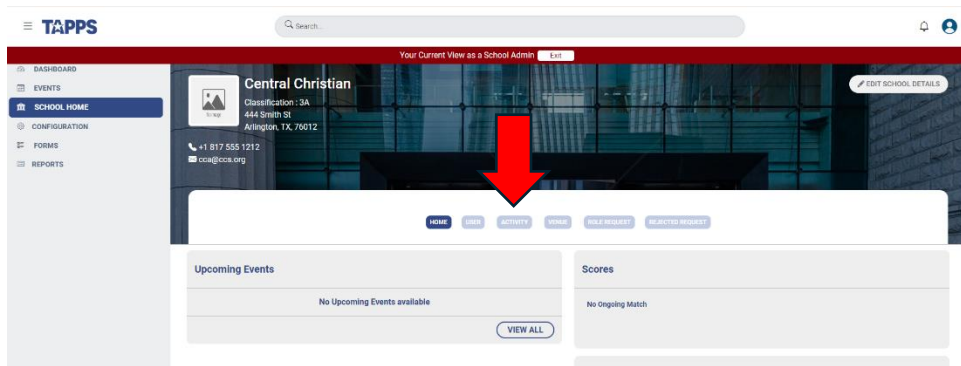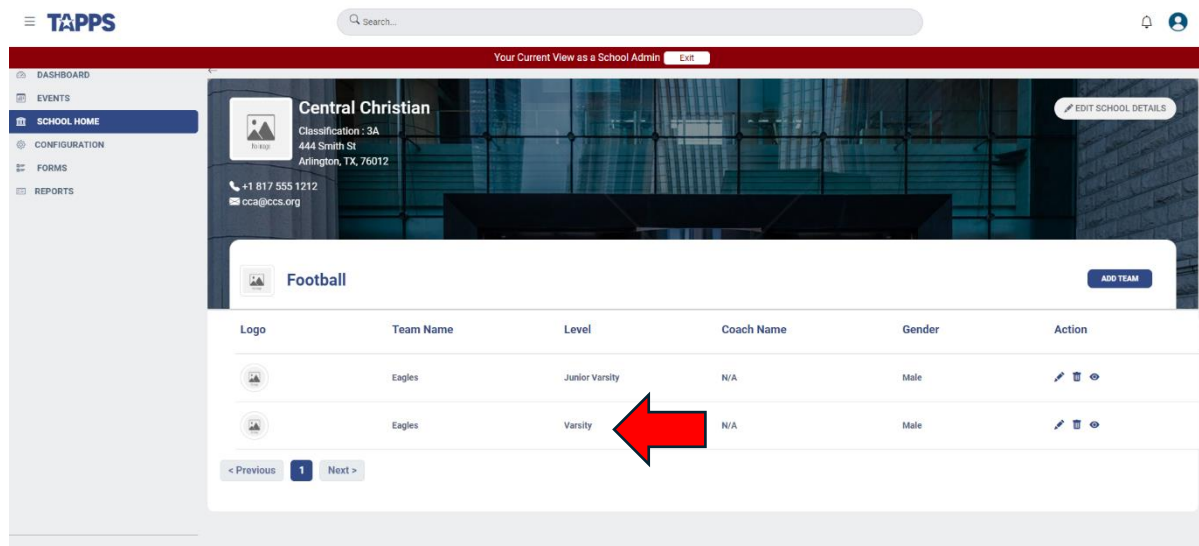# ENTERING ELIGIBILITY ROSTERS INTO TMS

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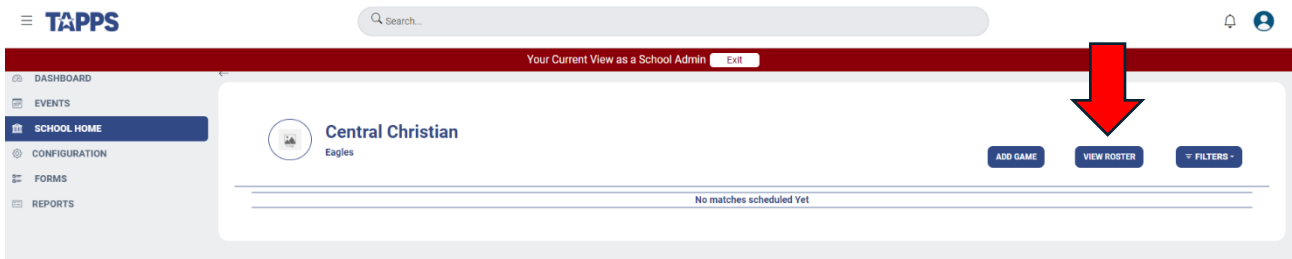

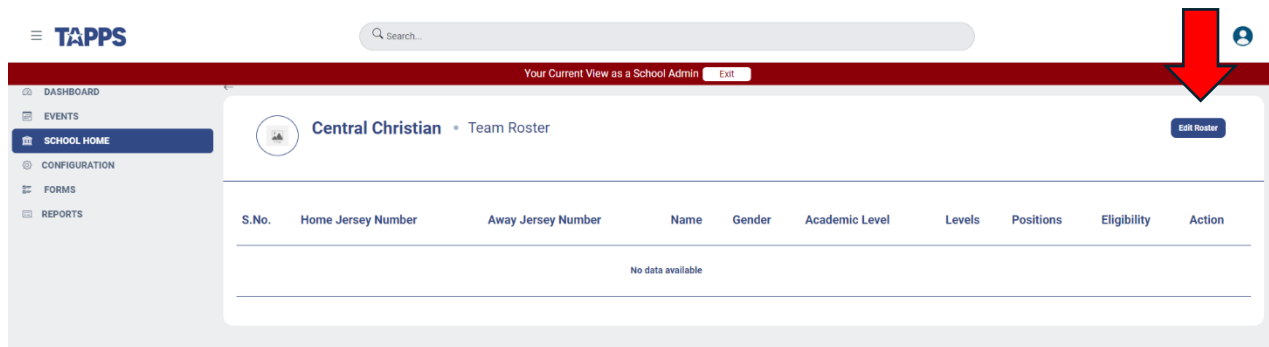2. Select the Activity for the roster you want to create. (e.g. Football)

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

4. Select 'Roster'

5. Select 'Edit Roster'

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

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)