Maintaining your Roster-How to Add/Edit/Delete Athletes

These instructions are designed for coaches who already have athletes on their roster. For more information on setting up your roster for the first time, go to Setting up your roster page.

It is your responsibility to take the following steps to make sure that you have an **accurate, up-to-date** roster:

1. Review your existing roster carefully. To **view** your roster, login and click on the drop box and choose you school/ delegation.
2. To **delete** an athlete, click on the athlete's name. Then click on the red "Delete" button. Repeat for each athlete you want to delete.
3. **Edit** information for existing athletes and then the edit icon. Please review your entire roster to make sure that the name, gender and school year is accurate for each existing athlete. If the gender or school year is incorrect, click on the drop box to edit. Change the school year in the dropdown and post changes.
4. **Check spelling**. You can change the spelling of an existing athlete's name by following the instructions in the previous step. Once at the Entrant Editor page, make the appropriate changes to the First or Last Name and click post changes.
5. **Add** only new athletes not already on your roster. Do NOT create duplicates on your roster.

Help Topics for online registration

Editing an Athlete's Name or School Year
Log in and click "TEAM" to view your roster.

1. Click on the edit icon or link at the bottom of the column.
2. Click or highlight the athlete that you would like to edit and then click on the edit icon or the edit link
3. Make the necessary changes to name, graduation year, or another information, and click "Post changes" to submit the changes. Repeat with each athlete as necessary.

Requesting a Log-on a Password : To request a CFPI/ Bespoke Web Registration System account, send an email to entries@cfpitiming.com, including the following information:

- Team Name
- Team City and State
- Coach Name
- Men/Women/Both
- Email address

Forgotten or Changing your Log-on and Password- Send an email to entries@cfpitiming.com

1. If you have forget your log-on and password send your School name and the meet name you are trying to enter to entries@cfpitiming.com
2. If you are requesting a change in your log-on and password send your old log-on, password and school name to entries@cfpitiming.com
3. List the new requested Log-on and password.
4. If possible the change will be made and an email sent in return authorizing the change. Unless you receive an email authorizing the change then the change was not made.