

1. Make sure you are on the Events Tab

5. Event or category settings will be displayed

Find

Assign (Roster)

Assign (Move)

Re-Register

Delete Folder / Team

EVENTS LEAGUES LOCATES

2018-2019 TRAVEL SETTINGS

REGISTRANTS

COACH/VOLUNTEER

2. Click arrow to left of folder to expand

3. Event and categories displayed

4. Click on individual age/gender folder to update/remove

6. Update name of event if desired

7. File > Delete Folder/Team to remove category

8. Click to adjust the age settings assigned to the registration category

9. Update age setting, names and ranges as desired

10. Update Association reporting options (this how this folder/category will appear in state reporting)

11. Click Update to save your changes

Setting & Information

Name: U-09

Gender:

Age Group: U-09 [Edit Age Settings](#)

From Birthdate

To Birthdate

01/01/2009

Top Folder Name: 2018-2019 Travel

Birthdate Range:

Name	From Birthdate	To Birthdate
U-07	01/01/2011	12/31/2011
U-08	01/01/2010	12/31/2010
U-09	01/01/2009	12/31/2009
U-10	01/01/2008	12/31/2008

[Add Age Group](#)

[Update](#) [Cancel](#)

Association Reporting Options

Final Roster Date:

Sun 06/30/2019

Program Type:

Academy

Apply to All Teams

Gender:

Apply to All Teams and Subfolders

Age Group:

U9

Apply to All Teams and Subfolders

Notes

[Update](#)