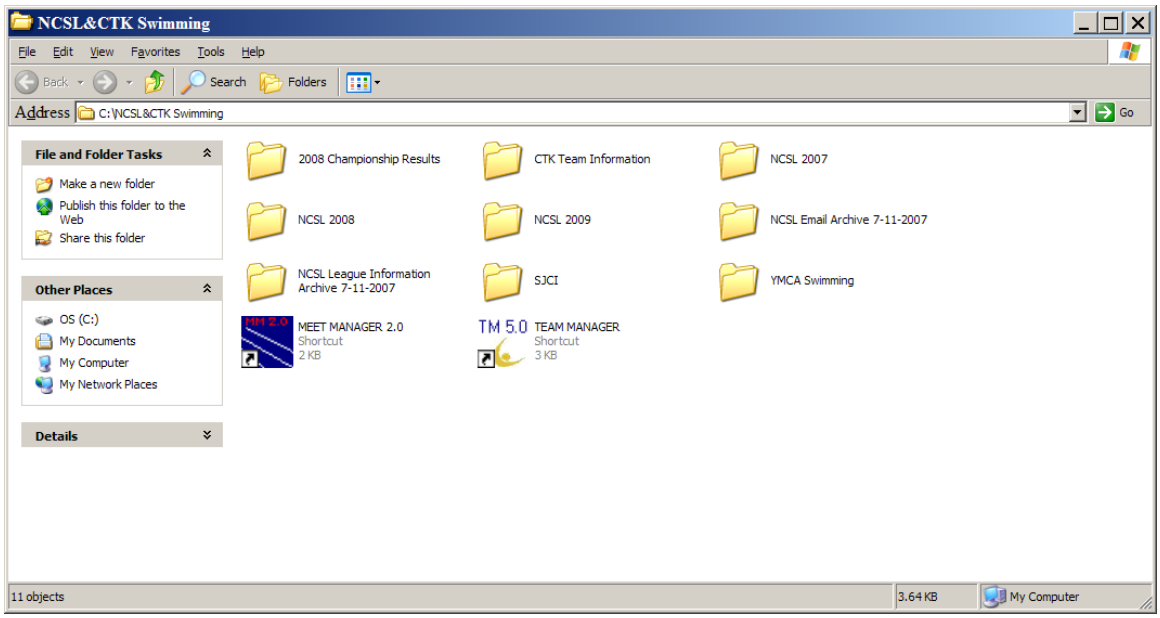
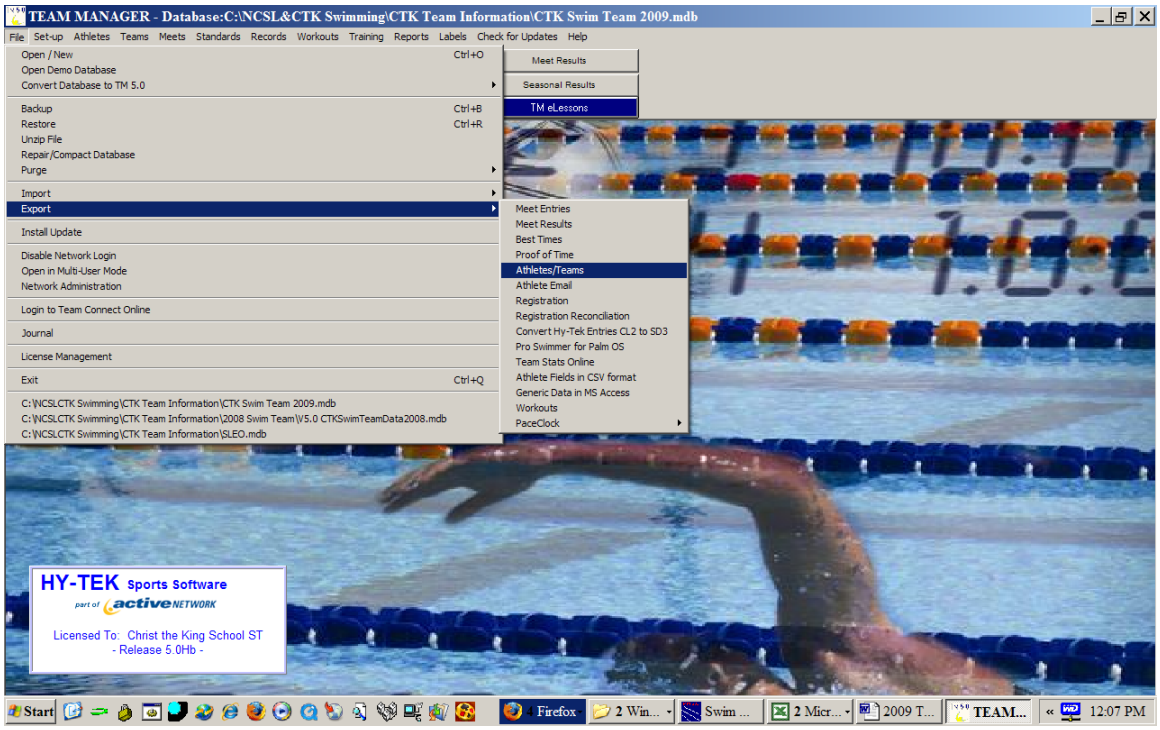
Instructions for exporting Roster:

