Using your Active Roster

You are free to copy, distribute, and otherwise share screen images of the North America Scholastic Esports Federation Toolkits for educational purposes, including training, in-person or online teaching, presentations, review, evaluation, internal club use, and handouts for related activities. You may not use North America Scholastic Esports Federation Toolkits screen images for commercial gain, and may not alter, transform, or build upon them without written permission from the North America Scholastic Esports Federation.

Each use from the North America Scholastic Esports Federation Toolkits should be attributed as follows:

"Reprinted with permission from the North America Scholastic Esports Federation."
Navigate to the URL activate.esportsfed.org/account/login and log into the GM Portal.

After logging in, you will arrive at the Club Dashboard. Scroll down to “TOURNAMENT MANAGEMENT” and click “MANAGE”.

You will see Tournament Announcements at the top of the page. Make sure to read these and stay updated!

Scroll down to the “ACTIVE ROSTER” section. You have the option to add a new roster or edit one you already have.
After clicking add or edit, you will be led to the Active Roster page. Make sure to read the information carefully before proceeding to the roster section.

ACTIVE ROSTER

Each General Manager will need to build their Active Roster to indicate the players of the competitive team. The Active Roster is generated from the eligible students from your Club Roster. Using the roster below, you can designate six (6) players and up to six (6) alternate players for a possible total of 12 team members. For each player and substitute, please verify their first name, last name and email address, as these are from the Club Roster. In addition, you must provide the BattleTag and role (6 players and up to 6 alternates).

As a reminder:
- All Club Members identified as a Player or Alternate on the Active Roster must have an active BattleTag.
- All General Managers must have an active BattleTag with SMS Protect enabled and a Tespa Compete account. For the GM, please enter the email address for both your Tespa Compete and BattleTag. Tespa will connect the accounts. The GM must be entered in the the top of every Active Roster as the “Manager.”
- If you do not see a student listed on the Active Roster, the student is not completely activated. Please check with the student’s eligibility status via the student profile page.
After reading the information carefully, move down to the roster section.

ROUND 1: MONDAY, OCTOBER 8, 2018 - SUNDAY, OCTOBER 14, 2018
Due Thursday, October 4 at 4:00 PM PT | 5:00 PM MT | 6:00 PM CT | 7:00 PM ET

ROSTER STATUS: INCOMPLETE
To compete this week, please resolve the following problems:
- The roster must have exactly 6 players (excluding alternates). You currently have 0

SAVE

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>BattleTag (e.g. 'NameName#1111')</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>test</td>
<td>test</td>
<td><a href="mailto:test@test.com">test@test.com</a></td>
<td>test#1234</td>
<td>Manager</td>
</tr>
</tbody>
</table>

The first entry will always be the General Manager.

Students from your Club Roster are automatically added to the Active Roster. This only applies if the Student’s status is “ACTIVE” in the Club Roster page. See example on the next page.

Clicking this drop down menu allows you to change the role of each student.
EXAMPLE OF “ACTIVE” STUDENT

Look to the right sidebar of the GM Portal and click “Club Roster”

GM PORTAL
Test High School
Club Dashboard
General Managers
Executive Director
Club Details
Club Roster

You can see the status of every student in your Club Roster. If a student still has a “PENDING” status, click on the student’s first name to see what information is still missing.
### Key Information

- A student will not appear on the Active Roster if the student still has a “PENDING” status on the Club Roster page. There is no way to add a “PENDING” student to the Active Roster. This is to ensure that every student meets eligibility requirements before competing in tournament play.

- If a student or parent fails to receive the emails and forms, you may resend the invitations by navigating to the student details page and clicking “REINVITE PARENT”. You can get to this page by navigating to the Club Roster, then clicking a student’s name.

- Some emails will have strict filtering systems and will flag the student and parent form emails as spam. You may edit the email addresses of the student and parent in the on the Student Details page by clicking “CANCEL INVITATION” and entering a different email address.

### Student Details

<table>
<thead>
<tr>
<th>Student Name: Miki Mc</th>
<th>Parent Name: Mike Mc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Email:</td>
<td></td>
</tr>
<tr>
<td>Student Status:</td>
<td>ACTIVE</td>
</tr>
</tbody>
</table>

- If a student or parent does not see their invitation email, you can re-send it using the “Reinvite Student” and “Reinvite Parent” buttons below. Note that if the student or parent has already completed their invitation, it cannot be re-sent.

- If you have entered a student or parent email incorrectly, use the “Cancel Invitation” button below and then re-add them with the correct information.