

**Instructions For Adding Players To Your Roster
On the ALTA Web Site
(After the Captain's Meeting)**

1. Log in to the ALTA web site (www.altatennis.org) with your user name/password.
2. Place cursor on Players and Facilities
3. Select My ALTA > My Rosters
4. Select your current season's roster
5. You will be taken to the "Members" page
6. Put in your add-on's ALTA membership number and click the ADD-ON button
7. Or click Search if you do not know their number, enter first and last name, and click Search
8. Select the correct member from the list which will appear
9. Repeat either Number 6 or Numbers 7 & 8 for each member you wish to add
10. Your add-on(s) name(s) will appear in the list of members
11. When you have finished adding members click SAVE
12. You will be asked to pay for any of your add-ons who are not paid members for the current year
13. 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
14. 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