Weekly Roster Changes

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What is this guide for?

This is guide explains how weekly roster changes work.

It will cover:

1. What are weekly roster changes?
2. When can I submit roster changes?
3. How do I submit roster changes?

Read the full guide to make sure your team is ready for their first week of Competition!
What are weekly roster changes?

Your team of students may have lots of different obligations as high schoolers. It’s not uncommon for students to engage in several extracurricular activities. Because of this, we permit submitting roster changes during the regular season of our tournaments.

Your active roster will most likely change over the course of a season. Team members may need to leave and be replaced, or be out for one week or two then request to be added back onto the active roster.

Your team might also decide to change team members to be more competitive.

It takes time to know what works for your team! Don’t be afraid to mix it up week to week and listen to the input from your students and other support staff on your team!
When can I submit roster changes?

Roster changes are best explained with an example:

<table>
<thead>
<tr>
<th>Date</th>
<th>Week 1 of Competition</th>
<th>Key days</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/30</td>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td>10/1</td>
<td>Tuesday</td>
<td></td>
</tr>
<tr>
<td>10/2</td>
<td>Wednesday</td>
<td>Default Match Time</td>
</tr>
<tr>
<td>10/3</td>
<td>Thursday</td>
<td>Roster Changes due for Week 2</td>
</tr>
<tr>
<td>10/4</td>
<td>Friday</td>
<td>Roster Changes open for Week 3</td>
</tr>
<tr>
<td>10/5</td>
<td>Saturday</td>
<td>Score reports due</td>
</tr>
<tr>
<td>10/6</td>
<td>Sunday</td>
<td>Matchmaking emails sent for Week 2</td>
</tr>
</tbody>
</table>

Roster changes are due every **Thursday, 4PM PT/7PM ET** for the following week of competition. Before Week 1 begins, we typically set the roster deadline at least 1 week before the season begins.

Roster changes are permitted during the regular season. Rosters will lock during Playoffs.
How do I submit roster changes?

You submit roster changes through the tournament management page!

Remember this page, where you created and submitted your first active roster for the tournament?

After roster submission opens for the following week of competition, you’ll be able to click “EDIT/VIEW ACTIVE ROSTER” and save any changes you make on the next page, where it shows the current students on your active roster.
You’re Done!

Make sure you hit “SAVE” after making changes to your roster. The website will let you know if your roster is “COMPLETE” or “INCOMPLETE”.

If you run into website issues and this causes a delay in submitting your roster changes, send an email to tournament@esportsfed.org or ping our League Operations Coordinator in the NASEF Community Discord for assistance.

Need help using our Active Roster?

Check out our Tournament Readiness Webinar here! This is a step-by-step video guide on how to use our Tournament Management system. The slide deck used in the webinar is available here.