



## Excel Roster Template Formatting Guidelines

# FORMATTING GUIDELINES

All required data must be included and formatted correctly on the Excel Roster template, or else you will receive errors that will prevent you from submitting your rosters.

- **NOTE:** Do **NOT** delete the header row or any columns. All columns must be present in order to be submitted and accepted by the roster system.

### Formatting Table - Do not leave blank rows between teams in your spreadsheet.

- **Required Fields: Managers/Coaches** - All fields in each row are required for coaches except for birthdate. **IMPORTANT!** Managers/coaches must have unique (different) emails and phone #'s or he/she will not add to roster.
- **Players** - All fields in each row are required for players except for phone and email.

Column Header	Description	Notes
Franchiseld	You must enter the correct franchise ID using the Y prefix with no dash (YXXXX) on each row beginning with row 2.	If you have more than one franchise ID, you must prepare a spreadsheet for each franchise in separate spreadsheets for each franchise.
Division	You MUST use only these age division abbreviations the team's players and coaches on each row. <b>Note:</b> Do not put T-Ball, AA, Coach Pitch, AAA, Majors or Ozone in this field.	<ul style="list-style-type: none"><li>• 6U</li><li>• 8U</li><li>• 10U</li><li>• 12U</li></ul>
Team	Team Name. Duplicate team names in the same division are not allowed, including Strikers 1, Strikers 2, etc.	When re-submitting rosters, team names MUST match the original. Any variation in team name will create an entirely new team in the system.
Role	<b>The only valid options are:</b> <b>Player, Manager, or Coach.</b>	The Manager is the Head Coach.



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<b>First Name</b>	Player/Manager/Coach First Name	First Name on Player's Birth Certificate. No nicknames.
<b>Middle Name</b>	<b>Middle Names are not required!</b>	<b>Middle names are no longer required but the first and last name must agree to the player's birth certificate.</b>
<b>Last Name</b>	Player/Manager/Coach Last Name.	Last Name on Player's Birth Certificate including suffix (Jr, III, IV, etc..)
<b>Birthdate</b>	Player Date of Birth only. Manager/Coach birthdate not required.	Must be in MM/DD/YYYY format. <b>Note: Spelling out the date in not an acceptable format option.</b>
<b>Address</b>	Player/Manager/Coach Home Mailing Address	Street Number, Street Name and Apt No. No P O Boxes – Legal residence address only.
<b>City</b>	Player/Manager/Coach Residence City	
<b>State</b>	Player/Volunteer State.	Use two letter state abbreviations. Example: AL
<b>Zip</b>	Player/Manager/Coach Home 5-digit Zip Code	
<b>Phone</b>	Manager/Coach 10-digit Phone Number.	Hyphens are not required. Player or parent phone number is not required.
<b>Email</b>	Manager/Coach Email Address.	Player or parent email is not required.
<b>IMPORTANT.....Managers and coaches must have unique (different) emails and phone #'s or he/she will not add to roster.</b>		