HOW TO ADD PLAYERS TO A ROSTER

1. Go to https://online.spectrumng.net/SCU and log in

2. Once logged in the system will show your account information. Ignore this and click on the Home button in the top Left Corner.

3. You will see two buttons, Account Information and League/Tournaments. Click on League
4. Select **Standings/Team Info**
5. The Team Home Page will then pop up. Select the “Team Details” button which is located next to the “View Brackets Button”.

6. The League Standings Page will then appear. Select the “Teams” tab located directly to the left of the “Standings” tab.
7. The Team Page will then display all league teams. To select the appropriate team page locate the “Action(s)” heading on the right hand side of the page and click on the “View” button of the desired team located in the “Action(s)” column.

8. To add a team member directly to the roster, click on the “Enroll Member” DO NOT select the “Invite Team Members” button.
9. The following page will appear. Fill out the information completely and then hit the “Submit” button.

10. Your new team member has now been added to the online roster. In order to add them on the Intramurals Roster please have them bring their ACCESS Card to the next game and present it to the Intramural Officials at check in.

It is important to note that you will only be able to add players during valid time periods, namely before interleague playoffs begin.