

Instructions on the file to submit your rosters.

Fill out all columns that have a header.

- The competitive level for all players will be Recreational
- Please do not include any dashes or parentheses in the phone number
- Team name will be in the following format
  - Club name U#Gender#
    - Example Sailors U11B1
  - If you only have one team in that age group, don't put the second number
    - Example Spring Lake U15G
- Please use your full club name unless indicated below
  - Knights will be Knights FC
  - Orchard View will be OV
  - Reeths-Puffer will be RP
- Team Gender is female or male
- Team age is U#
  - Example U9 or U13

Please save the file as your club's name+roster+season as a CSV file

- Sailors Rosters Spring 2022

CSV files can only have one tab. If you add more tabs, when saving the information will be lost

\*\* For your own ease and tracking, you may want to use the headers as a template and have each team have their own tab and save the file as an XLS. When you are ready to turn in, take all the information from each tab and put it into one tab and save as a CSV file. \*\*

Instructions for coach file:

- Use the same team name that was entered on the roster
- Please do not include any dashes or parentheses in the phone number
- Please enter the expirations of the three required trainings (these need to be valid through June 12, 2022)
  - Concussion expires three years after completion
  - SafeSport and background checks expire one year after completion

**Both of these must be saved as a CSV file (comma delimited)**