How to add your team roster on the Wall Softball website
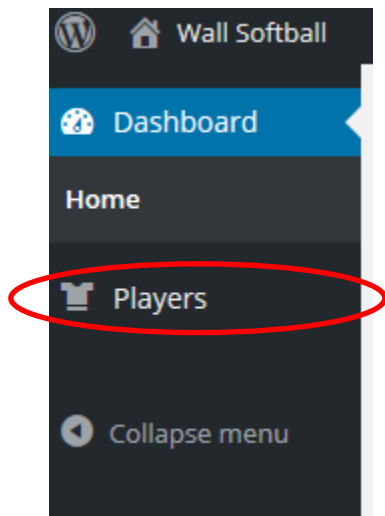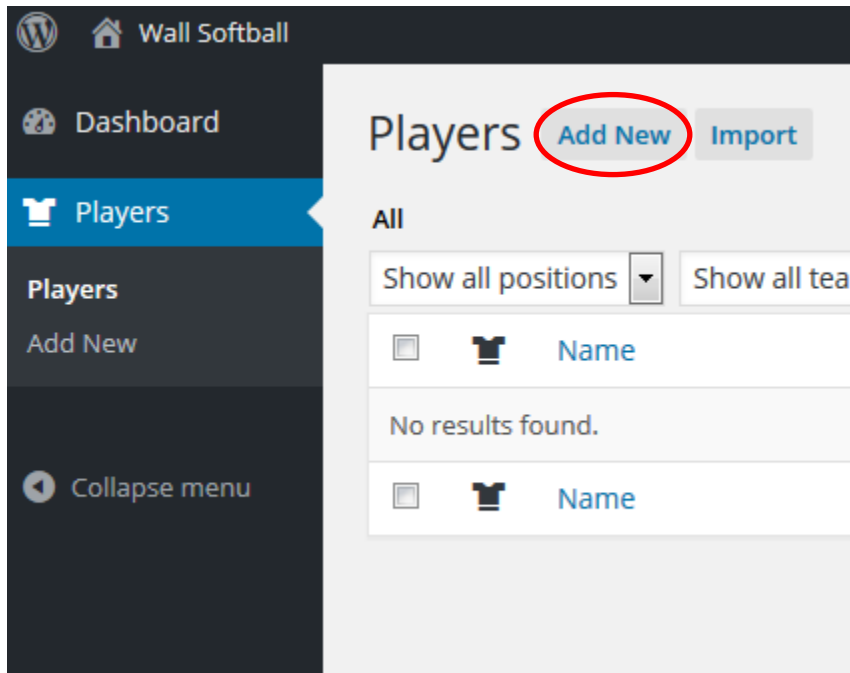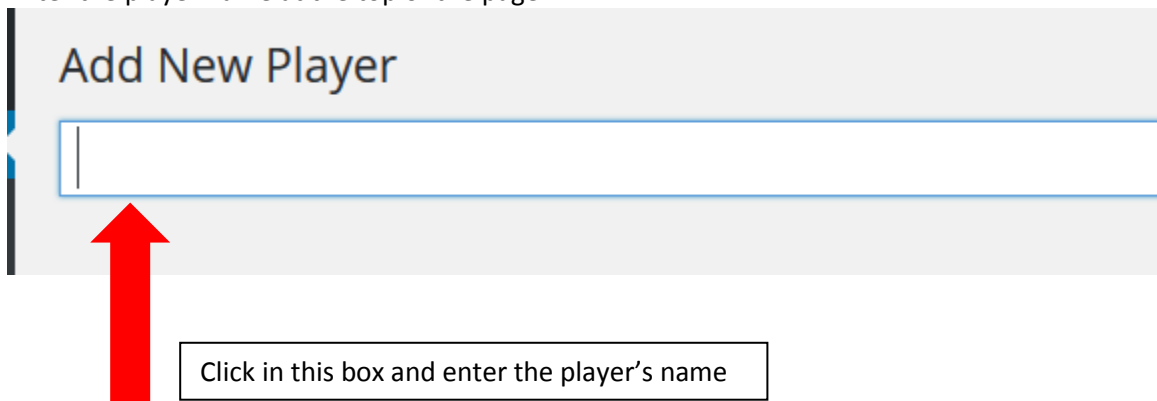
1. Open your web browser and go to www.wallsoftball.com
2. Click **ROSTERS → ADD|EDIT ROSTER** on the main menu
3. Enter your username and password to login
4. Once logged in, click **PLAYERS** on the left menu bar

