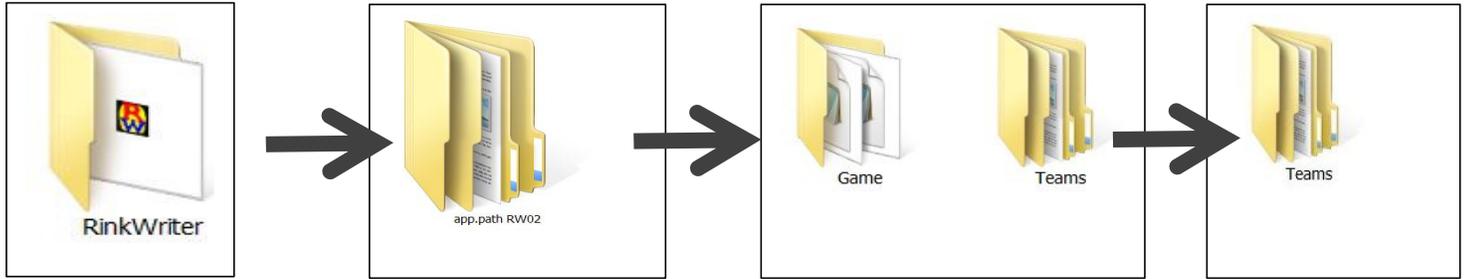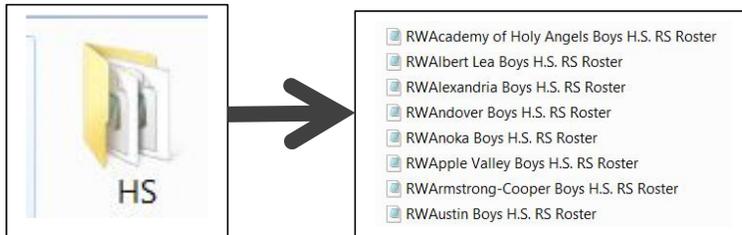# How to Import Rosters



Your desktop folder(s)　　contain an app.pathRW02 folder.　　It contains "Game" and "Team" folders.　　　"Teams"



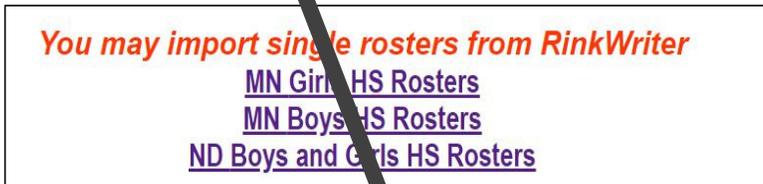"HS" folder inside of "Teams"　　　　　Team roster files.

**<span style="color:red">Delete the roster(s) you wish to replace….</span>**



Open **www.rinkwriter.com** to "Import Rosters"

Select a team

Right Click on the "team name" and "Save link as…"

Browse and "Save" into your "HS" folder.

*Alternative Option:* Download the desired roster into your "Downloads" folder and copy and paste it from there into your HS folder…replacing the existing team roster.

***<span style="color:red">The key is to replace the existing roster….</span>*** Sometimes, importing simply adds a second version of the roster and labels it with a (2). RinkWriter may continue to use the first version, making it appear that the import was unsuccessful.

If the exact <u>team name</u> is not available in the Teams window of RinkWriter, you will need to <u>add the exact team name</u> as a new team.

**<span style="color:red">Deleting old rosters first should prevent the creation of version (2)</span>**