

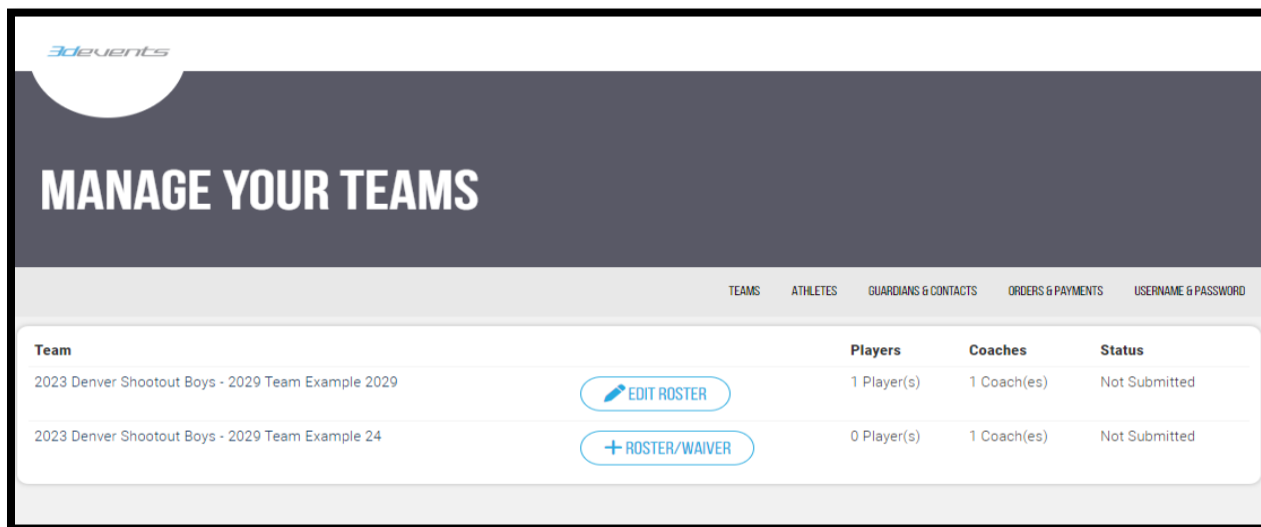
COACHES, TEAM ADMIN, AND PROGRAMS

DIRECTOR: Please see the below directions to have your players sign waivers and submit rosters.

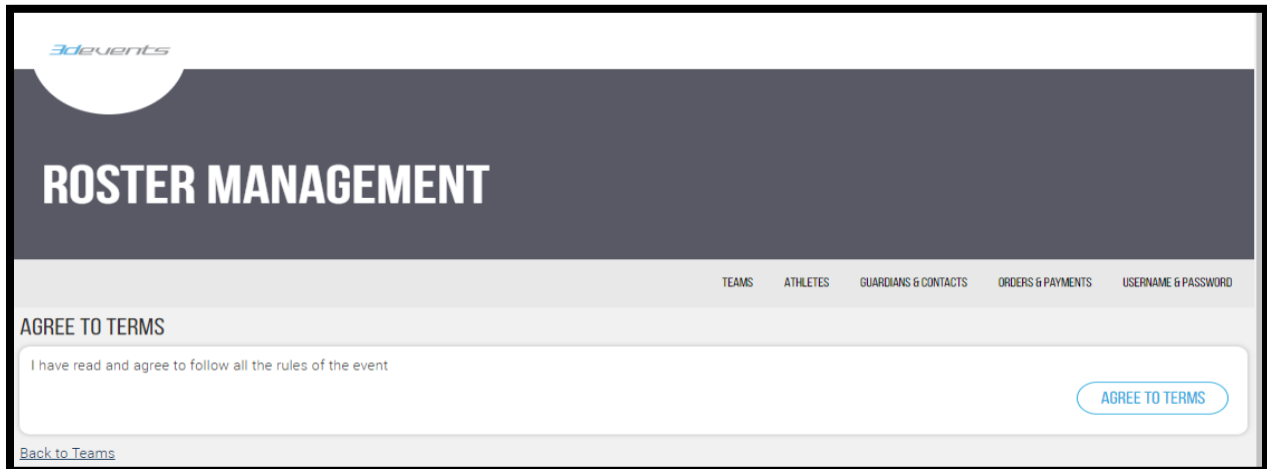
HOW TO SEND PLAYER WAIVERS

STEP 1: Log into your PlayerFirst Account by Clicking [HERE](#). Your login works across all sites on the PlayerFirst platforms including Aloha, NXT, Hogan, 3d Events, Robinson, etc.

