

Instructions for Entering your Rosters Online
Our CYO Website address is www.cyoarchindy.org

1. Hit the Athletics Link on the left side of the website home page
2. Log in as you normally would using your username and password
3. Hit “Players” on the grey bar
4. Check the box that is titled “show all players.” All participants that have properly registered online will appear on the list. Please note the page numbers on the bottom of the screen. Hit each number at the bottom of the page to continue viewing your registered participants.
5. You may sort your participants by category by hitting the title in any of the columns at the top of the page. You may sort by first name, last name, etc.
6. Now that you have looked at your list of players you are ready to go to the next step.
7. Any player that is going to be added to a roster for a particular season may now be added by hitting Activate next to the participants’ name. For example if you are getting ready to submit your football roster(s), simply hit Activate by each of your football players names. You may want to activate all football players while you are on this screen, so you do not have to keep returning to this screen each time you submit a football roster. After you have activated all of your respective players you may hit “Teams” on the grey bar.
8. Use the drop down box to highlight the respective season.
9. Once your submitted teams appear – hit the “roster” icon next to the first roster you wish to submit.
10. Hit “Add New” in the upper right hand corner.
11. All of the players that you have Activated should appear on the screen.
12. As you hit Add next to the participant’s name, their name will appear on the roster.
13. Be sure to only hit Add next to the participants that you actually want to appear on a particular roster.

The same process will be used for entering all rosters.

Please note that you may Add, Remove, Activate and Deactivate players up through the roster cutoff date. After the cutoff date you will have to contact the CYO Office to add or remove any players from a roster.