## How to Finalize your Roster for Provincials

1. While editing your team, select the "Qualify for Provincials" checkbox. The SRS will then auto-populate with your team's photo and the athletes names in order on the photo (if you've already done this). If not, it will require you to include a team photo and your athletes in order (note: football does not need to order the athletes). These will go in the program and yearbook!

|              | JV Team<br>Please note that JV teams are not eligible for Provincials though you<br>may include athletes from this team also in your provincial team where<br>applicable. |  |
|--------------|---|--|
| ~            | Intend to attend Provincials<br>Check this on if your team intends to compete in the Provincial<br>tournament if qualified.   |  |
| ~            | Qualified for Provincials<br>Check this on if your team has qualified to compete in the Provincial<br>tournament.   |  |
| Team Photo * |   |  |
|              | REMOVE  |  |
|              |   |  |
| т            | he maximum number of media items have been selected.  |  |
| TEAN         | M MEMBERS IN PHOTO  |  |

To include the player names alongside the above image in the Year Book, we require a list of players in the photo, ideally top left to bottom right, by row. We understand this can be tedious, but appreciate your assistance.

2. Before finalizing your roster, you will also need to add your team logo/crest and colours if they differ from your school branding.

| Team Logo / Crest   |  |  |
|---|--|--|
| BRANDING  |  |  |
| Name: 🗸   |  |  |
| This crest/logo, name, and colours will be display wherever this team is referenced (eg: Rankings, Championship Brackets, etc). |  |  |
|   |  |  |
| Uniform Colours:  |  |  |
| Your team requires a logo/crest. Please update the team branding options in your school profile as soon as possible.            |  |  |

3. After entering that information you may scroll down and select the "Provincials" checkbox to select the coach and support staff that will be attending Provincials.

| Coache  | es & Support Staff |
|---------|--------------------|
| COACHES |                    |
| C       | oach               |
|         | COACH              |
|         | O Provincials      |

- 4. After entering the coach and support staff information, please scroll down to the Team Members section and select the "Provincials" checkbox to select which athletes will be going to provincials for your team.
- 5. If you need to add JV athletes for provincials, scroll down and select "Add Student From JV Team". This will bring up a list of your JV Students from your sport and let you select them to go to provincials.

