

## **Roster Template Instructions**

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

**ALL NEW PLAYERS and or all NEW TEAMS** registering for the fall season will need to complete the Roster Template and **email** it to the League Office at [admin@nwoysl.org](mailto:admin@nwoysl.org) **by July 23<sup>rd</sup> for youth teams**. If you played with us in the fall 2008 or spring 2009 – you do not need to fill out a roster template again.

**This is only for NEW players to our system since 2008-09**; If a player has been registered with NWOYSL – **DO NOT ADD THEM TO THE TEMPLATE**, even if they are new to your team. Example: Player played with Pacesetter Soccer Club in the fall 2008 but this year fall 2009 is playing with Maumee Express Soccer Club, **DO NOT ADD TO TEMPLATE!**

### 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, [admin@nwoysl.org](mailto:admin@nwoysl.org)**

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.

It is very important that you **do not** use commas, hyphens or periods when filling out the Roster Template.

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:

Column A – First Name: Player  
Enter the full first name.

Column B – Last Name:  
Enter the full last name. If the last name contains a hyphen or an apostrophe, use a space instead.

Column C – Gender:  
In this column you will want to enter the gender as a capital M or F.

Column D – Birth Date:  
Enter in the Birth Date in the form m/d/yyyy. Zero's used as place holders should not be used. For example, use 12/1/1989 and not 12/01/1989.

Column E – Primary Guardian's First Name:  
Enter the primary guardian's first name. Please only use one name, not John & Mary.

Column F – 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 G – Primary Guardian’s Street 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 H – Primary Guardian’s Street Address 2:

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 I – City:

Enter city in which they live.

Column J – State:

Enter state abbreviation, ex., OH or MI.

Column K – Zip:

Enter a 5 digit zip code.

Column L – Primary Guardian’s Home Phone:

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

Column M – Primary Guardian’s Cell Phone: (optional but recommended)

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

Column N – Primary Guardian’s Email: (optional but recommended)

Please enter the complete email address of the primary guardian.

Column O – Mother’s Month & Day of Birth:

(MMDD Format) This is used to generate a unique player ID number.

Column P – Team Name:

You will want to enter the team name exactly the same for each player/coach listed. Please use this format: the team name then gender and age group. For example, Maumee Express BU14. 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 BU14 Orange.

Column Q – Team Number:

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

Column R – Division:

Leave this column blank.

Column S – Season:

Please indicate the season you are registering for: 2009-10.

Column U – Club Name:

Enter the club name in the exact same format for each player and coach listed.

**\*Reminder:** The most important thing to remember when completing the Roster Template is to avoid using periods, hyphens, and commas. 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 information 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.

Remember this is for new players who have not registered with NWOYSL in the 2008-09 year.

No coaches' information should appear on the template. Players only.

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