

Enter a Roster

From the VGS Home Page, log in and go to *Players & Facilities > Rosters > New/Reinstate Roster*. Select the league in which you wish to play and then follow the instructions. If you do not have access to a computer with Internet access, computers are available at the VGS office during normal working hours.

Make Changes to a Roster

Once you have submitted your roster, you may make changes/additions/deletions to that roster at anytime until the roster corrections deadline (5 days after Roster Deadline).

1. Go to the VGS home page, log in and select *Players & Facilities > Rosters > My Rosters or My VGS > My Rosters*.
2. Select the Current Season's Roster to which you want to add players or make changes.
3. The Member tab will open displaying a list of all the members.
4. To add players, enter the member's VGS number, then click the *Add* button or, if you do not know the membership number, search for the player you want to add to your roster. Select the player and they will be added to your roster. If you want to add multiple players, continue to click the *Add* button for each one and continue the process until you are done. To remove a player, click *Remove* to the left of their VGS number.
5. You may also change your Facility (Roster/Facility tab, click *Select* button to the right of the Facility Name, fill in search criteria, click *Search* button, then click *Select* to the left of the Facility name/number); your requested level/flight and rankings (Level/Rank tab); Designees (Designees tab), etc. by selecting the appropriate tab.
6. Save the roster additions/changes and the payment screen will appear if the added players need to renew their memberships. In order to avoid this step, players need to pay for their memberships before you try and add them to your team. (See below**) Otherwise, you may pay by credit card to add these players to your team.
7. The *Roster Summary* page will appear (with your current season's Roster ID). Check it carefully and print it for your records. NO HARD COPIES OF YOUR ROSTER WILL BE MAILED TO YOU.

**Topay dues using the VGS website:

Log in and go to *Players & Facilities > Members* - and select one of the following: *New Member/Renew My Membership/ Renew Membership/Renew Multiple Memberships* to purchase new memberships or renew existing memberships.

1. Follow the prompts until the *Payment Processing* page appears. Follow the onscreen instructions for entering your credit card information and completing the payment.
2. Upon completion, print out the *Confirmation* page.

Instructions For Adding Players To Your Roster On the Web Site After the Captain's Meeting

1. Log in to the VGS web site (www.projectdemotest/vgs) with your user name/password.
2. Place cursor on *Players and Facilities > Rosters > My Rosters or My VGS > My Rosters*
3. Select your current season's roster
4. You will be taken to the *Members* page
5. Put in your add-on's VGS membership number and click the *Add-on* button
6. Or search for a player by entering their first and last name, and clicking the *Search* button.
7. Select the correct member from the list which will appear
8. Repeat either Number 5 or Numbers 6 & 7 for each member you wish to add
9. Your add-on(s) name(s) will appear in the list of members
10. When you have finished adding members click the *Save* button
11. You will be asked to pay for any of your add-ons who are not paid members for the current year
12. You may either continue by filling in your credit card information and clicking *submit* (you will receive a *Payment Confirmation* page to print for your records), then clicking *Next >* and you will receive a *Roster Summary* page showing your add-ons and the date they were added. Print this summary page for your records
OR
13. If you do not wish to pay for the member(s), click the *<Prev* button, and click *Remove* to the left of the unpaid player's name, then click *Save* again. A *Roster Summary* page will appear showing your paid add-ons and the date they were added. Print this summary page for your records.

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A MAXIMUM OF SIX PLAYERS MAY BE ADDED TO YOUR ROSTER. ADDED PLAYERS MUST BE ACCEPTED ON THE VGS WEB SITE BY MIDNIGHT THE NIGHT BEFORE THEY PLAY THEIR FIRST MATCH