

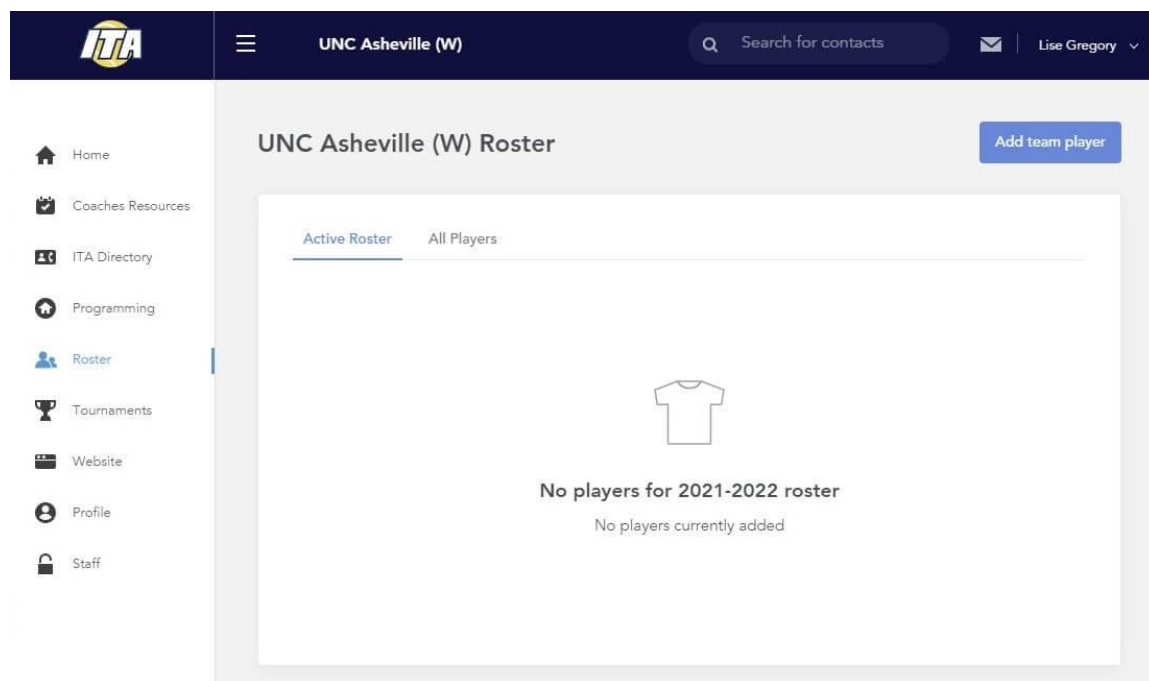
# Support Guide

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## Locating the Roster module

The Roster module is the tool you will use to add and remove players from your team's active roster. The module also allows you to edit player account details. You will find the Roster module on your [ITA Team Workspace](#). Select the Roster menu item from the left side vertical menu.



## Adding players to your roster

### Steps

1. Once you have located the Roster module, select the blue "Add team player" button on the top right area of the roster webpage.
2. Complete the personal details for your player, including first name, last name, date of birth\*, gender, nationality\*, and email address (optional). The date of birth and nationality details help us to verify the player's identification and are required to submit match results to the International Tennis Federation (ITF) to calculate the player's [World Tennis Number \(WTN\)](#).
3. The roster section allows you to indicate if the player is currently on your active roster. A player must be on an active roster to have their match results reported to the ITA.
4. Click on the blue "Add player" button at the bottom of the Roster web page to save to your team's roster.

If you manage both your women's and men's programs, please make sure you are on the correct team workspace before adding players to our team's roster. A team roster can not include both male and female players.