

## Team entry instructions

### Must be done before you can report a game

1. Go to WLA homepage and click under “Report a Game” tab / you can also go to GELC page and click “Admin Login” in top left corner
2. Click Login
3. Enter your team LOGIN and PASSWORD (the one provided by GELC)
4. Click LOGIN
5. You are logged in and viewing the DASHBOARD of your team microsite within the GELC
6. Click SETTINGS
7. If needed edit your email address to that of your manager or point person for GELC messages
8. Change your password if you so choose.
9. Click LEAGUE PLAYERS
10. Click ADD MULTIPLE PLAYERS OR you can add individually
11. Enter in each of your team players JERSEY NUMBER, FIRST NAME, LAST NAME (or initial if preferred). **Do NOT enter email addresses of the players.**
12. Click SUBMIT
13. For affiliate players, click ADD PLAYER
14. **Only needed when you play an affiliate player.** Enter in the affiliate player’s information, including JERSEY NUMBER, FIRST NAME, LAST NAME (or initial if preferred). Do NOT enter email addresses or the players. If the jersey number is not going to be a consistent number for this affiliate player, then enter their number as a 99 or high nineties number that would not be a real number used on your team. Player stats will be tracked by player name, not jersey number.
15. **Click the AFFILIATED (AP) box**
16. Do NOT click hide from the public.
17. Click SUBMIT
18. Click STAFF MEMBERS
19. Click ADD STAFF MEMBER
20. Enter in your Head Coach name, position of Head Coach, email address, and cell phone number.
21. Click SUBMIT
22. Click ADD STAFF MEMBER
23. Enter in your Team Manager name, position of Team Manager, email address, and cell phone number
24. Enter the remainder of your team staff information (ex: Assistant Coaches, Trainer, Junior Coaches). This should include all team staff that will be listed on the Alberta Lacrosse Provincial Team Roster. You do not need to enter email addresses or cell numbers for these individuals.
25. Click SUBMIT
26. Please note: Do not delete players as the season progresses, as this will delete all those player’s stats to date. **Do not change the roster if jersey numbers change** - enter statistics by using player names if the numbers do not match.
27. Your team entry is complete. Click SIGN OUT