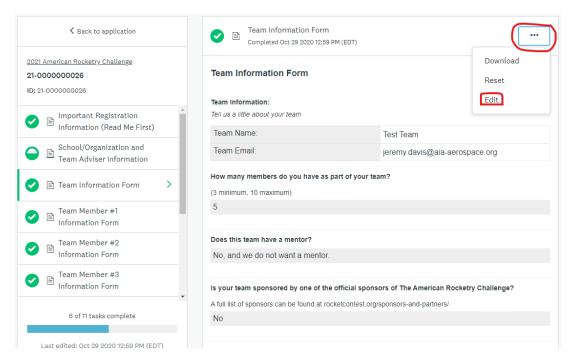


Add or Remove Students for the American Rocketry Challenge

- 1. Select Team Information Form from the team application page
- 2. Click the three dots in the top right corner of the form.
- 3. Click the "Edit" option. To add or remove slots from your team roster, you must edit your **Team Information**Form:

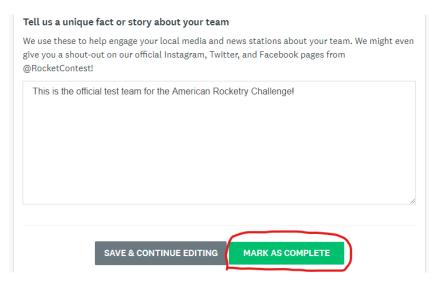


4. Go to the question "How many members do you have as part of your team?" and update your answer as needed.

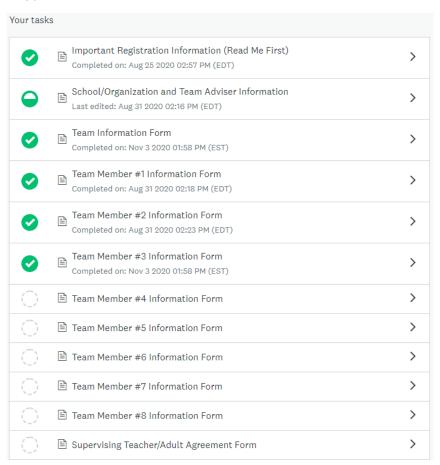




5. After you have updated your answer, make sure you scroll to the bottom of the form and click the "Mark as Complete" button.



6. To edit roster slots, return to the team application's main page, the new roster slots will appear or removed roster slots will disappear





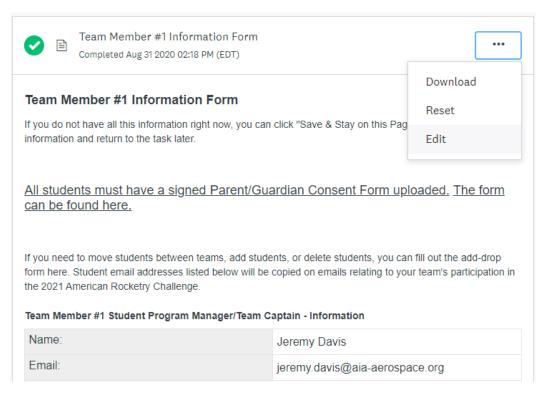
Please note that removing roster slots causes the forms to disappear, starting with #10, #9, #8 and so on. If you wish to keep any students in those slots, you will need to edit earlier roster slots with their information.

For example, say you have a team of five students, and you want to remove student #4. To do so, you would do the following:

- Select "Team Member #4 Information Form" and click "Edit"
- Replace the information for student #4 with the information and consent form for student #5
- Click the "Mark as Complete" button
- Select the "Team Information Form" and click "Edit"
- Change your answer to "How many members do you have as part of your team?" from five to four.
- Click the "Mark as Complete" button

You cannot submit a team with empty roster slots, so make sure to update and shuffle your roster so there are no empty slots.

7. To add a student, simply complete an empty roster slot or edit the roster slot of a student you are removing.



8. After you have updated the team member information form to click the "Mark as Complete" button!