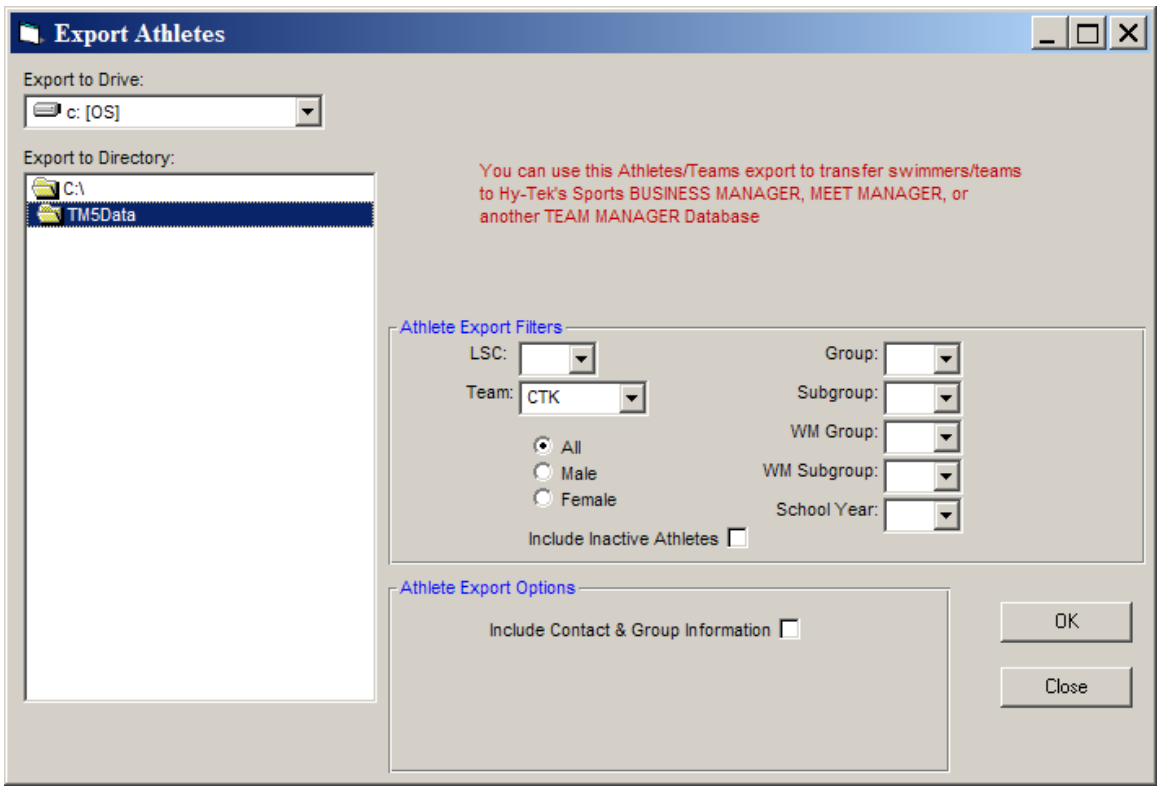
1. Locate Team Manager Icon on your computer, double-click to launch the application.



