

BAFA National Leagues

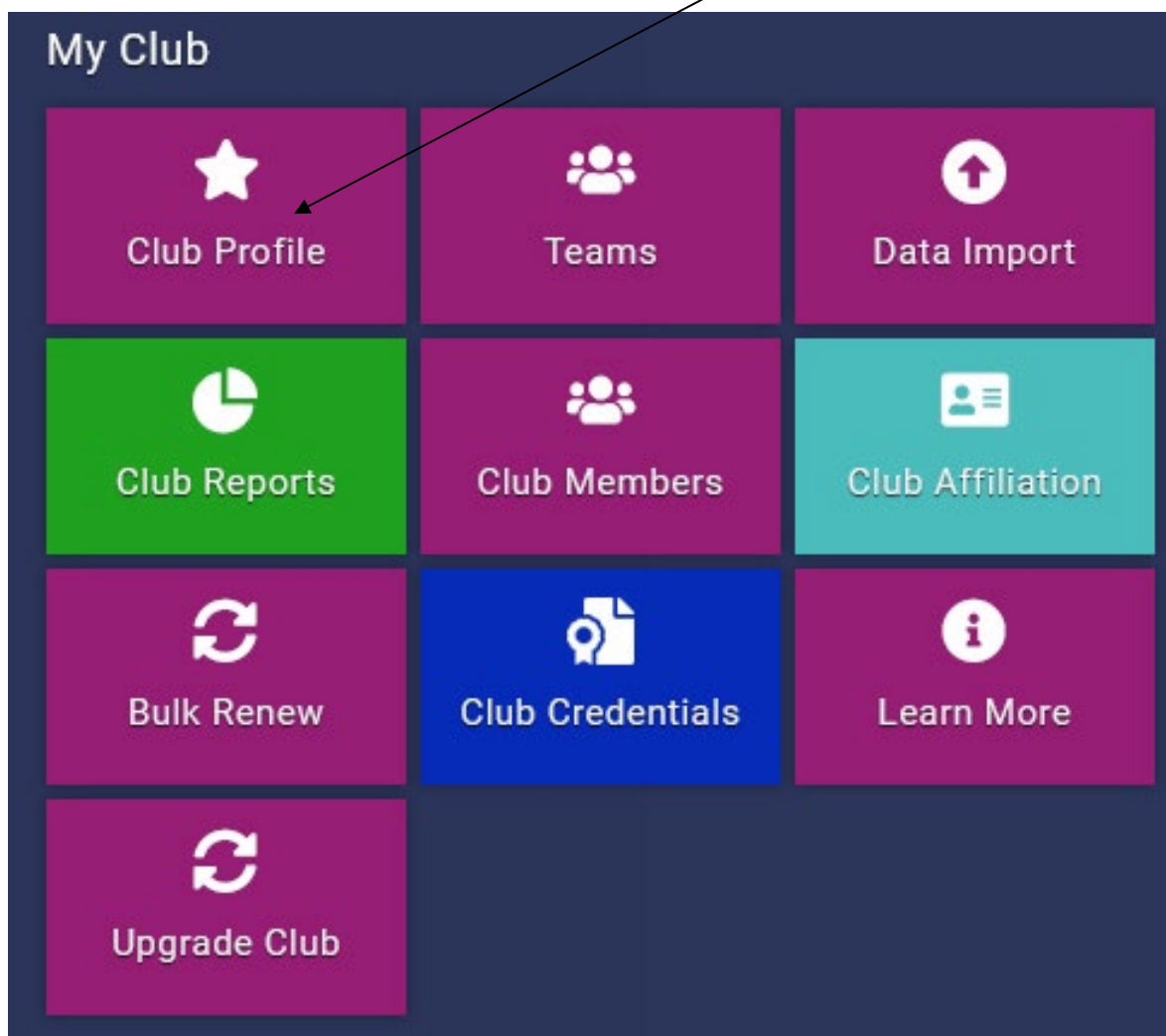
How to run your Roster Report



Please note – you are advised to use a laptop or desktop PC to download and print your Roster Report. You must hold Club or Team Admin permissions on your club in order to access this.

