

BAFA National Leagues

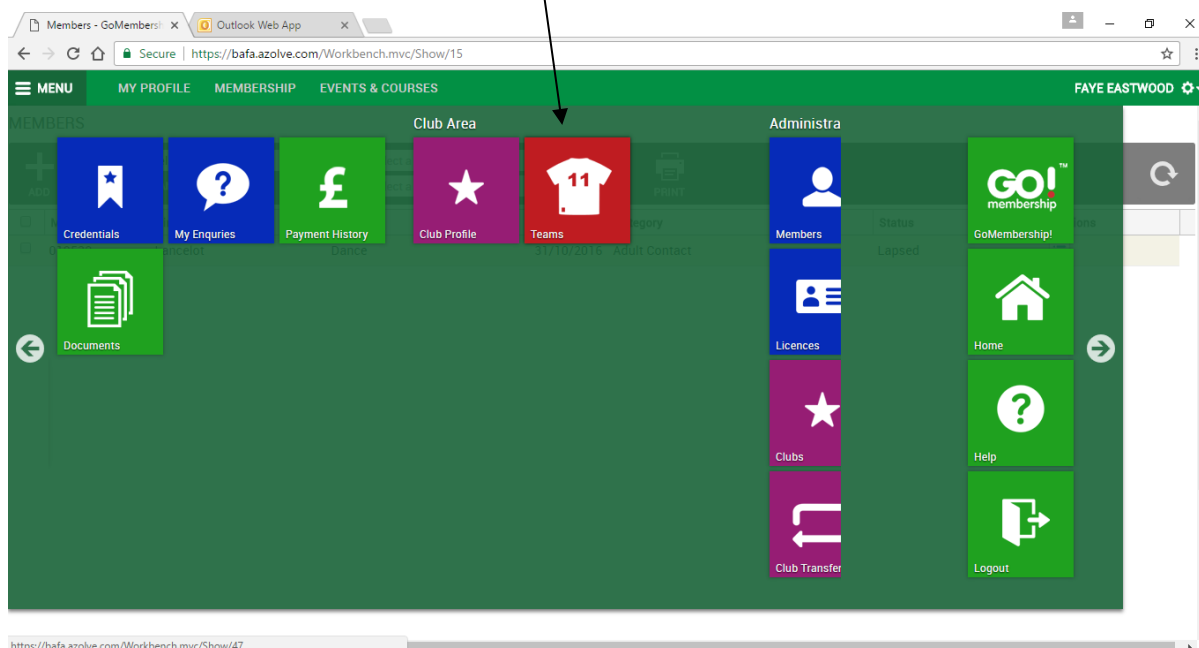


How to run your roster

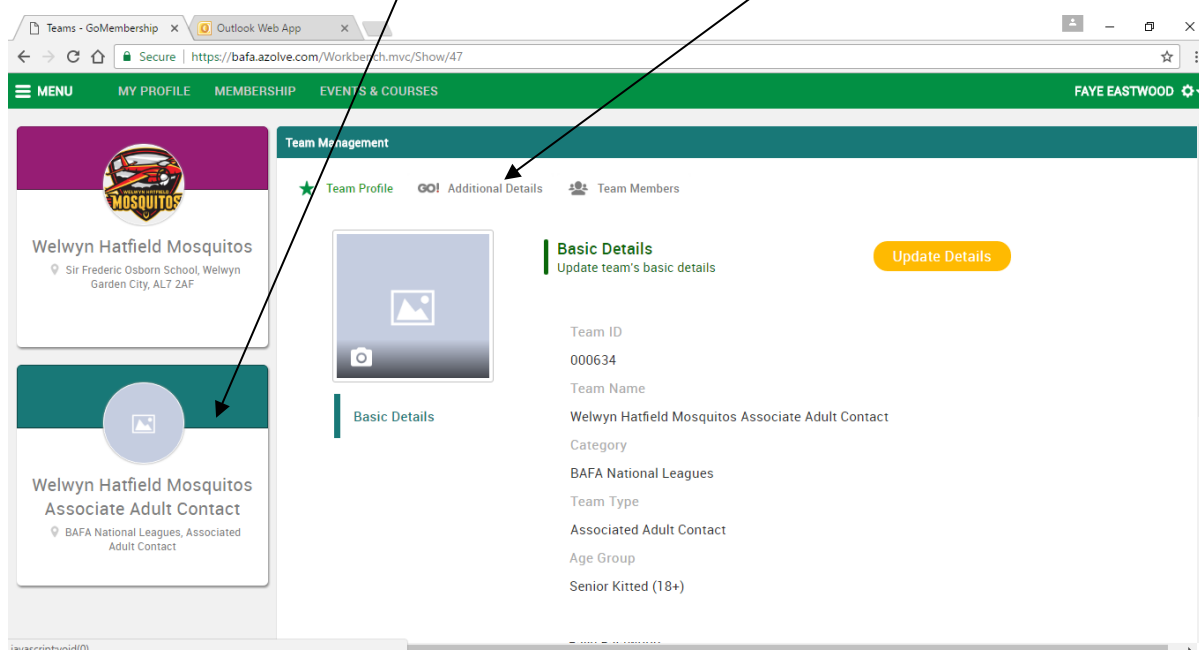
There are two ways to run your roster depending on whether you have permissions as a team admin, or as a club admin.

Running your roster as a team admin

Log on to your profile and select the red Teams tile within Club Area.



The next page will show you team details. If you have access to a number of teams you will need to select the correct one from the left side. Please then Click Additional Details.

