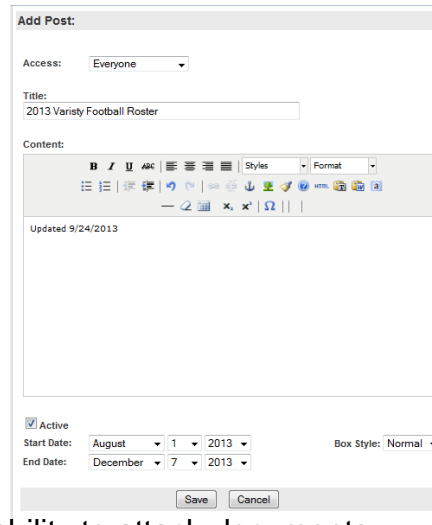


Creating Rosters

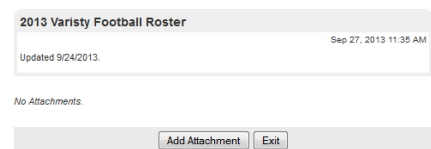
1. Login and navigate to actual sports page.
2. Scroll down and select "Add Post" to the bulletin board.
3. Create a title (ie. 2013 Varisty Football Roster)
4. In content type "Updated mm/dd/yyyy"
5. Enter Start Date and End Date (1st day of the season and state championship date)
6. Click Save

A screenshot of the "Add Post" form. The "Access" dropdown is set to "Everyone". The "Title" field contains "2013 Varisty Football Roster". The "Content" area has a rich text editor with a toolbar and the text "Updated 9/24/2013". Below the content area, there is a checkbox for "Active" which is checked. The "Start Date" is set to August 1, 2013, and the "End Date" is set to December 7, 2013. The "Box Style" is set to "Normal". At the bottom, there are "Save" and "Cancel" buttons.

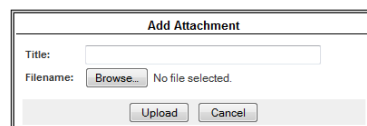
7. You will now have a post to edit and the ability to attach documents.



8. Click on the paper clip and then choose "Add Attachment".



9. Choose Browse and find your document and title it "2013 <Level> <Sport> Roster". (2013 C-Team Football Roster)

A screenshot of the "Add Attachment" dialog box. It has a "Title" field and a "Filename" field with a "Browse..." button. Below the filename field, it says "No file selected." At the bottom, there are "Upload" and "Cancel" buttons.

10. Choose upload.
11. To update repeat steps 7-10.

This process makes the roster show up in multiple places. League sports page, school home page, and school sports page.