Creating a New Roster

A roster is a list of resources attached to a parent request or resource, based on a predetermined configuration, as defined by an NWCG configuration and the resources that fill each position in the configuration.

> **Note:** All items marked with an * are required fields.

1. On the IROC Portal homepage, click the **Roster** icon in the Resources tile to open the Roster screen.
2. Make sure the **Create New Roster** radio button is selected. This is the default view.
3. Select a **Catalog*** category: Aircraft, Crew, Equipment, or Overhead.
4. Select a **Resource Name*.**

> **Note:** Resources are filtered by the selected catalog.

5. Select the **Method of Creation**.
   a. **Create From Scratch** – Create a new roster for the resource.
   b. **Create From Master Roster** – Create a new roster using resources from an existing roster; select an existing **Master Roster*** from the drop-down that appears after choosing this option.

> **Note:** The **Create From Master Roster** option will not appear in the drop-down if a master roster is not available for the chosen resource.

   c. **Create From Configuration** – Create a new roster using an existing configuration; select a **Configuration*** from the drop-down that appears after choosing this option.

6. IROC defaults **Roster Name*** to the resource item name. To rename the roster, simply type in the field. The roster name must be unique.

> **Tip:** If the **Roster Name** field is grayed out, click the **Edit** icon to make it active and then type in the field.

7. Click **Create Roster**.

> **Note:** Your roster appears on the right side of the Rosters screen, with the roster name showing at the top.

> **Note:** This screenshot shows how the screen appears after creating the roster from a configuration. After you click **Create Roster**, IROC defaults to having the **Edit Existing Roster** radio button selected and populates the roster tree with all positions from that configuration.