

Add Athletes

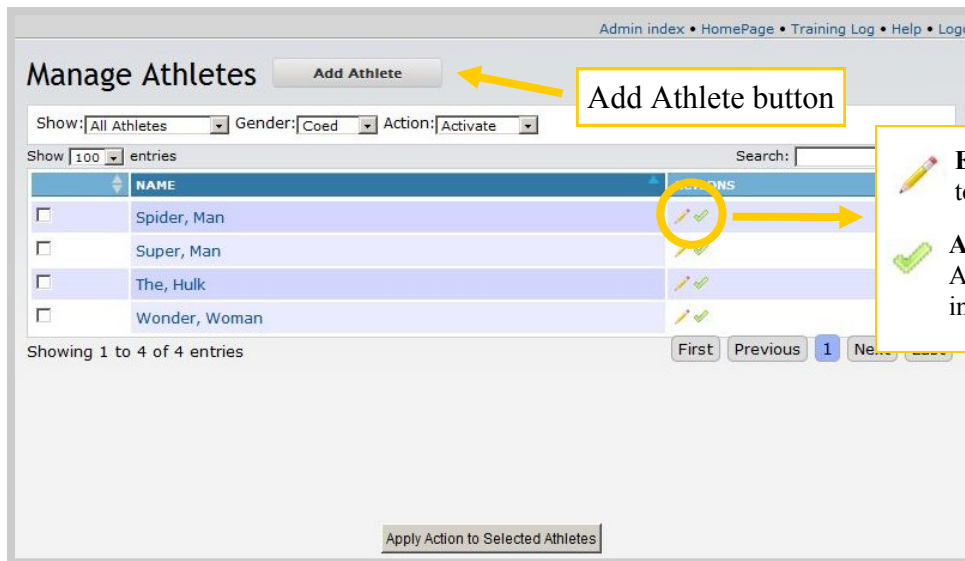
Adding Athletes to your web site allows you to track your team members meet results, training loads, personal records, and other information related to your team.



1. Login to the Control Panel.
2. Click the **Roster** button in the left hand menu. You will see four additional links.



- **Athletes** - Add team members to the *SteepleWeb* database.
- **Rosters** - Create and edit yearly lists of team members and coaches. All members must be added as Athletes or Coaches before they can be added to a Roster.
- **Coaches** - Add coaches to the *SteepleWeb* database.
- **Recruits** - Add recruiting info to the *SteepleWeb* database.

3. Click **Athletes**. You should now see the **Manage Athletes** menu. If you have added athletes previously, you will see them listed. You can restrict which Athletes are listed using the drop down menus.



-  **Edit** button - Make changes to a current Athlete.
-  **Activate** button - Toggle an Athlete between active and inactive status.

3. Click the **Add Athlete** button. You should now see the **Add Athlete** menu.
4. Complete the form. If you have previously created a Roster, you can add the Athlete to that Roster from this menu.
5. Click the **Save** button. If you have more than one Athlete to add, click the **Save & Add Another** button to open additional forms.