



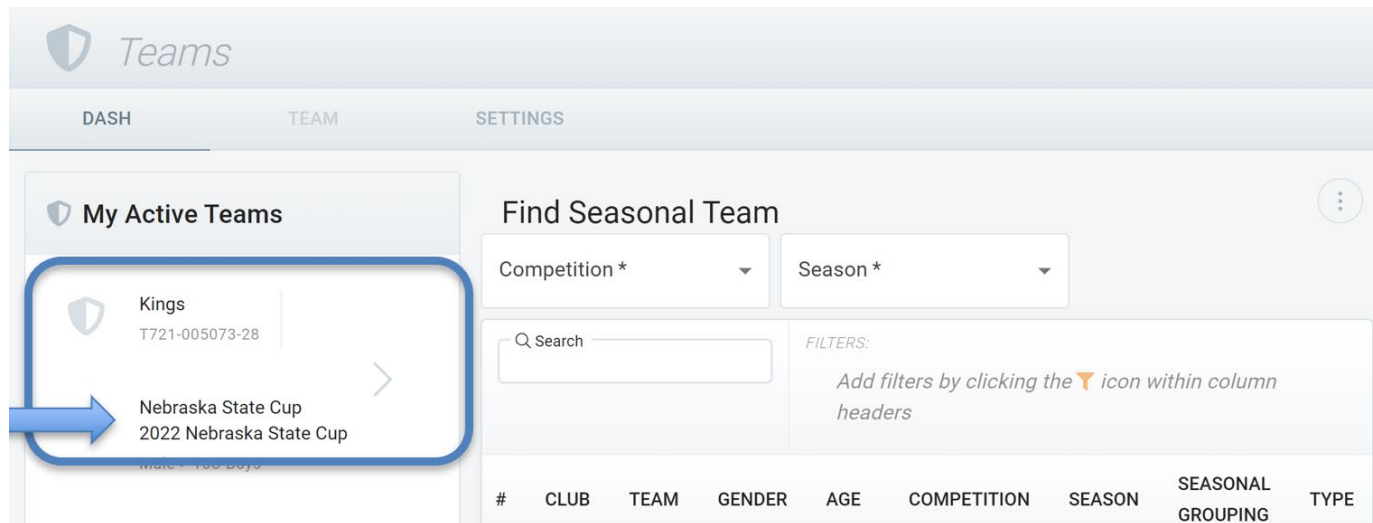
Setting Roster Status, Updating Pictures and Uniform #'s.

Login to your Demosphere Account [here](#).

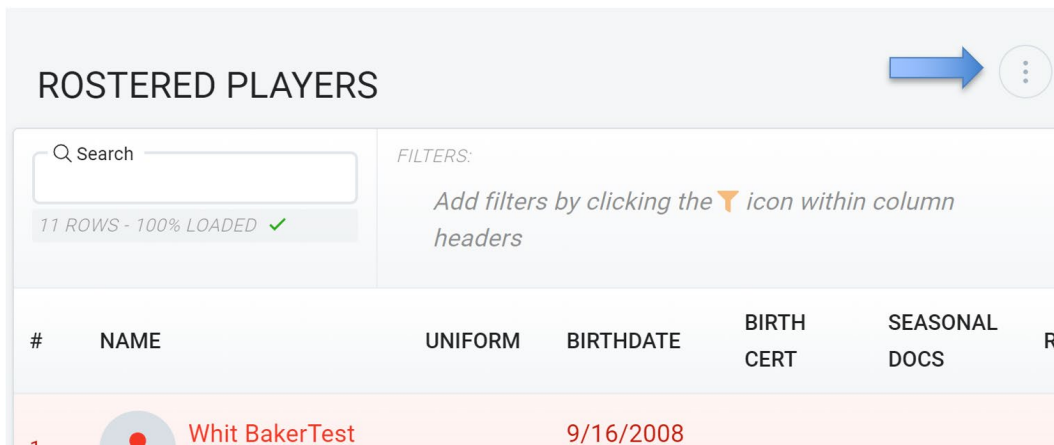
On the Demosphere Universal Experience click on the TEAMS tab.



Once on your Teams Dashboard select the correct competition for which you need to update information. **Make sure you are selecting the correct competition as this may edit your state roster.**




On the team page click the three dots across from ROSTERED PLAYERS.




