

# How to Add Players to Your Team Roster

1. Sign in to your **Tournkey** account.
2. On the homepage, click your **initials** in the **top-right corner** to open the menu.
3. Select **My Teams**.
4. Choose the team you would like to manage.
5. Scroll to the middle of the page and click **Manage Roster**.
6. Select **+ New Player**.
7. Complete the required player information:
  - First Name
  - Last Name
  - Date of Birth
  - Gender
  - Jersey Number
  - Email
  - Phone Number
  - Select "Default" or the team you want your player to play on when you click on "Select a Roster"
8. Save the player to add them to your team roster.
9. Repeat these steps until all players have been added.

## Important Requirements

- **All player information listed above is required** for a player to be eligible to participate in the tournament.
- **Every player must create their own Tournkey account** to complete the required tournament waiver.
- **Players under the age of 18** must have a **parent or legal guardian** create the Tournkey account and complete the waiver on their behalf.
- Players who have not completed their required waiver **will not be eligible to participate** in the tournament.