

# MASTER YOUR ROSTER & ROOMING LIST

A step-by-step guide to help manage your roster and create rooming lists

## ACCESS YOUR ACCOUNT

- Log in to **MY CAMP REGISTRATIONS** (varsity.com/MyCampRegistrations)
  - Enter your **USERNAME** (email address) and **PASSWORD**  
*Request a new password if necessary. Follow the prompt to contact your State Director or chat with Customer Service during business hours.*

## MANAGE AND UPDATE YOUR MASTER ROSTER

- Once logged in, make sure your **MASTER ROSTER** is up-to-date. Whether you're starting with a blank page or need to update last year's roster, it's easy to get your 2016 squad added!
  - At the top right of the screen, click on the arrow beside your name then select **MASTER ROSTER** from the dropdown.
  - **CREATE NEW PEOPLE** by adding each individual's name, gender, and team. Don't forget to **SAVE**.
  - To move athletes from one squad to another, click **EDIT** (example: JV to Varsity, Freshman to JV).
  - After you have added new individuals and edited any existing roster members, then click **REMOVE** to delete all former team members (graduating seniors, team members you moved to new team, etc.).

**NOTE:** Double check to make sure your new team is listed correctly, and all former athletes have been deleted.

## CREATE NEW EVENT ROSTER

- Make sure you're in the My Camp Registrations tab and then click on **EVENT ROSTER** and find the appropriate camp session.
  - Click the box next to names of those attending camp (**Tip:** "Select all" is a great time saver).
  - Click **CREATE NEW PEOPLE** if they are not currently on your Master Roster - note that this will update your Master Roster too.

**NOTE:** Make sure the number of athletes, coaches, and "others" (chaperone, bus driver, family/ child) equals the number on your Registration.

## CREATE NEW ROOMING LIST

- Now let's create a **ROOMING LIST**. The number of rooms needed has been automatically estimated. (**IMPORTANT:** If you change the number or size of rooms from what the system estimated, you must complete the entire rooming listing before you can save.)
  - **ADD** athletes, coaches, etc. to each room.
  - Click **SAVE** if you are not finished and need to return later to complete rooming list.
  - Click **SAVE & SUBMIT** when done. Once submitted you must go through Customer Service to make changes

## WE'RE HERE TO HELP

For assistance, contact Customer Service - they're happy to help! For added convenience, during business hours access Customer Service through our online chat feature.