

Help Document

Use these instructions to locate your Team Roster file(s) on your computer, and/or to attach your files(s) to your email to TrackRoster.com

1. The first step is to click on "**add-roster@trackroster.com**" on the TrackRoster.com website. This will open an email window on your computer. (Use this window to email your files to TrackRoster.com)
(There are many different email programs. So, it's not practical to include, in this Help Document, the instructions for all email programs. However, there is enough similarity among programs that should enable these instructions to be applied to the more common programs.)

2. The next step is to (A) find your Track Roster file(s) on your computer, and (B) attach your new FILE(s) to your "add-roster" email.

Refer to the hard drive, folder and file name that you wrote down earlier in step #5 on the Team Roster Instructions --- (page #2).

- (A) Now that you have an email window open on your computer, click on "**Insert**" at the top of the window to open the "drop-down list".

In this drop-down list, scroll down and click on "**File Attachment**".

This opens a window that shows the information on your computer.

In this small window, find and double-click on "**My Computer**".

(It might be in the drop-down list.) This will open the next window.

In this window, find and double-click on the **Hard Drive** that is listed in the address that you wrote down earlier.
(It will probably be identified with an "A", "C", "F", etc.)

This will take you to the next window where you can find and double-click on the **Folder** that is listed in the address that you wrote down. (It will probably be ► TFTMwinData ◀)

- (B) Now that you are in the appropriate Folder, find your new Track Roster File(s). Click on (select) the first **FILE** that you want to attach to your email. Once you select the appropriate file, you will see it appear in the dialogue box that says "File Name".
(For example - - - ► KM6B-Roster001.ZIP ◀)

You can now click on the "**Attach**" button to attach this FILE to your email.
- - - Simply repeat this process to attach your other FILE(s) to your email.

As soon as your Team Roster file is received by TrackRoster.com it will be posted on the website on the appropriate Team Code page. (All emails are responded to within 24 hours.)

If you encounter problems, feel free to email us for help at the following address:
help@trackroster.com

(This email link is available on the TrackRoster.com website.)

We will assist you to ensure that your Track Roster is successfully submitted to
TrackRoster.com