



## **Manager access to Demosphere**

1. Log into your Demosphere account
2. Click on RosterPro Registration
3. Click on "program set up" tab
4. Then select "team registration 2018-2019 season"
5. Select the age group and gender that includes your team (i.e. "2012-2000 girls")
6. Click on "registration management"
7. Click on the blue arrow next to the gender name (i.e. "Female")
8. Select the box that says your team's birth year (i.e., "2003")
9. You will see off to the side in red, the number of teams in your birth year (i.e., "3 teams") followed by a red arrow next to it. Click on that.
10. Then select your team (i.e. "2003 Premier") and your roster should populate off to the right.
11. This will give you access to a lot of player information for your team, including contact information and allergy information.
12. If you want access to headshots or birth certificates, scroll all the way to the right until you see "upload players birth certificate" or "upload players picture". If they downloaded one, then it will say "view file" in that column. Once you click on "view file" then the pic or birth cert will download.