5. Click **ADD NEW** at the top of the Players page

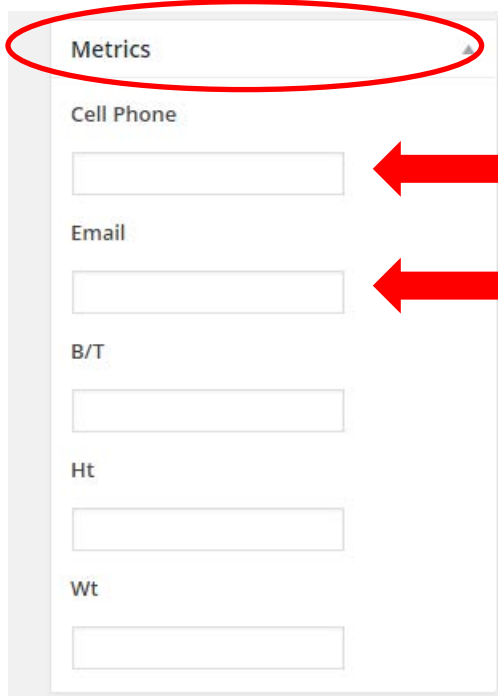
6. Enter the player name at the top of the page

Click in this box and enter the player's name

7. Move to the right column on the page, scroll down and look for the box entitled **DETAILS**
8. Click **in** the **CURRENT TEAMS** field and choose the team for this player (the only team that should appear is your current team)
9. Click **in** the **COMPETITIONS** field and choose *MEN'S or WOMEN'S SPRING SOFTBALL*
10. Click **in** the **SEASONS** field and choose *2017*

Details

Squad Number

Nationality

Select Nationality

Positions

Select Positions

Current Teams

Select Teams ← Click in this box and select your team name

Past Teams

Select Teams

Competitions

Select Competitions ← Click in this box and choose **MEN'S / WOMEN'S SPRING SOFTBALL**

Seasons

Select Seasons ← Click in this box and choose **2017**

11. Scroll further down to the box entitled **METRICS**
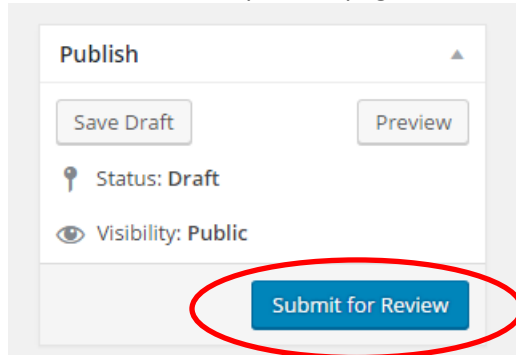12. Add this player's cell phone number and email address

Metrics

Cell Phone

Click in this box and enter the player's cell phone number
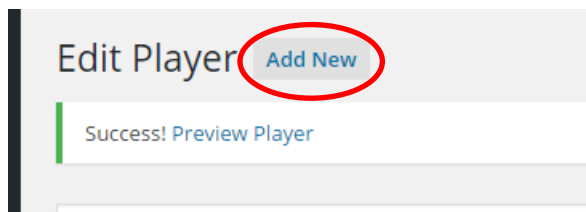
Email

