

SETUP AND EXPORT YOUR ROSTER

Your team roster is essential for any competition. Here's how to set it up in DragonFly.

Step 1: Sign in to DragonFly on the web and select 'Schools and People' from the side menu.

Step 2: Find the "Viewing" drop-down menus at the top of the checklist. Select "Athlete Eligibility" in the first menu (be sure to choose your current school year). Select your team in the second menu.

	9	DragonFly High S Hartselle, AL SCHOOL CODE 767RXH ACAD YE		nother Sch p://dragonfly		rms/767RX	н	l	🖨 Print	ŶŶ	Signup Handout
🎓 Today	People	Setup Teams Setup El	igibility & Requiremen	nts Va	ult S	etup Scho	ol Public	Directory			
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Payments		2019 Athlete Eligibility	Baseball - JV		•		15 2020 Jan 15 2020		•	Connect Trans	
14 Calendar		2019 Coach Eligibility	Debate - Varsity				•	Apr 01 2019			Connect Trans
Game Schedules	2019 Official Eligibility		Debate - Freshman			0	•	Apr 02 2020	•	•	Connect Trans
IIII Game Schedules		2020 Athlete Eligibility	Esports - JV				•	Feb 06 2020			Connect Trans
Search		Basic Info	Esports - Varsity	_	_ ·		8 🔽	✔ Jan 01 2021	•		Connect Trans
	0	Perry Barton	•	•			7 🔽	Mar 15 2019	◄		Connect Trans



You will now see a new section on the right side of your screen titled 'Roster Info' with columns for number, position, height and weight.

	9	DragonFly Hig Hartselle, AL SCHOOL CODE 767RXH /	🖨 Print	ŶŶ	Signup H	landout							
🏫 Today	People	Setup Teams Setup Teams											
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New People 2			Roster Info										
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Payments		Kim Johnson	Aug 08 2019			Connect Transcript							
14 Calendar		Janice Miller				Connect Transcript							
Game Schedules		Janie Ornot	DMar 02 2019		0 7	Connect Transcript							
		Chaka Stevans				Connect Transcript							
Search		Regina Winehouse				Connect Transcript							

Step 3: To edit roster info, select a player and click on a cell in the roster section. A window will pop up where you can add info, then select 'Save'.

	9	Hartselle, AL	IN School Select Anothe		/forms/767RXH			🖨 Print	ŶŶ	Signup H	landout
🏫 Today	People	Setup Teams Se	tup Eligibility & Requirements	Vault	Setup School	Public Directory					
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New People 2			ity		Women's Bas	ketball Info		Ro	ster Info		
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	-	Lauren Drake	D	0	Position						
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Talendar		Janice Miller			Weight (lbs) 130						
Game Schedules		Janie Ornot	DMar 02 2019		Height Feet	Inches					
		Chaka Stevans	•	•	5	6					
Search		Regina Winehouse			Grade 11						
COLOR SPURRIER			End of List		Cancel Save						
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Step 5: Roster info will now be visible in the checklist view for your team.

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val 2019 Athlete Eligibility Academic Integration										Roster Info				
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			Г	#2		Center		5'	10"	135				
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Step 6: If you'd like to export your roster to a spreadsheet, click the export button and it will download a file to your machine. From there, you can edit and print the roster using your computer's spreadsheet software.

9	DragonFly High Scho Hartselle, AL SCHOOL CODE 767RXH ACAD YEAR 201		nother School	om/forms/767F	КХН					
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