

Coaches and Club Directors,

New starting in 2019, we are going to ask that you e-mail your Official AAU roster to us no later than Monday April 22nd in order to have your coaches names be placed on the pass list for the MN AAU Qualifier (May 3-5) and MN AAU State Championships (May 10-12). All participants in these two events MUST have valid 2019 AAU cards. This includes all players, coaches, and other adults (bookkeeper, etc.) that will be sitting on your benches for these events.

These simple steps will allow you to send a PDF of your roster:

- #1 You must obtain an AAU membership, non-athlete if coach or director.
- #2 You must register your team as a club and receive a club code. Multiple teams in a program can use one club code.
- #3 All players need to be registered using club code and by obtaining an athlete membership. A coach/club director can enter all athletes at once. It is **VERY** important to have your registering players and coaches enter your programs club code to help speed up the roster formation process on the AAU site.

Once coaches and players have purchased a current AAU membership and included their club code, the coach/director should log into the aausports.org page **member login** and complete the following steps:

- #1 Click on Manage Roster
- #2 Create your team roster by looking up all your eligible athletes/coaches and adding them to your official roster by clicking the **EDIT** button.
- #3 Once your full team (players and coaches) have been added to your roster, click the **VIEW** button. Then click **PRINT YOUR ROSTER** and save your roster as a PDF. Please label the PDF roster by program/team name and age level (Example: Minnesota Blizzard 2025).
- #4 E-mail the VERIFIED MEMBERSHIP ROSTER to XXXX by Monday April 22nd to ensure your coaches are placed on the pass list for the MN AAU Qualifier and MN AAU State Championships