

Fall Classic Team Roster Input Instructions

Step 1: Collect key information.

Information you will need:

- Each player's first and last name
- A primary email address for each family
- Each child's date of birth (if you don't know the player's DOB you can enter 01/01/XXXX X=the year the player was born.

Remember: only players on your current season team roster are eligible to participate. Any guest players MUST be approved by Karen Corpe first before being invited to play, or added to this online roster. Email the player's information to Karen at karen.corpe@loudounsoccer.com

Step 2: Log into your Sincsports account

[Login - Loudoun Fall Classic Tournament \(sincsports.com\)](https://sincsports.com)

Step 3: Access your Team Page.

The Fall Classic page should be open. If not look for this and click on "Team Page."



Step 4: Open your roster.

Click on the roster icon (see highlighted icon below)



Then click on the quick roster icon (see highlighted icon below)



Fall Classic Team Roster Input Instructions

Step 5: Add player information.

In addition to first name, last name, email and date of birth, you will also need to assign each child a uniform number. To bypass this requirement, assign numbers 1-XX (1-12, 1-16, etc).



The screenshot shows a web form titled "Loudoun Fall Classic Tournament Roster". At the top left is a blue button labeled "Access Team Pool". At the top right are "Cancel" and "Save" buttons. Below the title is a table with the following columns: #, First Name, Last Name, Email, Birthdate, Grad, Sex, and Athlete Status. The first row contains the following data: # 01, First Name 1, Last Name Emma, Email mallen1925@gmail.com, Birthdate (with a calendar icon), Grad 2021, Sex M, and Athlete Status Official Roster. The second row contains: # 02, First Name, Last Name, Email, Birthdate 01/01/2011, Grad 2029, Sex F, and Athlete Status Official Roster. The third row contains: # 03, First Name, Last Name, Email, Birthdate 01/01/2011, Grad 2029, Sex F, and Athlete Status Official Roster. The fourth row is partially visible with # 04.

#	First Name	Last Name	Email	Birthdate	Grad	Sex	Athlete Status
01	1	Emma	mallen1925@gmail.com		2021	M	Official Roster
02				01/01/2011	2029	F	Official Roster
03				01/01/2011	2029	F	Official Roster
04							

You may also need to include their graduation year, but this is not relevant for our event.

Step 6: notify Karen Corpe your roster is uploaded

Please email her at Karen.corpe@loudounsoccer.com.