ROSTERED PLAYERS

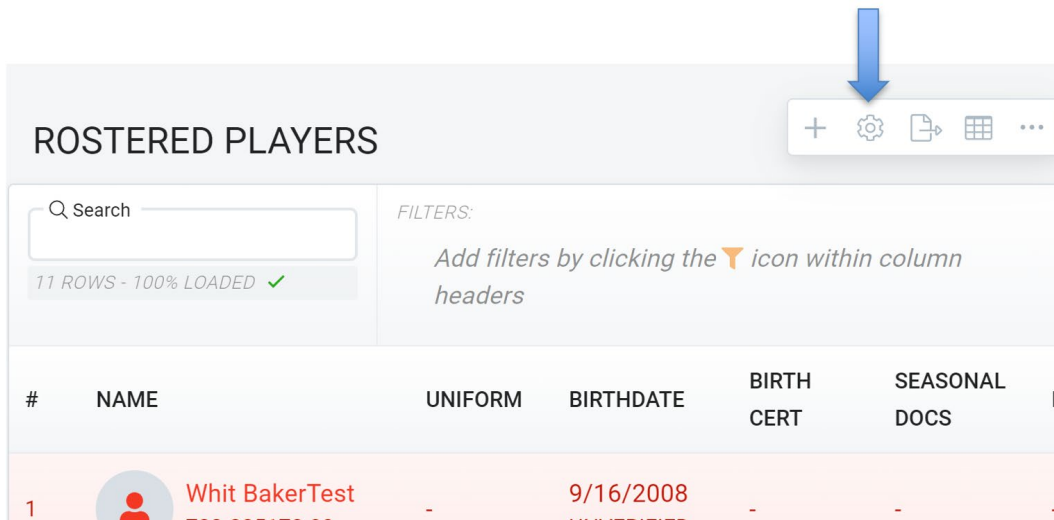
Q Search

11 ROWS - 100% LOADED ✓

FILTERS:
Add filters by clicking the  icon within column headers

#	NAME	UNIFORM	BIRTHDATE	BIRTH CERT	SEASONAL DOCS	RO
1	 Whit BakerTest		9/16/2008			


Then the gear icon above the list of rostered players.




ROSTERED PLAYERS

Q Search

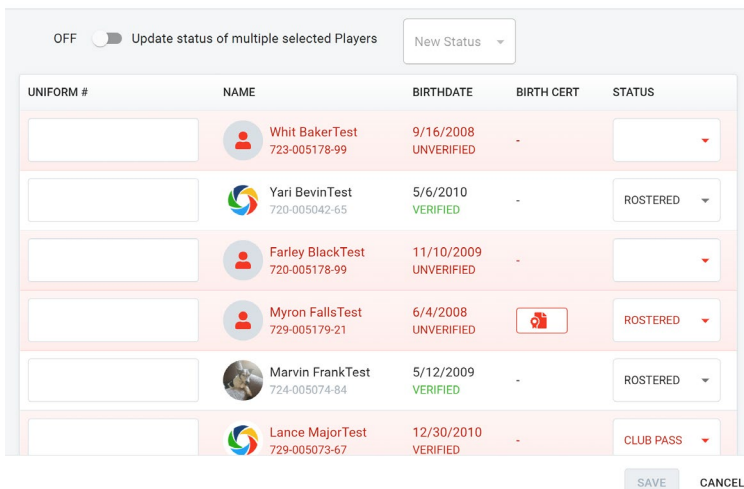
11 ROWS - 100% LOADED ✓

FILTERS:
Add filters by clicking the  icon within column headers

#	NAME	UNIFORM	BIRTHDATE	BIRTH CERT	SEASONAL DOCS	RO
1	 Whit BakerTest	-	9/16/2008	-	-	-








This will give you the option to see who is already verified, update uniform #'s and set player roster status.

