

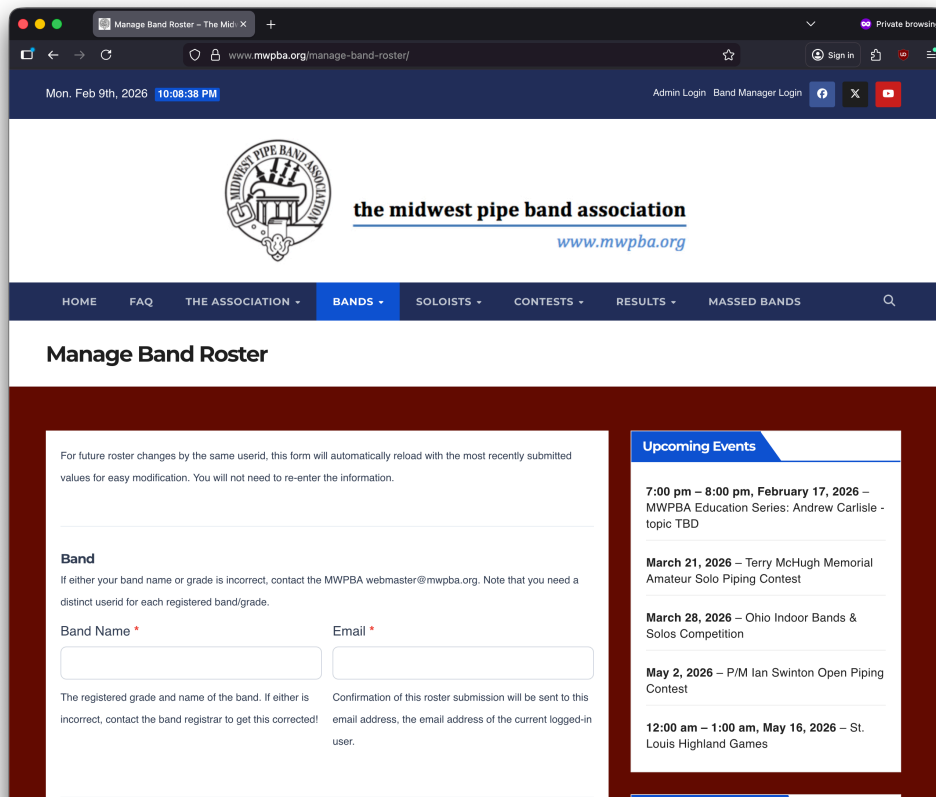
MWPBA Band Roster Documentation

This information can be used by a band manager to submit and manage band rosters.

Submitting a Roster

If you already have an existing roster on the site, you can skip these steps and start with the “Managing a Roster” instructions on the next page.

1. Log-in to the website by clicking on the **Band Manager Login** link in the header of the website.
2. You will use the email address you used when registering your band -or- the username for your band. If you had an email address or username from the previous site, you can use this. Otherwise, this information will have been shared in the approval email once your band has been approved by the band registrar. If you cannot find this information, please contact the band registrar at registrarbands@mwpba.org.
3. Band managers will automatically be re-directed to the **Manage Band Roster** page. This page contains the form that will need to be submitted with your band’s roster information.
4. Once you have submitted your information, you will be automatically redirected to the **View Band Roster** page where you can select your band’s name from the list to view the entries that you have submitted.



Managing a Roster

To manage a band roster, first make sure your band's roster exists. Visit the [View Band Roster](#) page and check the dropdown menu for your band's name.

If you do not see it, and you have submitted a roster, please contact the band registrar.

If you do not see it and you have not submitted a band roster, please follow the previous steps in this document.

To manage your roster:

1. Log-in to the site by clicking on the **Band Manager Login** link in the header of the website.
2. Visit the **View Band Roster** page and select your band from the drop-down menu. This should bring up your roster. You will also see an "Edit" link if you are logged in as the band manger. By clicking on this link, you will be brought back to the **Manage Band Roster** form where you can edit the existing entries, or add new information. Submitting this form will update your band's roster.