

Roster Lock Guide

- Club Admin - Assign Roles and Jersey Numbers
([club portal login](#) > roster sheets > edit)
 - [video for laptop users](#) [Image for laptop users](#)
- Public User (rostered coach) - Assign Roles and Jersey Numbers
([user account login](#) > toggle to club portal > roster sheets > edit)
 - [video for laptop users](#) [video for mobile users](#) [Image for laptop users](#)
- How to view your roster lock snapshot
(roster sheets > edit > roster tab > click each registered event to view the roster lock snapshot)
 - [Image for mobile/laptop users](#)

Steps:

Go to: Roster Sheets > edit > players tab to add jersey #, add player positions

& coaches tab: select/add coach role by the roster lock date