

# Place Athletes on a Roster

Once you have added Athletes to the SteepleWeb database, you can place those Athletes on a Roster. Rosters will automatically appear on your site once you have added them.

1. Login to the Control Panel.
2. Click the **Roster** button in the left hand menu.
3. Click the **Rosters** link. You will see the Rosters menu.
4. Click the **Create Roster** button. 
5. Complete the **Create Roster Menu**.



Admin index • HomePage • Training Log • Help • Logc

## Create Roster

**Roster Info**

Gender:

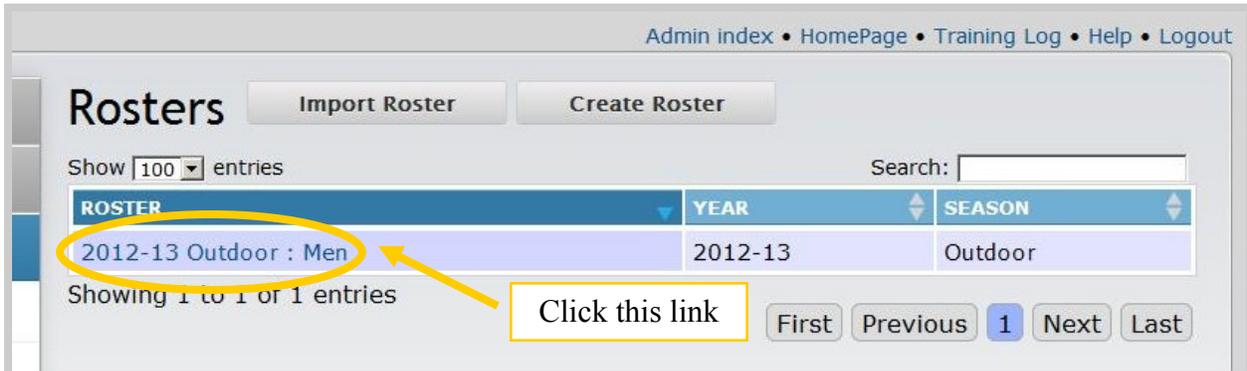
Year:

Season:

Roster Active:

Roster Official:

6. Click the **Submit** button. You should now see the Rosters menu again, with your new Roster listed. At this point, however, there are no Athletes on the Roster.
7. Click the link to your new Roster



Admin index • HomePage • Training Log • Help • Logout

## Rosters

Show  entries Search:

ROSTER	YEAR	SEASON
<a href="#">2012-13 Outdoor : Men</a>	2012-13	Outdoor

Showing 1 to 1 of 1 entries

8. Click the **Add Athlete to Roster** button.

Add Athlete To Roster

9. Complete the **Add Athlete to Roster** form.

## Add Athlete To Roster

Before you can add an athlete to a roster, the athlete must first be in your database - [click here to add an athlete to your team](#)

[Add Athlete to Roster](#)

Athlete:

Roster:

Year:

Mug Shot:  No file chosen

Use the Mug Shot feature to upload a photo of the Athlete from your computer

10. Click **Submit**.

## Web Impact

By default, every Roster you create will automatically appear on your website (see below). Web users can also click an Athlete's name to see the Athlete's bio, PRs, meet results, and other info.

List of all the Rosters you have created.

Year	Season	Gender
<a href="#">2012-13</a>	<a href="#">Outdoor</a>	<a href="#">Men</a>
<a href="#">2012-13</a>	<a href="#">Cross Country</a>	<a href="#">Women</a>

Members of an individual Roster

### 2012-13 Men Outdoor

[Back to Roster List](#)

Name	Year	Hometown/Highschool
<a href="#">Spider_Man</a>	Freshmen	Normal (Normal West)
<a href="#">Super_Man</a>	Freshmen	Smallville (Smallville High)
<a href="#">The_Hulk</a>	Freshmen	Gamma (Gamma High School)

### Coaching Staff

<a href="#">Xavier Professor</a>	<a href="#">X-Man</a>
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