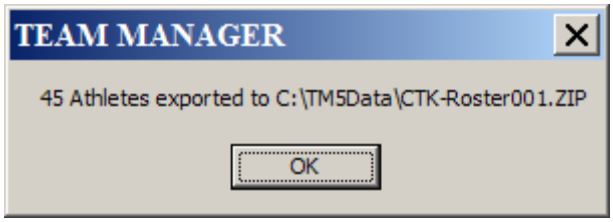
2. From the menu bar select “File”, then “Export”, then “Athletes/Teams”



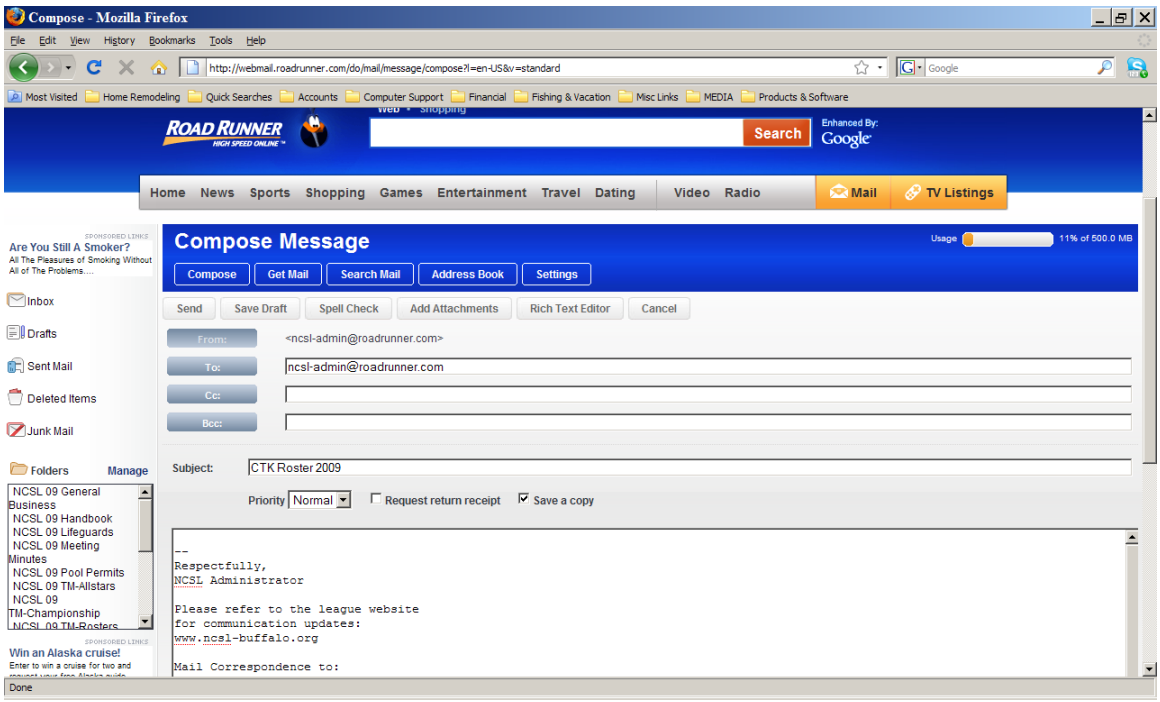
3. Note the location to where the roster will be exported to your computer – In the example below, the default is Drive C: in the directory TM5Data. Verify that your team abbreviation is in the "Team" box, and that "All" is selected. All other boxes should be blank. Click the "OK" button to proceed.



