

Dear Club Registrars,

All rosters will need to be completed in the excel format that is included with this letter. There are a few changes to the information that was requested in the past. I no longer need the MSYSA League numbers, as I am using the Excel format for State registration. I am giving you this information early so that you will have time to work out any kinks that may occur. Please do not give me any information not listed on this letter (I do not need parents names, or a second phone number, it unnecessarily takes up space on the roster.).

The first column is for new & returning players. All players are New in the Fall. I do not need any header info on the rosters but please be sure to have the correct team name in the second column. In the example I used Laketon 14 Boys #1. This is obviously the Laketon U14 boys #1. It isn't necessary to put a U in the name. Please use your club title, for instance Crusaders, Fruitport, OV United, Sailors, etc. (You can abbreviate your club name for space issues.) Then the numerical age group, and finally the team number (#1, #2, and so on.).

In the third column use M for Male & F for Female. The fourth and fifth columns are self explanatory. Please list the coach first and any assistants next. **Then alphabetize players by their last name.**

The sixth column is for the street address. Then the seventh, eighth & ninth are for the city, state and zip codes. In the Excel program these can be put in for the entire team at one time if all of them are the same.

Column ten is for the area code and phone number.

The birth date must be entered in column eleven for all players.

The last two columns are for coaches and assistants. They are the Risk Management numbers and the expiration date. All coaches and assistants must have completed the form either on line or by printing the form and sending them to the State for clearance. These numbers will be on the cards issued from the MSYSA

Lastly, please do not leave any information blank. Complete all of the columns for each person listed. The dates that rosters are due is on the Season overview. **Please pay close attention to the Season Overview, it will also let you know in advance of all deadlines for the season.** If you have any questions please call me and I will be happy to answer any question that I can.

Thanks for all of your work, it is greatly appreciated!
Nan DeMuro, Registrar GLCSL