How to run your roster report – Club Admins

Login to the JustGo registration system and then click on the purple 'Club Profile' tile.



BAFA National Leagues

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Select Club Details.

The screenshot shows the 'Club Profile' page for 'test club'. The left sidebar contains a 'Switch' button, the club name, address, and a 'CLUB CHECKLIST' with items: 'CLUB PROFILE' (checked), 'CLUB DETAILS' (question mark), and 'CLUB AFFILIATION' (question mark). The main content area has a purple header 'Club Profile' and a navigation bar with 'CLUB PROFILE', 'CLUB DETAILS' (selected), 'CLUB MEMBERS', 'CLUB AFFILIATION', 'CREDENTIALS', and 'CLUB FAMILY'. Below the navigation bar is the club logo and a 'Basic Details' section with an 'Update Details' button. The details listed are: 'test club (CL000312)', 'National Leagues', '1 Test Steet', 'Testerton Testershire TE5 7ER United Kingdom', and 'test@test.com'.

Then click on reports.

The screenshot shows the 'Club Profile' page for 'test club' with the 'CLUB DETAILS' tab selected. Below the navigation bar is a 'BAFA Profile' section with five tabs: 'GROUND FACILITIES', 'CHANGING FACILITIES', 'GROUNDS/VENUES', 'REPORTS' (selected), and 'COVID-19 OFFICER'. Below the tabs is a dropdown menu 'Select your team' with 'ZBD Test Associate Adult Contact' selected. Underneath are three sections: 'Team Roster' (A list of all members linked to this team), 'Authorised Club Members' (A list of all authorised members across all teams), and 'Emergency Contact Details' (All members with emergency contact details). Each section has a yellow 'Download' button.

Select the team you want a roster for in the drop down box and click on the yellow 'Download' button.