STEP 2: On your dashboard click WAIVERS. You will now see all the teams you have registered. Click + ROSTER/WAIVER

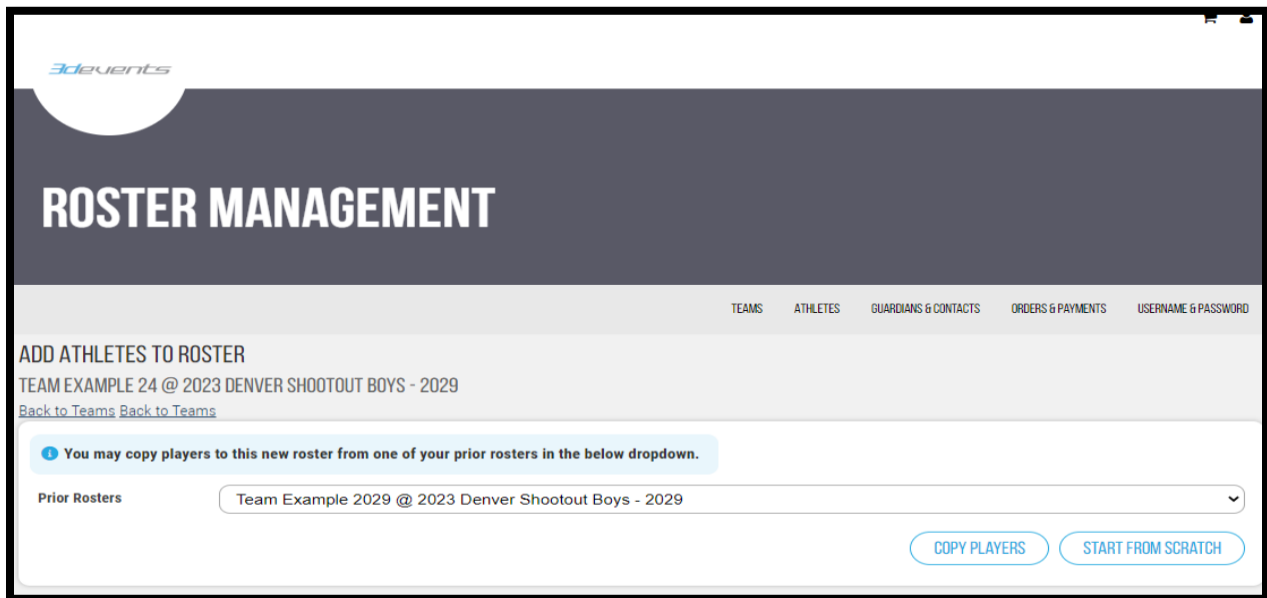


STEP 3: Agree to the terms.



The screenshot shows the 'ROSTER MANAGEMENT' page with the '3events' logo in the top left. A navigation menu at the top right includes 'TEAMS', 'ATHLETES', 'GUARDIANS & CONTACTS', 'ORDERS & PAYMENTS', and 'USERNAME & PASSWORD'. The main heading is 'ROSTER MANAGEMENT'. Below it, the section is titled 'AGREE TO TERMS'. A text box contains the statement 'I have read and agree to follow all the rules of the event'. To the right of this box is a blue button labeled 'AGREE TO TERMS'. At the bottom left, there is a link that says 'Back to Teams'.

STEP 4: Add athletes to the roster. Choose **START FROM SCRATCH**. Once you have completed a roster for an event you can choose from drop down for future 3 Step brand events including Aloha, Hogan, NXT, etc. Rosters will be stored for 2 years.



