

## Roster Lock Guide

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

### 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

