

ROSTER SUBMISSION NOTES

Rosters can be submitted to the League or State office in a comma separated value (**CSV**) file. This can be created through Microsoft Excel and most other programs by going to **File > Save As** and setting the **File Type** as **CSV** or **CSV comma-delimited**. See below for precisely what the file needs to look like to be properly submitted.

When you specify players/coaches for a team, you specify an ENTIRE ROSTER (all the players and coaches on the team). If you are adding or dropping people to a roster you have already submitted, simply submit the new complete roster. Each submission can contain multiple teams on the same spreadsheet.

FIELD DEFINITIONS

The first row of the file is the **column titles**. Use the **exact** column titles shown below. The second row begins the data. Do not leave any blank rows in the data.

The following columns are supported:

- **Club** – The Club’s ID number. This column is REQUIRED if you are a League submitting rosters for your various clubs to your State office. This column should be REMOVED if you are a club submitting rosters to your League. Click [HERE](#) to open a template without the club column. Click [HERE](#) to open a template that includes the club column.
- **Fname*** – The player/coach’s first name
- **Lname*** – The player/coach’s last name
- **Street*** – Home mailing address (street number, street name, and apt #)
- **City*** – Home city
- **State*** – Two letter state abbreviation
- **Zip*** – 5 digit zip code
- **Phone** – 10 digit format (123-456-7890)
- **Email** – Parent or player email address
- **Birthdate*** – in MM/DD/YYYY or MM-DD-YYYY format (only required for players)
- **Sex*** – Either ‘M’ for male, or ‘F’ for female
- **Role*** – this is to specify the role of the person. Valid options are: Player, Coach, Assistant Coach, Manager
- **Division*** – The following format is acceptable: BU10, or Girls U8, or Grade 2, or something similar
- **Team*** – Name of the team. You must be consistent here. Changing the name even slightly will end up creating a new team on the league system
- **RegClass** – Acceptable values are: None, Tournament, ClubPlayer, Guest, RecPlus

***Required Fields.** Some data values are mandatory, such as Fname, Lname, and Team. Others are not required, such as Birthdate and Sex for a Coach.

The file needs to be sorted by Club, then by Team. There cannot be any blank rows in the file.