


UBC REC's online portal ([www.rec.ubc.ca](http://www.rec.ubc.ca)) will allow you to submit and manage your team rosters, review captain's packages, and complete waivers. Look for this  button to sign-up for an account, or to log in.

## ROSTER MANAGEMENT

All rosters for UBC REC events, tournaments, and leagues are submitted and managed online. After registration, a team captain will receive an e-mail notification indicating that a team roster can be submitted to UBC REC. Also included in this e-mail will be details about roster requirements, including min/max roster, corec definition, and number of imports. To submit or change a roster:

1. Log in to your UBC REC account.
2. Select the "Add/Change Roster Online" link.
3. All teams for which you are a captain will be listed, select the team you wish to update.
4. Click "Add" to submit a new team roster, or to add new people to your team roster.
  - To add a player, you will be required to have the individual's last name and student number.
5. Click "Drop" if you intend to remove someone from your roster.
  - To drop a player, simply check the box next to their name and click "Drop Players" at the bottom of the page.
6. You will receive an automatic e-mail confirming your roster submission or changes once you have submitted them online.

## WAIVERS

Once a team roster has been submitted, and an individual's name appears on the online team roster, an online waiver can be completed. Just and all the waiver forms for each team or program will be displayed.

## CAPTAIN'S PACKAGES

Also available online are captain's packages outlining program rules and important information. Please read the packages as they contain important information about UBC REC Policies and Rules that are pertinent to the program for which you have registered. It must be read by 5:00pm the day prior to the first day of play for any program. Failure to open the package by anyone designated as a team captain will result in removal from competition.

# places shape people, people shape places

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