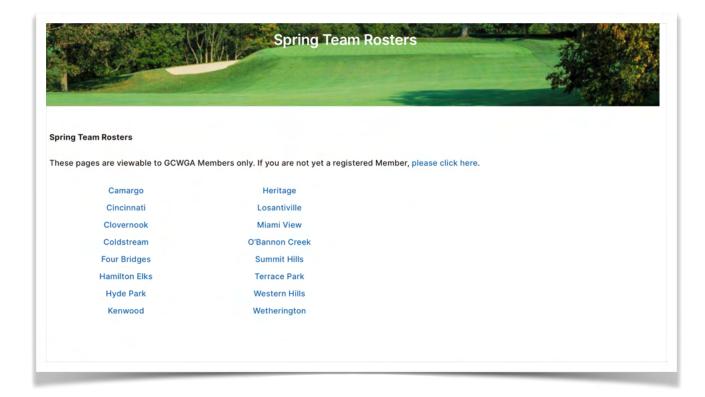


Roster Editing Instructions

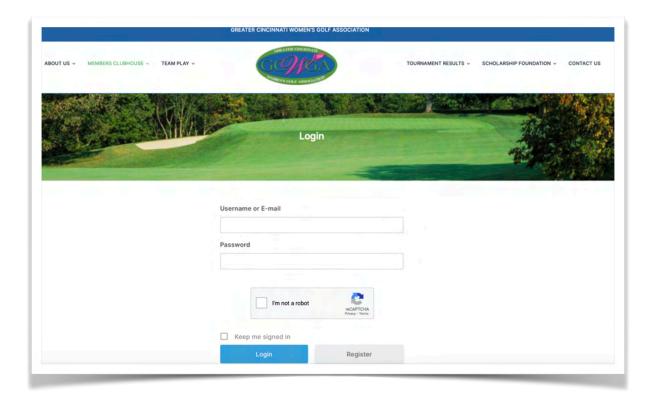
Visit the website at www.gcwga.org — scroll down to the bottom left scorner to the "Spring Teams" box and select "Spring Team Rosters".



Click on your club name.



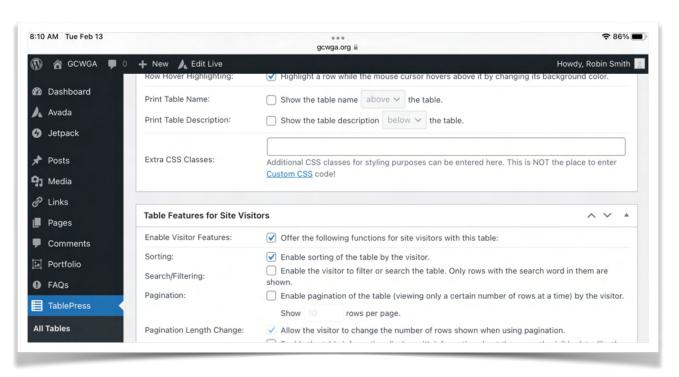
If you are not already logged in to GCWGA, you will see this screen. Log in here.



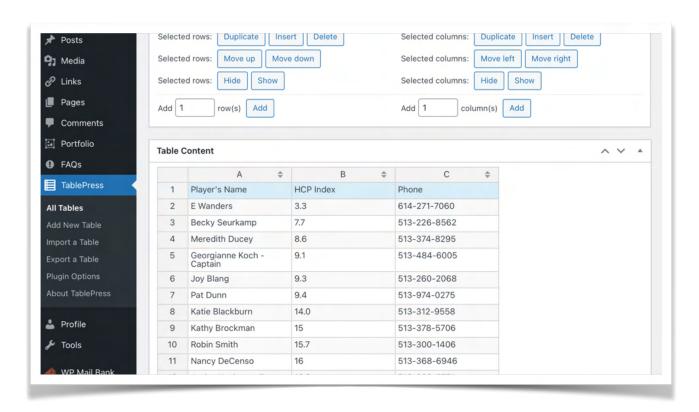
You will see the roster from the previous year. Go to the bottom left corner of the roster and click on Edit.

AM Tue Feb 13	gcwga.org 🗎	₹ 87%
GCWGA □ 0 + New Ø Edit Pa	ge 👠 Edit Live	Howdy, Robin Smith
Janet Korach	16.8	513-478-2650
Allison Jamison	17.5	919-257-9913
Vicky Hall	18.7	513-378-8356
Jamie Abrams	20.6	513-404-0692
Melanie Stewart	22.8	513-748-0371
Cathy Hogan	23.5	513-248-2354
Kathy Crall	23.7	513-793-8112
Diane Govert	23.7	513-248-1248
Barb Kauper	24.6	513-232-5603
Karen Reid	25	513-207-2969
Cindy Sibcy	25.5	513-368-4224
Diane Cornett	25.6	513-232-5424
Carene Kunkler	26	
Karrie Sudbrack	26.2	
Ellen Gibler	26.6	
Gloria Logeman	27.3	
Esther Osman	27.5	513-533-4202
Edit		

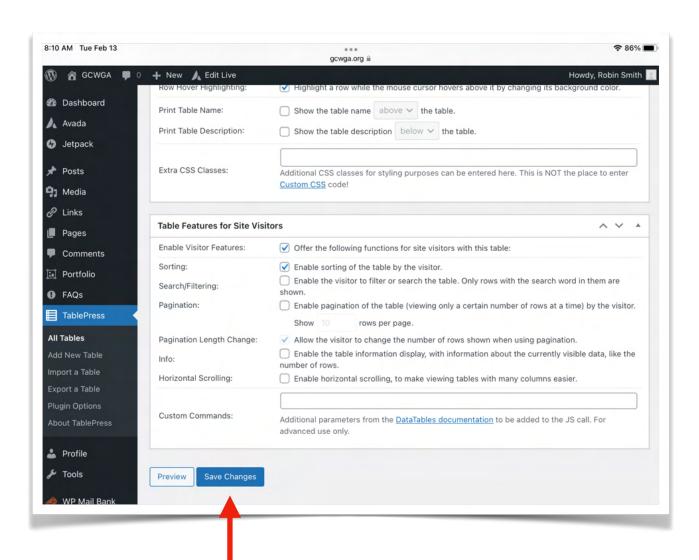
The top of the next page will look like this.....and if you scroll down, you will see your roster ready for editing.



Click on each row to make changes, or select rows to add or delete entries. You will never need to add a column.



Once you have completed all roster edits, scroll to the bottom of the page and click Save Changes. VERY IMPORTANT!



We also recommend visiting the page again to verify that your changes are made and accurate. To do that you can click on the Houselcon/GCWGA and click Visit Site. Then navigate back to the Spring Team Rosters page and select your club.

