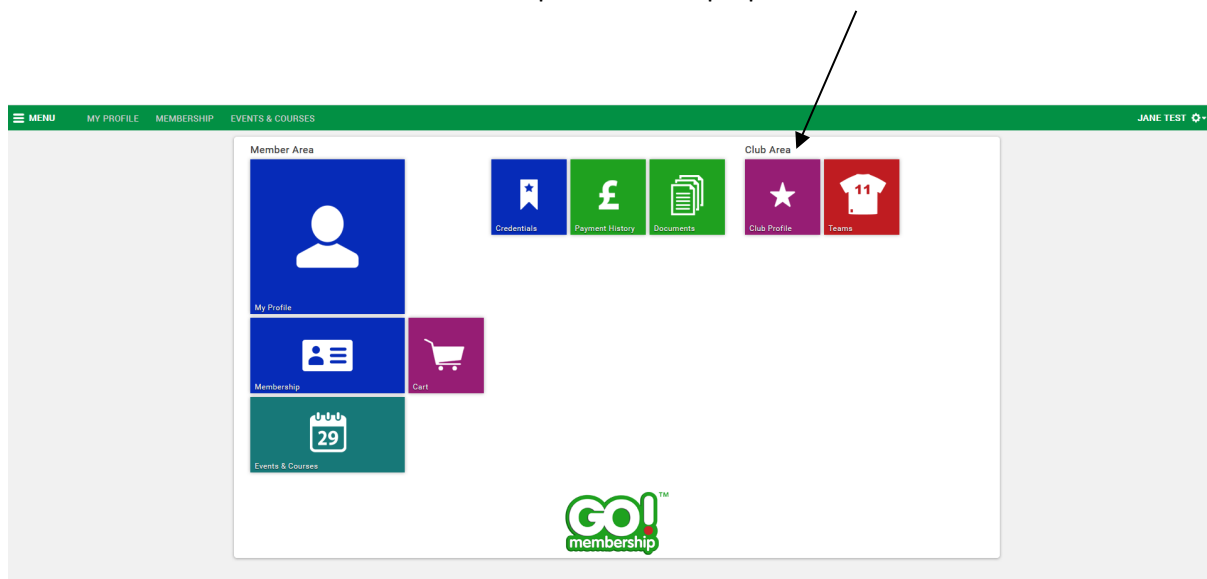
How to run your roster report

BE AWARE - Rosters not available after 7pm on Fridays

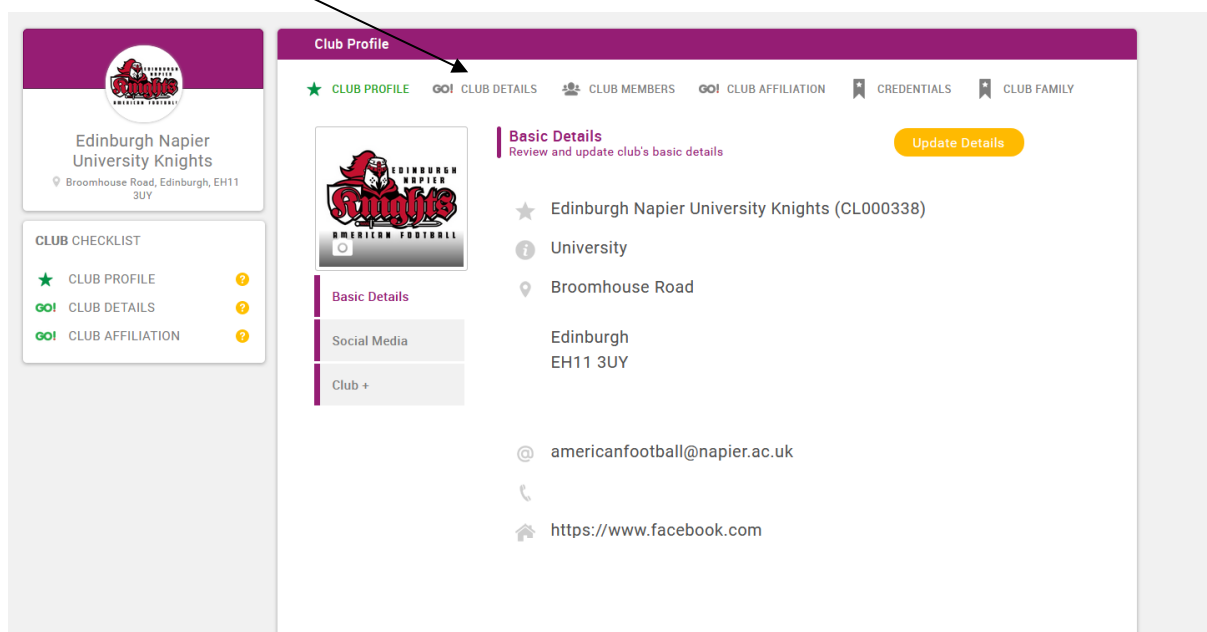
You have up until 5pm on the Friday prior to that weekend's regular season fixtures to register any new players, coaches or staff. You **must** download your roster report **before 7pm** on Friday, as after that point the system will be locked down and you will be unable to access rosters against until Sunday afternoon.

How to run your roster report

Club administrators can run a team roster report from the purple 'Club Profile' tile.



Select Club Details.



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Then click on reports.

The screenshot shows the 'Club Profile' page for Edinburgh Napier University Knights. On the left is a 'CLUB CHECKLIST' with items: CLUB PROFILE (checked), CLUB DETAILS (checked), and CLUB AFFILIATION (checked). The main content area has a navigation bar with 'CLUB PROFILE', 'CLUB DETAILS', 'CLUB MEMBERS', 'CLUB AFFILIATION', 'CREDENTIALS', and 'CLUB FAMILY'. Below this is a 'Ground Facilities' section with a table of attributes and values, and a 'Reports' menu item highlighted with a yellow arrow.

Ground Facilities	
Goal Posts:	Y
Goal Post Padding:	Yes
Length of Fields:	100 yards plus endzones
Free Parking:	Yes
Team Bench for both sides:	No
End Zone Obstructions:	
Drinking Water:	Yes
Pylon Markers:	Yes
Ground Availability:	
Parking Availability:	
Facility Comments:	

Click on the yellow 'Download' button.

The screenshot shows the 'Team Roster' section of the Club Profile page. A dropdown menu is set to 'Edinburgh Napier University Knight'. Below it, the 'Team Roster' section lists members with a yellow 'Download' button. Other sections like 'Authorised Club Members' and 'Emergency Contact Details' also have 'Download' buttons.

The download can take a few moments as it's pulling information through from the profiles of all the players in your team. The more players you have, the longer this may take. Please don't navigate away from the roster report while the download is in progress as this may interrupt it. The roster report should appear in your downloads tab or as a pop-up box. If this is not happening, in the first instance please check your browser doesn't have a pop-up blocker activated.

Please check your roster to make sure it is correct. Should there be any discrepancies please contact registrations@britishamericanfootball.org as soon as possible.