

ROSTER SUBMISSION

Captains are responsible for correct and complete roster information. Even if your team has been organized by a team management service or the staff at your facility, captains are responsible for the accuracy of the information provided. If a captain detects an error after the correction deadline, the roster stands as submitted.



Submitting a Roster Online

From **Member Portal** select *My Rosters & New/Reinstate > New/Reinstate Roster*. Leagues accepting rosters will be listed.

Select the league for which you are registering.

1. **Select Reinstate** if you wish to start with a previous season's roster. You may add or remove players and make any other adjustments, as needed. If you click reinstate, previous rosters from the selected league will be listed. Select the correct roster;
or
2. **Select New** if you wish to start a new roster adding all players and other items individually.

The ALTA System will prompt each step listed below and will pop-up warnings for any errors. Return to previous steps to make necessary corrections by clicking Prev or by clicking the step number.

1. **Prep.** Carefully read the bullet list to insure you are ready to proceed. Check the acknowledgement box. Click Next.
2. **Players.** If you selected a roster to be reinstated, it will be displayed. Click *Remove* for any players not returning. Click *Add Player* to add members to this roster. The membership database may be searched by name or ALTA number.

If you selected *New*, click *Add Player* and select the members for your team by searching the membership database by name or ALTA number.

(If members added are also included on another roster, then a warning box will pop up. Choose *Continue* or choose *Make Changes* to remove those players.)

Check the certification box. Click *Next*.

3. **Captains.** From the drop-down menu, select the members of this team who will serve as captain and co-captain. Click *Next*.
4. **Facility.** If you selected a roster to be reinstated, the facility from that season will be displayed. Click *Change Home Facility* if necessary. You can search the facilities database by name, city, and/or county. When you have found the correct facility, click *Select*.

If you are entering a new roster, click *Select Home Facility*. You can search the facilities database by name, city and/or county. When you have found the correct facility, click *Select*.

Check the certification box. Click *Next*.

5. **Designees.** You may select any ALTA member to assist in the management of this team. Designees may be a member who is not on the roster and can be removed when their assistance is no longer necessary. If the roster creator is not named as captain or co-captain, they will automatically be given designee status. To select another member for this function, click *Add Designee*. You can search the membership database by name or ALTA number. When this is completed, click *Close*, and then click *Next*.
6. **Requested Level Flight (LF).** Select your requested level flight from the drop-down menu. See Team Placement on page 16 in this handbook for more information. All levels and flights will not be used in all leagues. There is no guarantee your team will be placed at the requested level flight. Click *Next*.
7. **Request for Review.** Check the request box if you wish to include any circumstances that should be considered by the league Vice President regarding the placement of your team. Include your comments. Click *Next*.
8. **Rankings.** You must identify any member who is or has been listed on a college or high school team roster during the current ALTA year. Those members are only eligible to play at or above the following levels:
 - **NCAA Division I tennis team.** That member must play at the AA level for the remainder of the current ALTA year.
 - **All other college tennis teams.** That member must play at the A level or higher for the remainder of the current ALTA year.

- **High school team.** That member must play at the B level or higher for the remainder of the current ALTA year.

Select any and all rankings that **currently** apply to any member of your team. Failure to do so can be grounds for penalties in accordance with ALTA rules. Click *Next*.

9. **Error Check.** The ALTA System will check for and display any errors in the registration process. Click *Prev* or click the step number to navigate back to the step(s) containing errors. Make the necessary corrections. Click *Next*. (Once you have returned to an earlier step, you will have to click *Next* at each subsequent step.)
10. **Payment.** All players on your roster must have current memberships. You can enter a credit card to pay for memberships that have lapsed, or you can return to step 2 and remove those players. Once players have paid their dues, they can be added to your roster any time before the corrections period expires (five days after the roster deadline.) Players left off the roster during the registration and correction periods may not be eligible to be added after the roster correction deadline. **Click SAVE.**
11. **Confirmation.** The Roster ID number will display. Record this number in case you must return to this roster for any reason. Also, you can and should print this roster.