

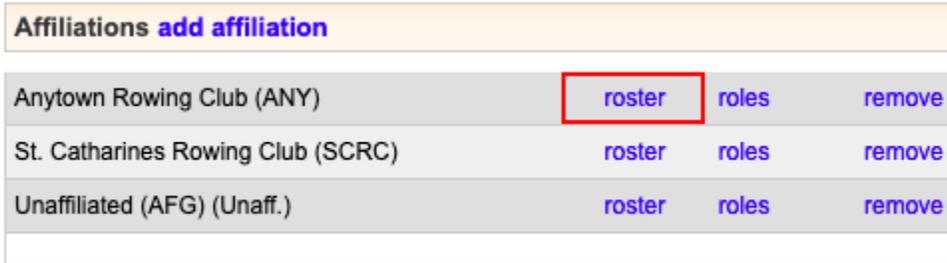
Roster Information

Overview

An organization's roster houses personal and contact information for all athletes (i.e. age, email, phone number, etc.), displays USRowing/RCA member numbers, and USRowing waiver status for organizations that are USRowing members.

Locating and Accessing the Roster:

The roster is located on your regatta central homepage on the right hand side of the screen.



Affiliations add affiliation			
Anytown Rowing Club (ANY)	roster	roles	remove
St. Catharines Rowing Club (SCRC)	roster	roles	remove
Unaffiliated (AFG) (Unaff.)	roster	roles	remove

Important note: Most account holders will see only member records that they have added to the roster or used in line-ups. Full access to the roster is limited to authorized accounts to protect the privacy of member information. Contact RegattaCentral support (614-360-2922 or support@regattacentral.com) if you believe your account should be granted full access to the team-wide roster.

Editing Roster Entries:

To edit an athlete double click on their name. The following box will appear on the right hand side of the screen, select **'Edit.'** Please note you will not be able to edit any roster entries associated with a USRowing Number. When editing is complete, select **'submit'**

Anytown Rowing Club ?

a b c d e f g h i j k l m n o p q r s t u v w x y z

Active Archived

Add Archive Export Merge Delete Filter: first, last, email

Last Name...	First Name	Gender	Age (12/31)	Email	Home
1 Wikki	Rower	Male	25	rower...	111-1

Athlete Detail >>

Personal Information

First Name: Rower **Gender:** Male
Last Name: Wikki **Birth Date:** 09/20/1996
Age (12/31): 25

Email And Phone Numbers

Email: rower@regattacentral.com
Home Phone: 111-111-1111 **Work Phone:** 000-000-0000
Cell Phone:

Address

Address 1: **State:**
Address 2: **Zip Code:**
City: **Country:** United States

[Edit](#)

Athlete Detail >>

Personal Information

First Name: **Gender:**
Last Name: **Birth Date:**

Email And Phone Numbers

Email:

Home Phone: **Work Phone:**
Cell Phone:

Address

Address 1: **State:**
Address 2: **Zip Code:**
City: **Country:**

Roster Features and Functions:

These features and functions are found in the tools bar at the top of the roster.

	Last Name...	First Name	Gender	Age (12/31)	Email	Home Phone	Work Phone	Cell Phone	Country	State/Province	Zip Code	Ac
1	Wikki	Rower	Male	25	rower...	111-111-1111	000-000-0000		United States			

Add:

- Press the **'add'** button to add a new athlete to the roster.

Archive:

- Members who are no longer active with the team can be moved to the **Archived** section of the roster using the **'Archive'** button
- Members can also be unarchived if necessary using the **'Unarchive'** button under the **Archived** tab

Export:

- The roster can be exported to an Excel file using the **'Export'** button

Merge:

- Duplicate records can be merged if the first name, last name, gender, and birthdate match. Correct any discrepancies before attempting to merge.
- Select the records to be merged then click the **'Merge'** button

Archive

- Members who are no longer active participants (i.e. an athlete graduates, or moves) can be moved to the **Archived** section of the roster using the **'Archive'** button
- Members can also be unarchived if necessary using the **'Unarchive'** button under the **Archived** tab

Delete

- Records can be deleted from the club roster using the **'Delete'** button
- This feature is only available for users who have permission to view and edit the full team-wide roster

Questions regarding USRowing membership can be directed to USRowing

Phone

- 1-800-314-4769

Email

- members@usrowing.org

Support

Phone

- 614-360-2922

Email

- English: support@regattacentral.com