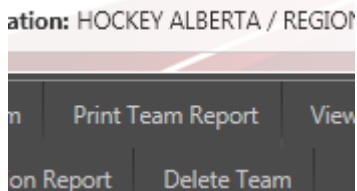




## HOW TO CREATE A 1660 TEAM HCR ROSTER

In creating the Team HCR Roster Report the Associations should do the following:

1. Log in to the HCR and select the team that you wish to create a roster for
2. Select “Print Team Report” as per below:



3. Check off to **EXCLUDE** “Contact”, “Date of Birth” and “Hockey ID” and to **INCLUDE** “Show Qualifications where applicable”. See Below.

**TEAM ROSTERS**

Check the items below to **EXCLUDE** them from the report.

<input checked="" type="checkbox"/> Contact	<input type="checkbox"/> Sex	<input checked="" type="checkbox"/> Date of Birth	<input checked="" type="checkbox"/> Hockey ID
<input type="checkbox"/> Registration Date	<input type="checkbox"/> Position	<input type="checkbox"/> Released Date	<input type="checkbox"/> Status
<input type="checkbox"/> Summary			

Check the items below to **INCLUDE** them in the report.

<input checked="" type="checkbox"/> Show Qualifications where applicable
<input type="checkbox"/> Show member addresses
<input type="checkbox"/> Show signature line

Save report as PDF

4. Once the selections have been made then simply Select “PDF” and click on **SUBMIT!**