Edit Roster



OFF Update status of multiple selected Players

New Status

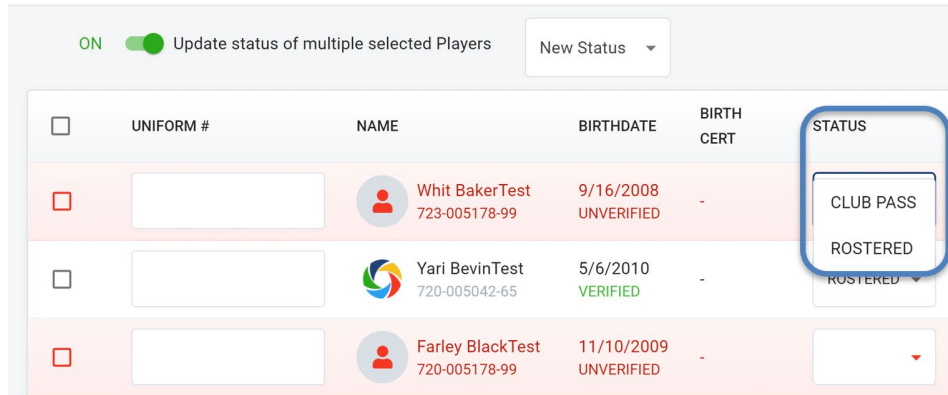
UNIFORM #	NAME	BIRTHDATE	BIRTH CERT	STATUS
	 Whit BakerTest 723-005178-99	9/16/2008 UNVERIFIED	-	
	 Yari BevinTest 720-005042-65	5/6/2010 VERIFIED	-	ROSTERED
	 Farley BlackTest 720-005178-99	11/10/2009 UNVERIFIED	-	
	 Myron FallsTest 729-005179-21	6/4/2008 UNVERIFIED		ROSTERED
	 Marvin FrankTest 724-005074-84	5/12/2009 VERIFIED	-	ROSTERED
	 Lance MajorTest 729-005073-67	12/30/2010 VERIFIED	-	CLUB PASS

SAVE CANCEL

Setting Roster Status

Each player will need to be set to ROSTERED, CLUB PASS, or NOT PLAYING. *This only pertains to the roster for this competition.

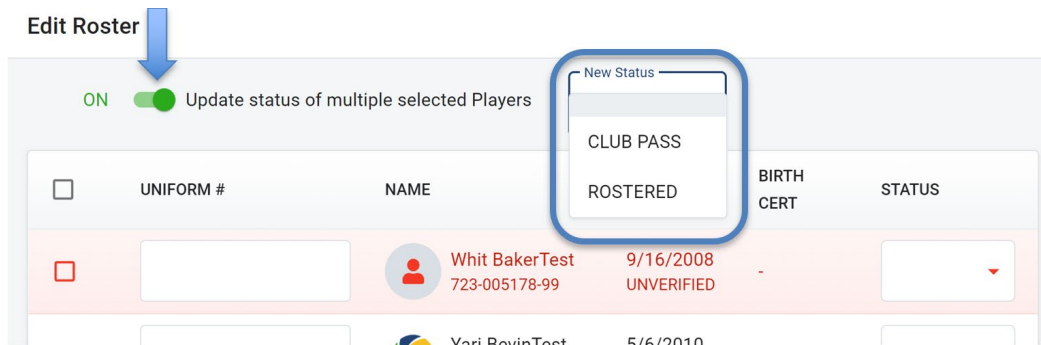
For each player set their status and click SAVE.



The screenshot shows the 'Edit Roster' interface. At the top, there is a toggle switch for 'Update status of multiple selected Players' which is turned ON. To its right is a 'New Status' dropdown menu. Below this is a table with columns: UNIFORM #, NAME, BIRTHDATE, BIRTH CERT, and STATUS. Three players are listed: Whit BakerTest, Yari BevinTest, and Farley BlackTest. The STATUS column for each player has a dropdown menu. A blue box highlights the STATUS dropdown for the first player, which is open and shows 'CLUB PASS' and 'ROSTERED' as options.

UNIFORM #	NAME	BIRTHDATE	BIRTH CERT	STATUS
<input type="checkbox"/>	Whit BakerTest 723-005178-99	9/16/2008 UNVERIFIED	-	CLUB PASS
<input type="checkbox"/>	Yari BevinTest 720-005042-65	5/6/2010 VERIFIED	-	ROSTERED
<input type="checkbox"/>	Farley BlackTest 720-005178-99	11/10/2009 UNVERIFIED	-	ROSTERED

You can also set *update status of multiple selected players* to use the drop down to edit status a little bit faster. Set it to yes, select the status and check off which players you are changing to that status. Click SAVE once done.