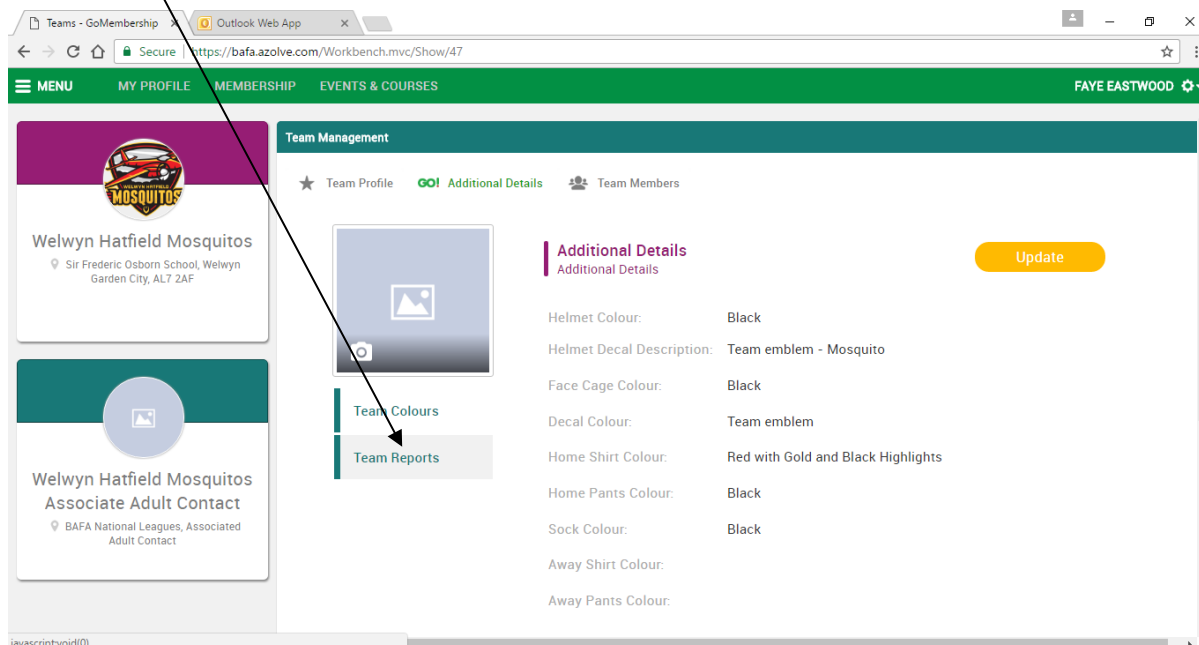


BAFA National Leagues

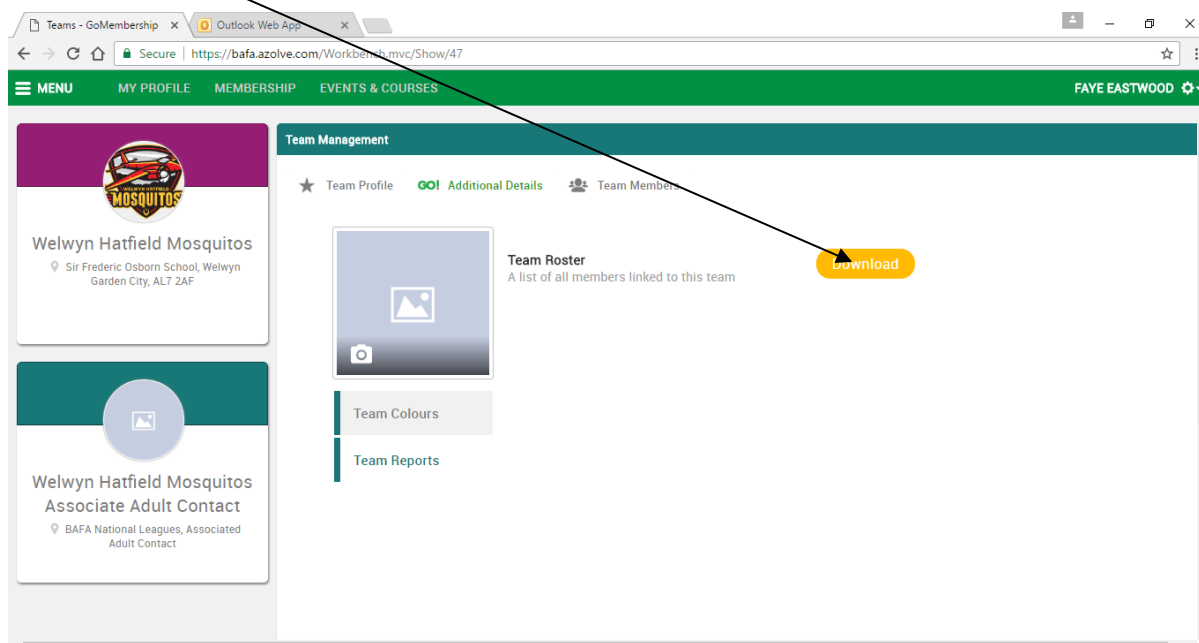


How to run your roster

Next select Team Reports.



Lastly, click Download.



The download can take a few moments as it's pulling information and photos through from the profiles of all the players in your team. The more players you have, the longer this may take.