Click in this box and enter the player's email address

B/T

Ht

Wt

13. Scroll back to the top of the page and click the blue button that says SUBMIT FOR REVIEW

Publish

Save Draft   Preview
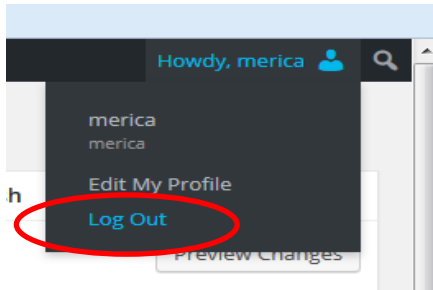
Status: **Draft**

Visibility: **Public**

Submit for Review

14. Once you submit you will see the success message at the top of the page. You can now click the ADD NEW button and start from step 5, above
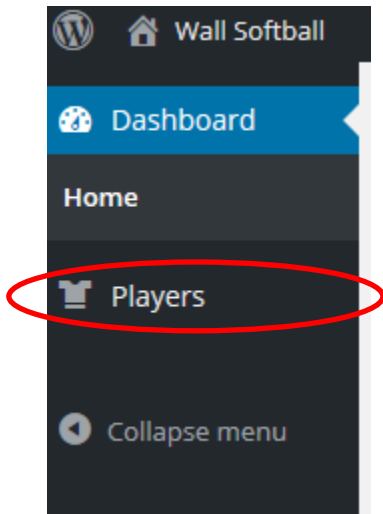
Edit Player   Add New

Success! Preview Player

15. Once you've added all players, click on your team name at the top right of the window to drop down a menu, then click **LOG OUT**

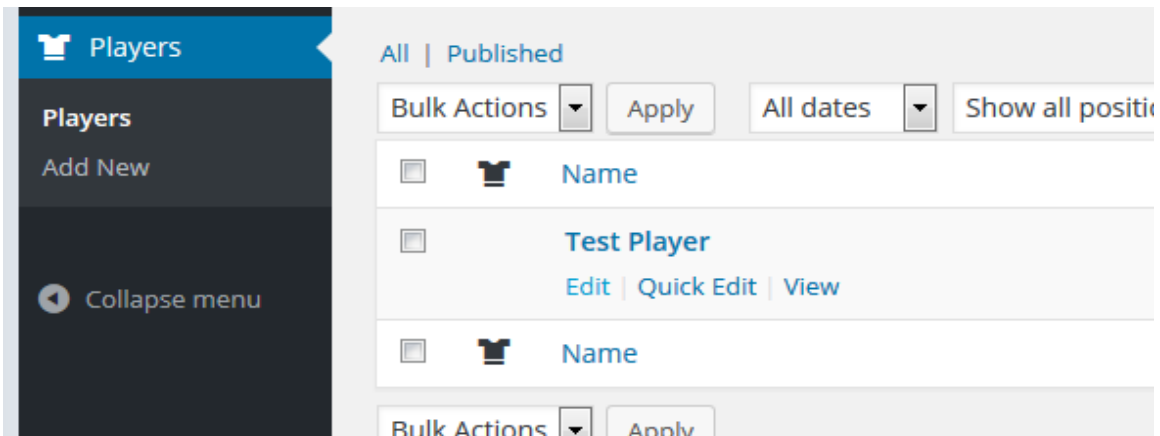# How to edit your team roster on the Wall Softball website

1. Open your web browser and go to www.wallsoftball.com
2. Click **ROSTERS → ADD|EDIT ROSTER** on the main menu
3. Enter your username and password to login
4. Once logged in, click **PLAYERS** on the left menu bar

5. Put your mouse over the player name you want to edit – a menu will appear below the player's name – click **EDIT**

6. You may edit the player's name, cell phone number, and email address, but you **CANNOT DELETE a player**

   Note: if you must delete a player from your roster, please email Greg @ rkejaxx@gmail.com with the name of the player who should be removed

7. Click the **UPDATE** button when you are finished editing
8. Once you are finished editing, click on your team name at the top right of the window to drop down a menu, then click **LOG OUT**