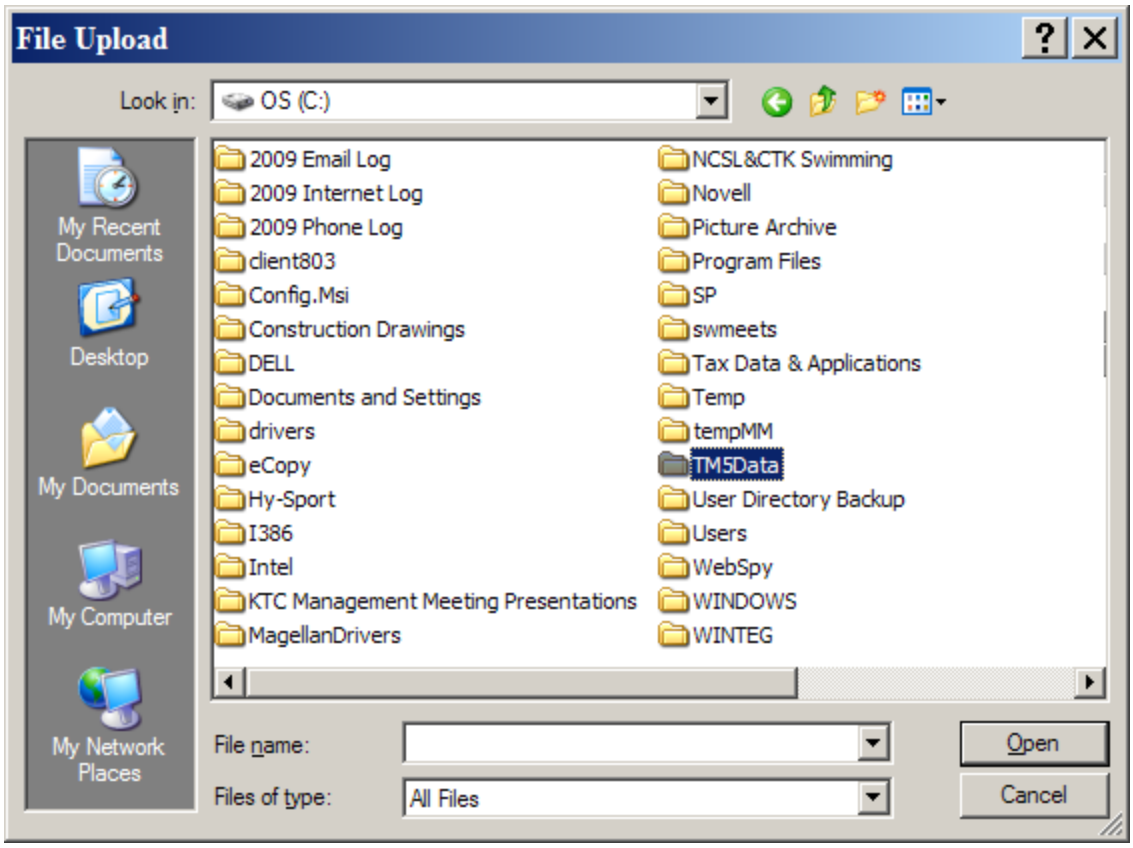
4. You will receive a confirmation that a number of athletes were exported to a file in the directory previously noted. In this example "45" athletes to a file "CTK-Roster001.zip". If you have entered your roster correctly previously, the number of athletes exported will be the **EXACT** number of swimmers on your 2011 Team. If not, return to the athlete entry field and review your roster, then begin this procedure at Step 2 again.



