



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

Below you will find further information for each column required or allowed in your CSV file.

Required Fields

- **Managers/Coaches** - All fields in each row are required for coaches except for birthdate.
- **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. Note: Do not put T-Ball, AA, Coach Pitch, AAA, Majors or Ozone in this field.	<ul style="list-style-type: none"> • 6U • 8U • 10U • 12U
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	The only valid options are: Player, Manager, or Coach.	The Manager is the Head Coach.



Excel Roster Template Formatting Guidelines

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