BAFA National Leagues



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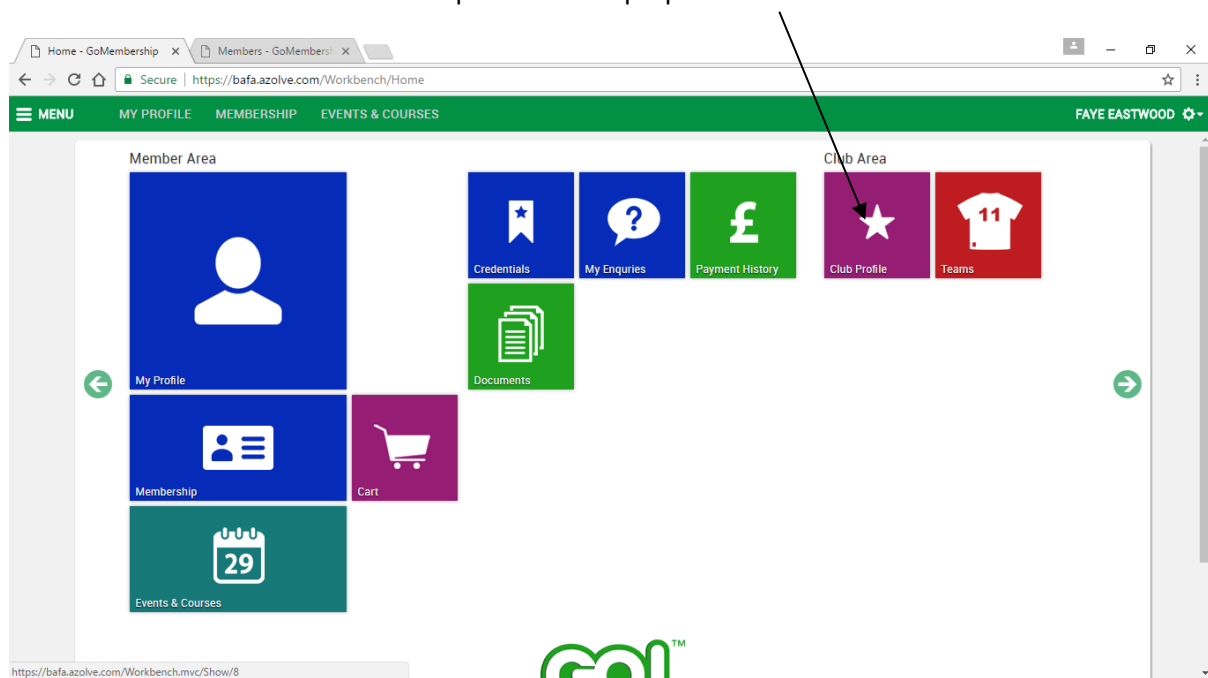
Please don't navigate away from the roster report while the download is in progress as this may interrupt it. The roster report should appear in your downloads tab or as a pop-up box. If this is not happening, in the first instance please check your browser doesn't have a pop-up blocker activated.

Please check your roster to make sure it is correct. In particular, please make sure that D.O.B has been entered correctly and matches the age range of the team concerned. Please also ensure that roster photos are clear passport style head and shoulder photos. If the D.O.B has been incorrectly entered and the photo is not clear, then the registrations team may remove this individual from your roster until corrected.

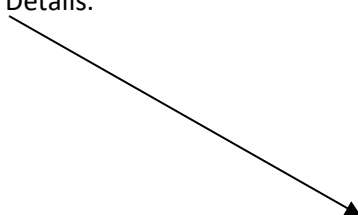
Should there be any discrepancies please contact registrations@britishamericanfootball.org as soon as possible.

Running your roster as a club admin

Club admin are also able to run the report from the purple 'Club Profile' tile.



Select Club Details.



BAFA National Leagues



How to run your roster

The screenshot shows the 'Club Profile' page for Welwyn Hatfield Mosquitos. The page is divided into several sections:

- Club Profile:** Welwyn Hatfield Mosquitos, Sir Frederic Osborn School, Welwyn Garden City, AL7 2AF.
- Club Checklist:** A list of items with green checkmarks indicating completion: CLUB PROFILE, CLUB DETAILS, and CLUB AFFILIATION.
- Basic Details:** A section for reviewing and updating club details, including a 'Update Details' button. The details listed are:
 - Welwyn Hatfield Mosquitos (CL000010)
 - Members Club
 - Sir Frederic Osborn School
 - Welwyn Garden City, AL7 2AF, Herts, United Kingdom

Then click on reports.