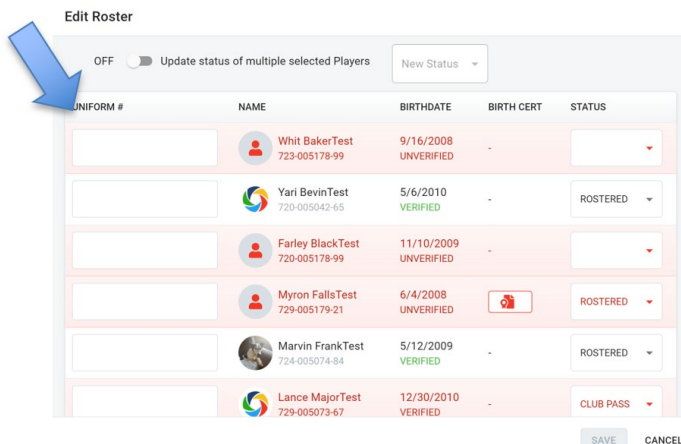


This screenshot is similar to the previous one, but the 'Update status of multiple selected Players' toggle is ON. A blue arrow points to the 'Edit Roster' label above the toggle. The 'New Status' dropdown is also open, showing 'CLUB PASS' and 'ROSTERED' options. A blue box highlights the dropdown menu.

UNIFORM #	NAME	BIRTHDATE	BIRTH CERT	STATUS
<input type="checkbox"/>	Whit BakerTest 723-005178-99	9/16/2008 UNVERIFIED	-	ROSTERED
<input type="checkbox"/>	Yari BevinTest	5/6/2010	-	ROSTERED

Updating Uniform Numbers

Enter the uniform numbers for each player in the white box and click SAVE once done.







This screenshot shows the 'Edit Roster' interface with the 'Update status of multiple selected Players' toggle turned OFF. A blue arrow points to the 'Edit Roster' label. The table has columns for UNIFORM #, NAME, BIRTHDATE, BIRTH CERT, and STATUS. Each player has a white input box in the UNIFORM # column. At the bottom, there are 'SAVE' and 'CANCEL' buttons.

UNIFORM #	NAME	BIRTHDATE	BIRTH CERT	STATUS
<input type="text"/>	Whit BakerTest 723-005178-99	9/16/2008 UNVERIFIED	-	ROSTERED
<input type="text"/>	Yari BevinTest 720-005042-65	5/6/2010 VERIFIED	-	ROSTERED
<input type="text"/>	Farley BlackTest 720-005178-99	11/10/2009 UNVERIFIED	-	ROSTERED
<input type="text"/>	Myron FallsTest 729-005179-21	6/4/2008 UNVERIFIED	-	ROSTERED
<input type="text"/>	Marvin FrankTest 724-005074-84	5/12/2009 VERIFIED	-	ROSTERED
<input type="text"/>	Lance MajorTest 729-005073-67	12/30/2010 VERIFIED	-	CLUB PASS


Updating Player Pictures

If the player's photo is outdated or incorrect you can update it using the gear icon under ROW ACTIONS.

NAME	UNIFORM	BIRTHDATE	SEASONAL DOCS	ROSTER STATUS	ADDED	ROW ACTIONS
 Yari BevinTest 720-005042-65	-	5/6/2010 VERIFIED	-	 ROSTERED	6/29/2021 8:44 AM	 

Click the **CHANGE PHOTO** button on their profile page. Upload the document and click **SAVE**.

Edit Player


[CHANGE PHOTO](#)

Universal ID 726-005073-67	Email
First Name* Henry	Last Name* Youngtest
Phone	Date of Birth* 05/05/2008
Street Address 1* 36336 Upper	
Street Address 2	
City* Upper	State* Nebraska
Zipcode* 32662	Country* United States
Roster Status	Gender* <input type="radio"/> Female <input checked="" type="radio"/> Male

[BIRTH CERTIFICATE](#)

[SAVE](#) [CANCEL](#)

*If you update photos and need player passes you will need to reach out to your club for new ones.