1. From School Home, select 'Activity' (the third blue button from the left).

= TAPPS	Q search.			Ф <b>В</b>
	You	ur Current View as a School Admin 🦳 Ext		
DASHBOARD				
EVENTS	Central Christian			FEDIT SCHOOL DETAILS
盦 SCHOOL HOME	Classification : 3A			
CONFIGURATION	Arlington, TX, 76012			
FORMS	L +1 817 555 1212			
I REPORTS	Callicos.org			
		HOME LIKE ACTIVITY VIEW	(MILE MODELT) (MILECTED MODELT)	
	Upcoming Events		Scores	
	No Upcoming Events ava	llable	No Ongoing Match	
		VIEW ALL		

2. Select the Activity for the roster you want to create. (e.g. Football)

My Activities
List of Activities
Baseball
Basketball-Boys
Basketball-Girls
Football
Softball

3. Select the Team (eg Varsity, Junior Varsity, 8<sup>th</sup> Grade, etc) All schools already have a Varsity listed in TMS – each school may also create sub-varsity teams.

Ξ	TAPPS		Q search				<b>A</b>		
	Your Current View as a School Admin Exit								
0	DASHBOARD								
	EVENTS	Centr	al Christian				FEDIT SCHOOL DETAILS		
m	CONFIGURATION	Classifica	ation : 3A						
22	FORMS	Arlington,	TX, 76012						
	REPORTS	<ul> <li>↓ +1 817 555 1212</li> <li>☎ cca@ccs.org</li> </ul>							
		Footbal	I				ADD TEAM		
		Logo	Team Name	Level	Coach Name	Gender	Action		
			Eagles	Junior Varsity	N/A	Male	* T ©		
			Eagles	Varsity	N/A	Male	100		
		< Previous 1 Ne	xt >						

## 4. Select 'Roster'

= TAPPS	Q search.	↓ <b>9</b>
	Your Current View as a School Admin Exit	
DASHBOARD		
EVENTS		
▲ SCHOOL HOME	Central Christian	
© CONFIGURATION	Eagles	ADD GAME VIEW ROSTER = FILTERS -
ST FORMS		
E REPORTS	No matches scheduled Yet	

5. Select 'Edit Roster'

= TAPPS	Q Search			9
	Your Current Vie	w as a School Admin Exit		
DASHBOARD				
EVENTS	Control Christian - Team Poster			Edit Davidas
館 SCHOOL HOME				EDIN HOSLIF
© CONFIGURATION	$\bigcirc$			
ST FORMS				
REPORTS	S.No. Home Jersey Number Away Jersey Number	Name Gender	Academic Levels Levels	Positions Eligibility Action
		No data available		

6. Click on desired names from Students List. Athletes will be added to Team on right.

idit Roster	▼ FILTERS ~	
Students List	Add to team	
Click to select the Student.	Tom Smith (10th)	X
Joe Brown (12th)	(3) Joe Brown (12th)	8
	•	

7. Click the back arrow to view the completed roster. Use pencil icon at right to edit jersey numbers and positions. Roster may be edited again by using 'Edit Roster' button in upper right. Eligibility will change from 'I' (Ineligible) to 'E' (Eligible) once student has completed Student Profile, Acknowledgement of Rules, Medical History, Physical and any other required TAPPS paperwork (eg Transfer forms)

	Central Christian	• Team Roster							Edit Roster
S.No.	Home Jersey Number	Away Jersey Number	Name	Gender	Academic Level	Levels	Positions	Eligibility	Action
1	N/A	N/A	O Tom Smith	Male	10th	Varsity	N/A	I	
2	N/A	N/A	Joe Brown	Male	12th	Varsity	N/A	I	