



## How to create your Team Roster

In order to participate in any Urban Rec league, tournament or event, all members of your team need to be on your teams' roster. As a team captain it is your responsibility to ensure that 100% of the players that participate on your team are on the roster and have acknowledged the online waiver.

The process to create your team roster is quick and simple, but you will need the email address of each of the members of your team. To create your roster you will need to follow these simple steps below:

1. Click this link – [http://www.urbanrec.ca/Kelowna/member\\_dashboard.aspx](http://www.urbanrec.ca/Kelowna/member_dashboard.aspx)
2. Login & update profile if needed – please ensure both your email and contact phone number are up to date
3. Scroll down to **Your teams** (you may need to click on the + sign on the right hand side of the **Your teams** box)
4. Click on **team roster** for your current season
5. Click **add**
6. Type in the email address of a team member you wish to add to your roster, then hit **submit**
7. Repeat step 6 for each member of your team. You can only enter 1 e-mail at a time.
8. Once you have entered each member of your team roster they will appear on your roster – the system will automatically send an email to each email address that you enter. Each email address contains a specific and unique link that the team member needs to click on to confirm their participation and if necessary create an Urban Rec account and acknowledge the on-line waiver.

If your team is caught playing with an individual who is not on your roster or has not acknowledged the on-line Urban Rec waiver (this waiver needs to be acknowledged each year) your team will forfeit all of its wins for the season in question and will be subject to expulsion from Urban Rec leagues.

If you have any questions or concerns with this process, please contact the Urban Rec office via email at [info@urbanrec.ca](mailto:info@urbanrec.ca) or you can call the office at 604-879-9800.

Yours in Sport,

Urban Rec