



## Excel Roster Template Formatting Guidelines

# FORMATTING GUIDELINES- Diamond Youth Softball

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
<b>Franchiseld</b>	You must enter the correct franchise ID using the S prefix with no dash (SXXXX) 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.
<b>Division</b>	You MUST use only these age division abbreviations the team's players and coaches on each row.	<ul style="list-style-type: none"> <li>• <b>6U</b></li> <li>• <b>8U</b></li> <li>• <b>10U</b></li> <li>• <b>12U</b></li> <li>• <b>15U</b></li> <li>• <b>18U</b></li> </ul>
<b>Team</b>	Team Name. Duplicate team names in the same division are not allowed, including Cubs 1, Cubs 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.
<b>Role</b>	<b>The only valid options are: 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.

**IMPORTANT.....Managers and coaches must have unique (different) emails and phone #'s or he/she will not add to roster.**