

Instructions For Adding Players To Your Roster On the ALTA Web Site

1. Log in to the ALTA web site, www.altatennis.org
2. Member Portal > My Active Teams > Rosters
3. Make sure you have the correct team roster or select the **Switch Teams** button
4. Put in your add-on's ALTA membership number and click the **Add-On** button or click **Search** if you do not know their number.
5. Enter first and last name, and click **Search**
6. Select the correct member from the list which will appear
7. Repeat for each member you wish to add
8. Your add-on(s) name(s) will appear in the list of members
9. When you have finished adding members click **Save**
10. You will be asked to pay for any unpaid members for the current year
11. You may either continue by filling in your credit card information and clicking submit (you will receive a payment confirmation page to print for your records), then clicking **CONTINUE** and you will receive a Roster Summary page showing your add-ons and the date they were added. Print this summary page for your records
OR
12. If you do not wish to pay for the member(s), click **Back**, and click **Remove** to the left of the unpaid player's name, then click **Save** again. A Roster Summary page will appear showing your paid add-ons and the date they were added. Print this summary page for your records

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A MAXIMUM OF SIX PLAYERS MAY BE ADDED TO YOUR ROSTER. ADDED PLAYERS MUST BE ACCEPTED ON THE ALTA WEB SITE BY MIDNIGHT THE NIGHT BEFORE THEY PLAY THEIR FIRST MATCH