The screenshot shows the 'Club Profile' page for Welwyn Hatfield Mosquitos, with the 'Reports' menu item highlighted. The page is divided into several sections:

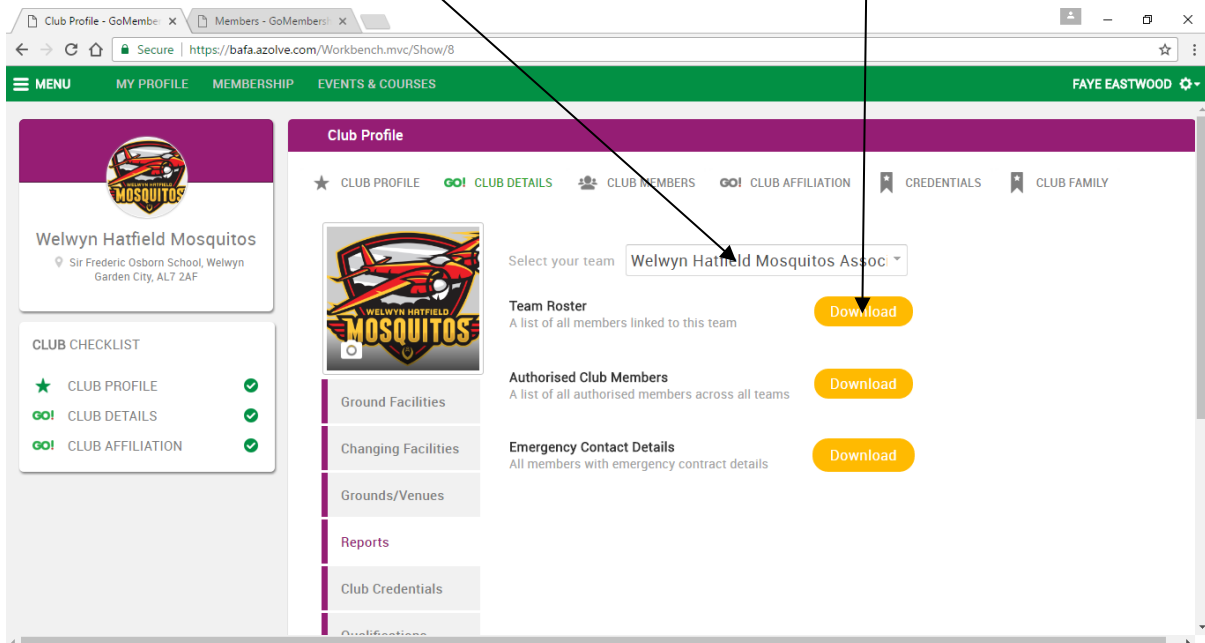
- Club Profile:** Welwyn Hatfield Mosquitos, Sir Frederic Osborn School, Welwyn Garden City, AL7 2AF.
- Club Checklist:** A list of items with green checkmarks indicating completion: CLUB PROFILE, CLUB DETAILS, and CLUB AFFILIATION.
- Ground Facilities:** A section for reviewing and updating ground facilities, including a 'Update Details' button. The facilities listed are:
 - Goal Posts: Y
 - Goal Post Padding: Yes
 - Length of Fields: 90 yrd field 10 yrd endzone
 - Free Parking: Yes
 - Team Bench for both sides: No
 - End Zone Obstructions: None
 - Drinking Water: Yes
 - Pylon Markers: Yes
 - Ground Availability: -
 - Parking Availability: yes

BAFA National Leagues



How to run your roster

Select the team from the drop down menu and click on the yellow 'Download' button.



As above, the download can take a few moments as it's pulling information and photos 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. In particular, please make sure that D.O.B has been entered correctly and matches the age range of the team concerned. Please also ensure that roster photos are clear passport style head and shoulder photos. If the D.O.B has been incorrectly entered and the photo is not clear, then the registrations team may remove this individual from your roster until corrected.

Should there be any discrepancies please contact registrations@britishamericanfootball.org as soon as possible.

Please note – rosters not available after 7pm on Fridays

You have up until 5pm on the Friday prior to that weekend's 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. Rosters should already have been downloaded by 7pm on a Friday, according to competition regulations.