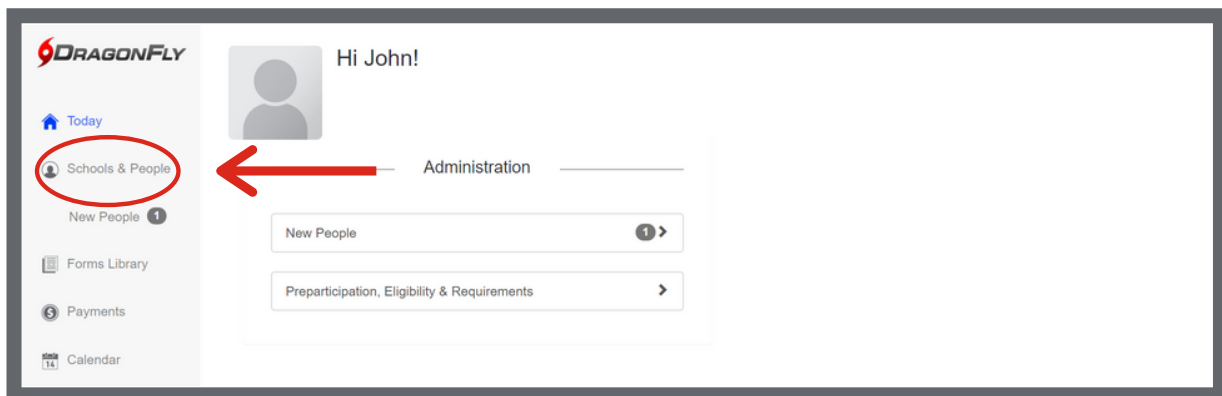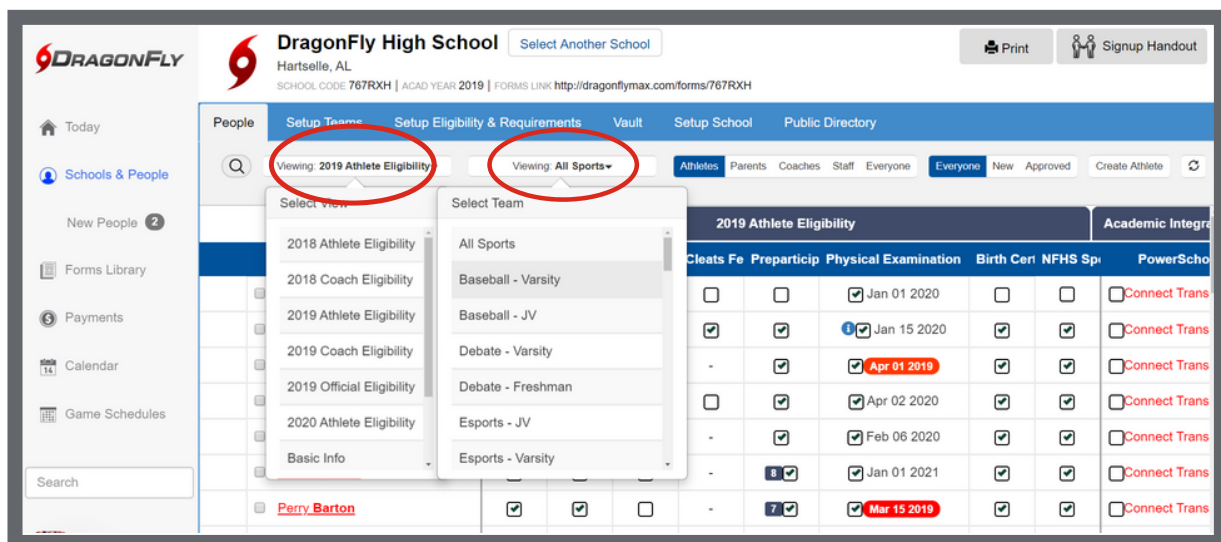# SETUP AND EXPORT YOUR ROSTER

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.

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.

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'.

Step 5: Roster info will now be visible in the checklist view for your team.

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.