

## **Roster Template Instructions**

(Please print these instructions out to have available when filling out the roster template)

IF your team has players who are NEW to our league will need to fill out this template and email it to the League Office at [admin@nwoysl.org](mailto:admin@nwoysl.org) by **July 16<sup>th</sup> for youth teams**. If a player has played with us in the last 2 years: 2013 or 2012 – you do not need to fill out a roster template again. If you have players that have ‘taken a few years off’ add them to the template. All players on this template will ALSO need to provide a copy of their birth certificate.

**How to fill out the Roster Template:** On our forms page you will want to open the Roster Template on your computer. You are going to enter the required information for each player and coach on your team, **save the information to your computer and then email the file to the League Office**. Please save the template as your team’s name and age (IE: Maumee Express B13). You must have Microsoft **EXCEL** on your computer to generate this Template.

When filling out the files there are specific guidelines to follow in order for the Template to be completed correctly. You will see that there is a sample line on the Template set up to show you what information is needed, and the format in which all of the information should be entered. If a column is left blank, we do not need that information.

Below is a list of fields that will need to be filled out on the Template and the correct format to use for each field: Below if instructions are in RED that information is needed, information in Blue is optional to enter, and Black is leave Column Blank.

**PLEASE do not DELETE columns.** If you are instructed to leave Blank, please do that, do not delete columns.

Column A, B, C... please leave blank.

### **Column D – Player’s LAST Name**

Enter the player’s full last name. If the last name contains a hyphen or an apostrophe, use a space instead.

### **Column E – Player’s First Last Name: (legal - no nick names)**

Enter the player’s full legal first name.

### **Column F – Middle Initial: (optional)**

### **Column G – Player Suffix: (optional)**

### **Column H – Alias: (optional)**

This is where you enter a shorten name or nick name. ie: Samantha - Sam.

### **Column I – Gender:**

In this column you will want to enter the gender as a capital M or F.

### **Column J – Birth Date:**

Enter in the Birth Date in the form mm/dd/yyyy. Zero’s used as place holders should be used. For example, use 06/01/2001 and not 6/1/01.

Column K – Play Level Code:  
Leave Column Blank.

Column L – Player's Address:

Enter the street address. In this column you can use standard street abbreviations without periods. If there is an apartment number, suite, or PO Box, remember to leave out any commas, hyphens, and periods. Instead you can use a space.

Column M – Player's City:

Enter city in which they live

Column N – Player's State:

Enter state abbreviation, ex., OH or MI.

Column O – Player's Zip:

Enter a 5 digit zip code.

**\*\*We need the first and last name of at least one parent/guardian and at least one type of phone number!**

Column P – Father or Primary Guardian's **LAST** Name:

Enter the full last name. If the last name contains a hyphen or an apostrophe, use a space instead.

Column Q – Father or Primary Guardian's **FIRST** Name:

Enter the primary guardian's first name. Please only use one name, not John & Mary.

Column R – Father or Primary Guardian's **Home** Phone:

The phone number can be entered in the following format 333-444-5555.

Column S – Father or Primary Guardian's **Cell** Phone: *(optional but recommended)*

The phone number can be entered in the following format 333-444-5555.

Column T – Father or Primary Guardian's **Email**: *(optional but recommended)*

Please enter the complete email address of the primary guardian.

Column U – Mother or Other Guardian's **LAST** Name:

Enter the full last name. If the last name contains a hyphen or an apostrophe, use a space instead.

Column V – Mother or Other Guardian's **FIRST** Name:

Enter the primary guardian's first name. Please only use one name, not John & Mary.

Column W – Mother or Other Guardian's **Home** Phone:

The phone number can be entered in the following format 333-444-5555.

Column X – Mother or Other Guardian's **Cell** Phone: *(optional but recommended)*

The phone number can be entered in the following format 333-444-5555.

Column Y – Mother or Other Guardian’s **Email**: (optional but recommended)

Please enter the complete email address of the primary guardian.

Column Z – Alternate Player ID:

Leave this column Blank.

Column AA – Team ID:

Leave this column blank. The League will assign a number once we have received all of your paper work.

Column AB – Team Name:

You will want to enter the team name exactly the same for each player listed. Please use this format: the team name then gender and age group. For example, Maumee Express BU13. If there are more than two teams for your club in this age group, indicate the difference with a color or coaches initials. For example, Maumee Express BU13 Orange or Maumee Express BU13 MP

Column AC – Alternate Team ID:

Leave this column blank.

Column AD – School:

Leave this column blank.

**\*Reminder:** The most important thing to remember when completing the Roster Template is to not to delete a column when told to leave it Blank. Also, use the exact same format that is shown on the Template or that is explained in the above instructions.

Once you have completed the Template for your entire team, save the template as your team’s name and age (IE: Maumee Express B13) and email the Template to the League office at [admin@nwoysl.org](mailto:admin@nwoysl.org). We will check that the information is entered correctly and thoroughly, and let you know if anything is missing. We will also check the Template against all hard copies of paperwork turned in for your team. **Please remember only NEW players to our league are to be entered on the template.**

Feel free to contact us at any time when filling this out with questions.