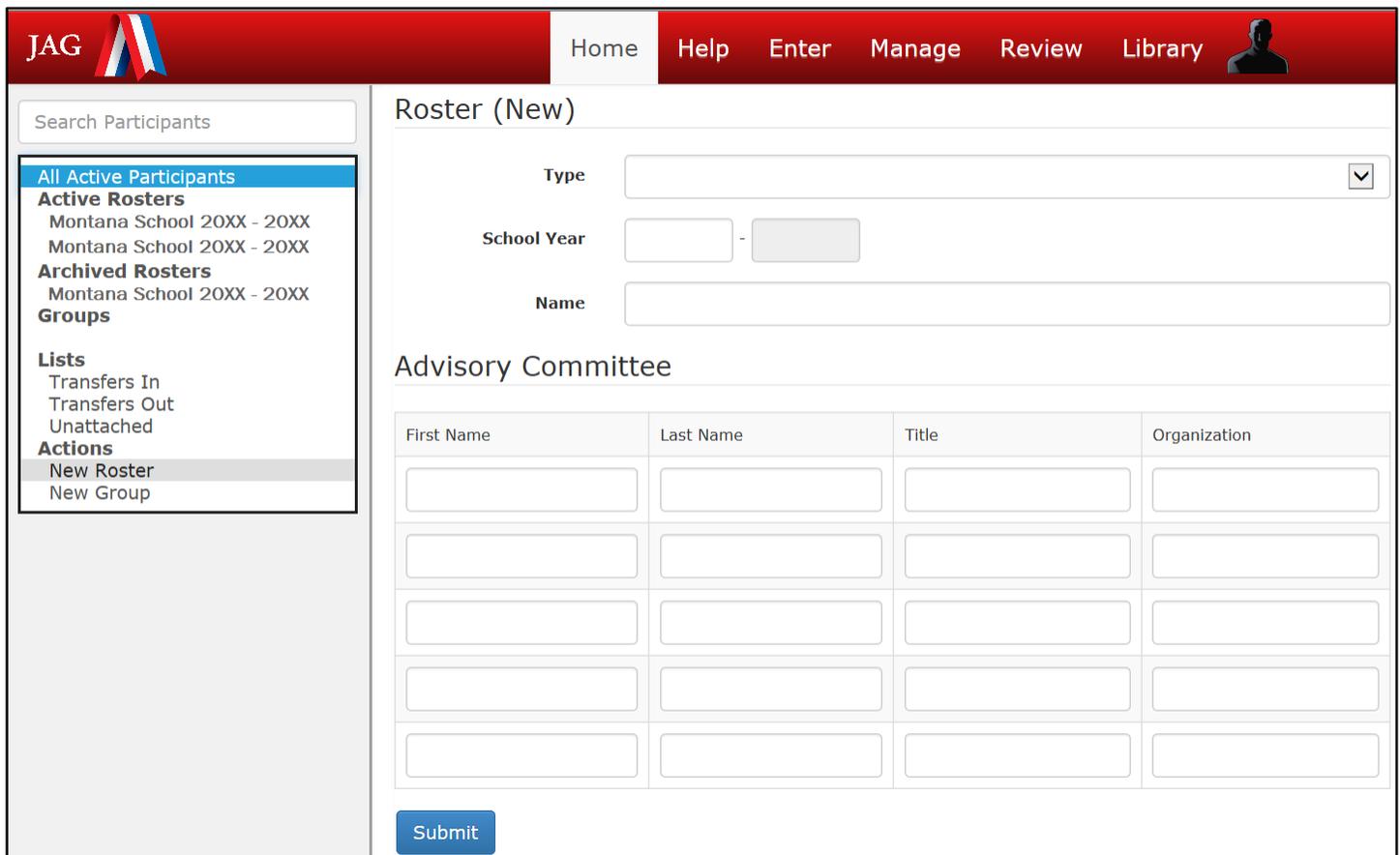# eNDMS: Creating a Roster

Creating a roster is really the first step to getting your data entered into the eNDMS (assuming you are able to login). Part of creating your roster is identifying your Advisory Committee. The Advisory Committee is a valuable tool we can use to help identify students that can benefit the most from JMG. The Advisory Committee is normally made up of Administration, Teachers, Support Staff, Business Members, Community Members, or others.

Below is a step by step guide to creating your roster

Steps to Create a Roster:

1) Select the dropdown menu labeled "**All Active Participants**" in your Navigation Sidebar (left hand side of your screen).

2) Select the **New Roster** link at the bottom of the dropdown menu.

3) Select the **Type** of roster (Middle School, Multi-Year, Senior, or Out of School).

4) Type in the **School Year** using the current year (eNDMS will automatically populate the next year).

5) Type in the Name of your roster (hint: it may be helpful to include the year in your roster name).

6) Type in each member of your **Advisory Committee** (Administrator, Teachers, Support Staff, Community Members, etc.). At least one **Advisory Committee** member is required in order to save a roster.

7) Select the **Submit** button at the bottom of the screen in order to save your roster.

Note: Once you have created a roster, eNDMS will prompt you to select any students that are continuing in JMG from last year. If you do have students coming back to take JMG, simply click on their name and hit submit. If you do not have students returning, simply close this prompt.