The screenshot shows the 'ROSTER MANAGEMENT' page with the '3events' logo in the top left. A navigation menu at the top right includes 'TEAMS', 'ATHLETES', 'GUARDIANS & CONTACTS', 'ORDERS & PAYMENTS', and 'USERNAME & PASSWORD'. The main heading is 'ROSTER MANAGEMENT'. Below it, the section is titled 'ADD ATHLETES TO ROSTER'. Underneath, it says 'TEAM EXAMPLE 24 @ 2023 DENVER SHOOTOUT BOYS - 2029' and has two 'Back to Teams' links. A blue callout box contains the text: 'You may copy players to this new roster from one of your prior rosters in the below dropdown.' Below this is a 'Prior Rosters' label and a dropdown menu currently showing 'Team Example 2029 @ 2023 Denver Shootout Boys - 2029'. At the bottom right, there are two blue buttons: 'COPY PLAYERS' and 'START FROM SCRATCH'.

STEP 5: Add Players either individually or by uploading a CSV file. **Please use the attached template to ensure that it will upload properly.** Columns must be formatted as Player First Name, Player Last Name, DOB, Player Email (Leave blank if you don't have), Parent Email, and Jersey Number. After you have filled in the data – **REMOVE THE HEADER SO THAT ONLY DATA REMAINS.**

Once uploaded you will see the players' names and information populate. **Once you see players populate click SAVE ROSTER. Click YES send Invites.** You can also Copy and Paste the link (see below) and send to parents after you have upload the roster.

TEAMS ATHLETES GUARDIANS & CONTACTS ORDERS & PAYMENTS USERNAME & PASSWORD

ADD ATHLETES TO ROSTER

TEAM EXAMPLE 24 @ 2023 DENVER SHOOTOUT BOYS - 2029
[Back to Teams](#)

PLAYERS

i All parents of players without a **✓** under Waiver on File will be sent an email if one is available. Matches are based on the player's name and DOB. When needed, you can email waiver reminders from [this page](#) or send a link to <https://register.events.3dlacrosse.com/my/waiver/find.aspx>. Waivers are valid for one year. Download roster template [here](#).

#	Valid Waiver	Athlete First Name*	Athlete Last Name*	Athlete DOB*	Athlete Email	Parent/Guardian Email*	Jersey*
1		<input type="text" value="ATHLETE FIRST"/>	<input type="text" value="ATHLETE LAST"/>	<input type="text" value="ATHLETE DOB"/>	<input type="text" value="ATHLETE EMAIL"/>	<input type="text" value="PARENT EMAIL"/>	<input type="text" value="#"/> <input type="button" value="🗑"/>
2		<input type="text" value="ATHLETE FIRST"/>	<input type="text" value="ATHLETE LAST"/>	<input type="text" value="ATHLETE DOB"/>	<input type="text" value="ATHLETE EMAIL"/>	<input type="text" value="PARENT EMAIL"/>	<input type="text" value="#"/> <input type="button" value="🗑"/>

STEP 6: Once sent your dashboard with allow you to edit Rosters add coaches and you can track players who have accepted. You can resend invites individually or if you scroll to the bottom click EMAIL ALL PLAYERS WITHOUT VALID WAIVER.

0 ELIGIBLE PLAYERS OF 1 ROSTERED

❌ Rostered but Ineligible, No Waiver **1**
❌ Rostered but Ineligible, Too Old for Division **0**

⚠️ Players with a red background will not be permitted to play. See the status column for an explanation.

i To email your players a direct link to complete their waiver use <https://register.events.3dlacrosse.com/my/waiver/find.aspx>

#	Rostered	Athlete First	Athlete Last	Jersey	Birthdate	HS Grad Year	Waiver	Status
1	<input checked="" type="checkbox"/>	Caleb	██████	1	██████	✓	❌ none	Ineligible: Waiver Missing. <input type="button" value="✉ RESEND WAIVER"/>

Step 7: Once all players have accepted their waiver (green check under waiver column) you can scroll to the bottom and SUBMIT ROSTER.

Player waivers are good for ONE YEAR! Everyone that completes player waiver will not have to complete another waiver through Summer 2023.