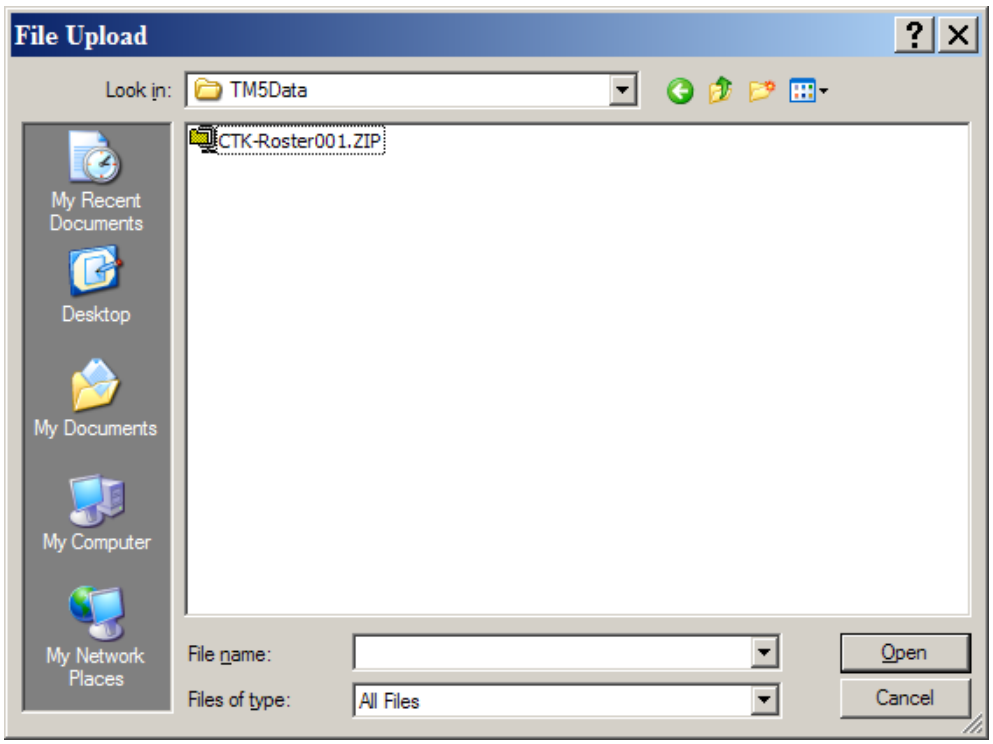
5. Email the file to the league:
With your computer connected to the internet, open your email, then open a new email and address it to ncsl-admin@roadrunner.com In the subject line type your team abbreviation followed by "Roster 2011".



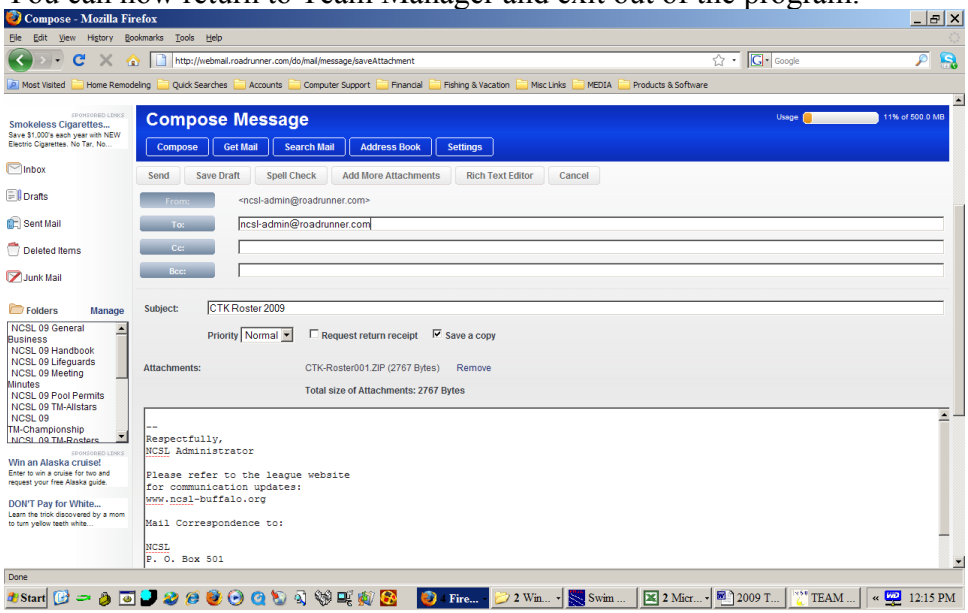
Using your email attach feature – browse to the file location.



Select the proper file noted in step 4 above, and click “OK” to attach.



File should now be attached to your email, click the send button and you are finished. You can now return to Team Manager and exit out of the program.



This entire process should take you about two minutes, Please complete it before noon on Wednesday 9/28/11. A reminder, that corresponding team fee vouchers, team payments and coach rules sign-offs are due no later than Wednesday 9/28/11. If you have any problems exporting this file, contact ncsl-admin@roadrunner.com