How to Submit Roster and Travel Information on DoSportsEasyKu

REMINDERS:

After you submit your club’s schedule each semester, you will have to go back and submit the roster and other travel information at least 10 business days before each event.

Step 1: At least 10 days before the event, click on “submit” under roster/travel

Ki-Aikido Event Center

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Type</th>
<th>Event Name/Opponent</th>
<th>Space/Field</th>
<th>Roster/Travel</th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/14-11/16</td>
<td>Tournament</td>
<td>Kansas State Ki-Aikido competition (A)</td>
<td>Submit</td>
<td>Submit</td>
<td></td>
</tr>
</tbody>
</table>
Step 2:
Fill out the form. Make sure you include all details (i.e. what account [restricted or SOFAS] your club is using for each cost associated with the trip and who the travel representatives are).

Ki-Aikido Club

Roster/Travel Form

This form should be completed at least 10 business days prior to any type of event

Site Address: 918 N 17th Street City: Manhattan K3 Zip: 66506

Departure Date: 2015-11-14 Time: 10:00 AM

Return Date: 2015-11-16 Time: 3:00 PM

Site Contact Name: John Doe Phone: 785-532-9011

Select which players from the roster will be going by checking the box by their name.
Make sure you select which account is being used for each cost.

If you’re paying for gas with restricted, ONLY an approved travel rep can be reimbursed – they must submit a travel receipt log upon return.

If you use restricted for hotels, we’ll need a quote and a credit card authorization form from the hotel.

Let us know who will be your designated travel reps for the trip (they must already be approved travel reps – see travel rep document).

It’s also helpful to summarize or include any other information in this box.