BAFA National Leagues

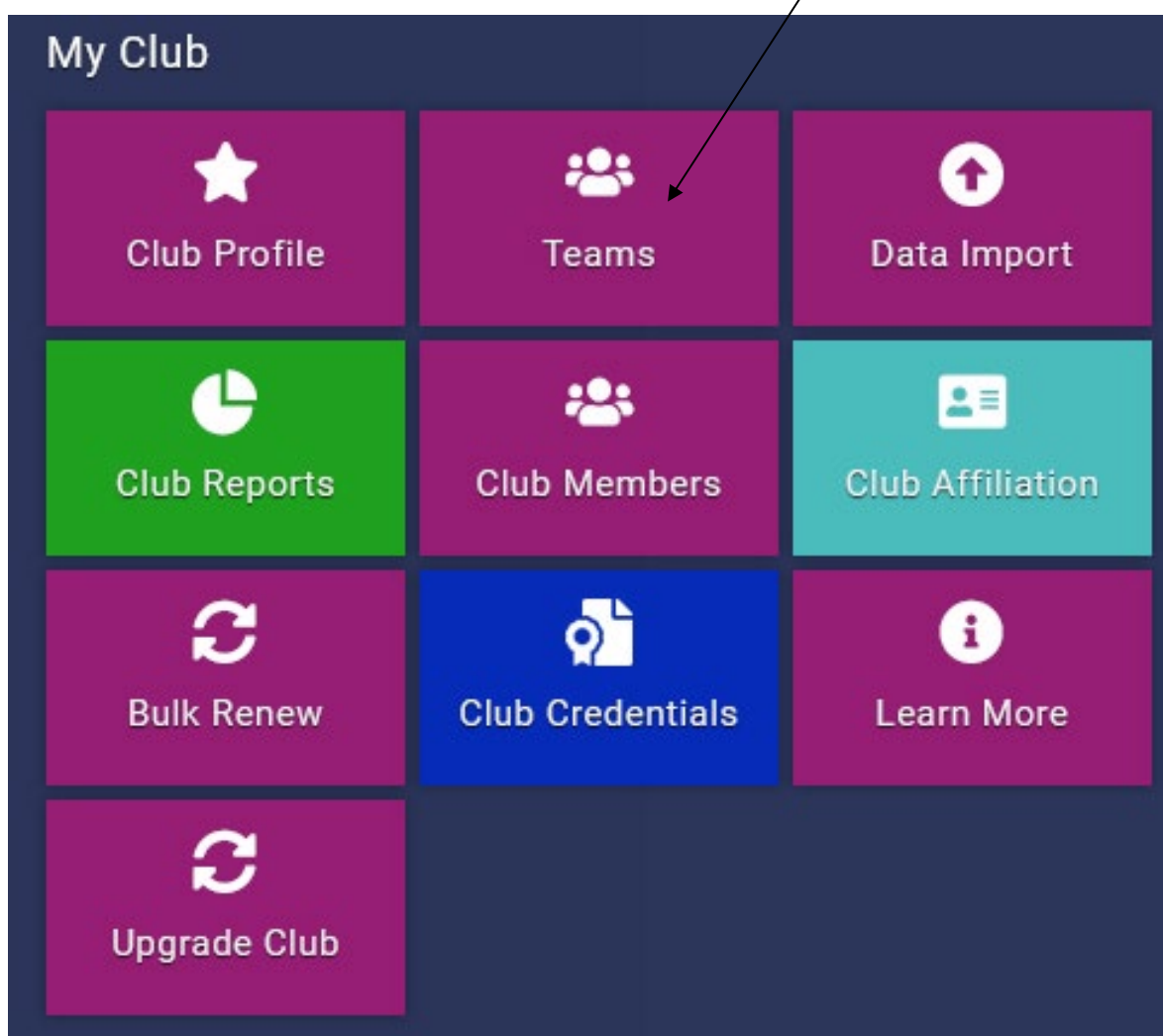
How to run your Roster Report



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.

How to run your roster report – Team Admins

Login to the JustGo registration system and then click on the purple 'Teams' tile.



BAFA National Leagues

How to run your Roster Report



If you have access to more than one team, toggle to the one you want to run the roster for by using the 'switch' option.

Then select Additional Details.

The screenshot shows the 'Team Management' interface. On the left, there are two team cards. The top card is for 'test club' with a location of '1 Test Steet, Testerton, TE5 7ER'. The bottom card is for 'AZBD Test Associate Adult Contact' with a location of 'BAFA National Leagues, Associate Adult Contact'. Both cards have a 'Switch' button. The main content area is titled 'Team Management' and has three tabs: 'Team Profile', 'Additional Details', and 'Team Members'. The 'Additional Details' tab is selected. It shows a team profile card with the BAFA logo and a 'Basic Details' section. The 'Basic Details' section includes an 'Update Details' button and a list of fields: Team ID (TE001279), Team Name (AZBD Test Associate Adult Contact), Category (BAFA National Leagues), Team Type (Associate Adult Contact), Age Group, Adult Flag (16+), Contact Name (Not Set), Contact Email (Not Set), and Contact Phone (Not Set).

Click on the yellow downloads button to download your roster

The screenshot shows the 'Team Management' interface with the 'Additional Details' tab selected. It shows a team profile card with the BAFA logo and a 'Team Roster' section. The 'Team Roster' section includes a 'Download' button and a note: 'A list of all members linked to this team. Cannot be run between Fri 7pm and Sunday 12pm'. Below this is an 'Emergency Contact Details' section with a 'Download' button and a note: 'All members with emergency contact details'. The 'Basic Details' section is also visible, showing 'Team Colours', 'Team Reports', and 'Team Contacts' options.

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Should there be any discrepancies or if you don't have the correct access permissions, please contact registrations@britishamericanfootball.org as soon as possible.