

## CYC Roster Submission Notes

There are two ways to submit Team Roster(s) to a CYC district office. If you use the SportsSignup system to register players & coaches, submissions can be made automatically by parish/school administrators by using the **Submit Rosters** feature. [Click here](#) to learn more about automatic submissions. If your parish does not use the SportsSignup system to register players & coaches, rosters must be submitted using a comma separated value (CSV) file via the SportsSignup system. This document describes the precise format for the CSV file, and the steps to submit it to the CYC district.

### Create a CSV file

It is recommended that you use a spreadsheet program, such as Microsoft Excel, to create the CSV file. Once you have the columns/rows populated with your roster data, a CSV file can be easily created in Excel and similar spreadsheet programs by going to **File > Save As** and specifying the **File Type** as Comma Separated Values (CSV).

### Field Definitions

The first *Row* of the file is **Column Headers** – use the *exact* Column Headers shown below in your CSV file. Data begins on the second *Row* - Do not submit files with blank rows.

[Click here](#) to view/print/download a sample file that conforms to these specifications.

Column Header	Description	Notes
<b>Fname</b>	Player/Coach first name	
<b>Lname</b>	Player/Coach last name	
<b>Street</b>	Home mailing address. Street Number, Street Name, and Apt. # if applicable.	Do not use abbreviations, e.g. St. or Rd. You must type out Street, Road, North, South etc.
<b>City</b>	Home city	
<b>State</b>	Use two letter state abbreviation, e.g. "NY"	
<b>Zip</b>	5 digit zipcode	
<b>Phone</b>	Use 10 digit format: NNN-NNN-NNNN	Hyphens are not required
<b>Email (Optional)</b>	Parent or player e-mail address	
<b>Birthdate (Optional for Coaches)</b>	Use MM/DD/YYYY or MM-DD-YY format	Do not spell out (e.g. June 21, 1998 will not work).
<b>Sex</b>	Use 'M' for male, or 'F' for female	
<b>Role</b>	Specifies the Role of the person. Valid options are: <b>Player, Coach, Assistant Coach</b>	This is important as coaches need a Coach ID number, but assistants do not.
<b>Division</b>	Required Format: <b>Grade X G</b> . Where X=Grade, and G is Gender. (examples "Grade 5 girls", " kindergarten Girls" and "PreK").	Do not use "second grade boys". If the team you are entering has two grades in it, name the division the older grade. For example for your Juvenile divisions that has 11 and 12 graders, the division name would be "Grade 12 girls"
<b>Grade</b>	Grade of player examples: "PreK", "Kindergarten", "1", "2".....up to "12".	
<b>Team</b>	Name of Team	Please be consistent here – changing the name even slightly will end up creating a new team on the district Roster Management system.
<b>School</b>	See below *	
<b>Parish of Registration</b>	See below *	
<b>Parish of Residence</b>	See below *	
<b>Open/Closed</b>	Open or Closed	An open player is playing this sport during the CYC season in another league. For example, a player is also playing on a YMCA team or select team. If a team has at least one open player, then the team is open. A team can elect to participate as an open team.

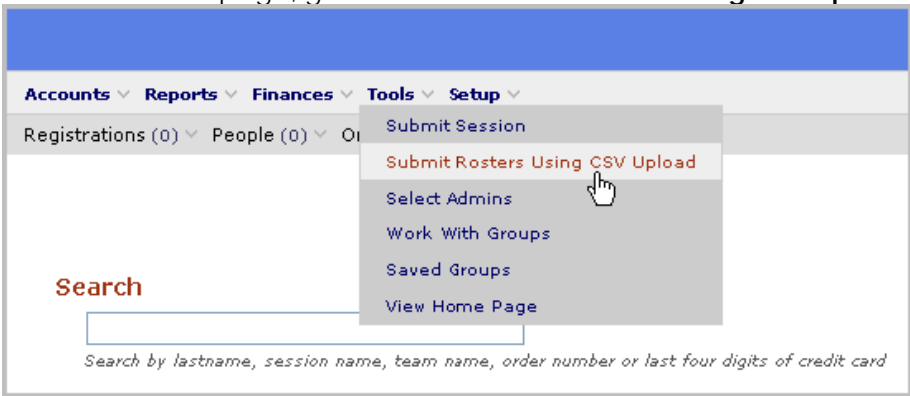
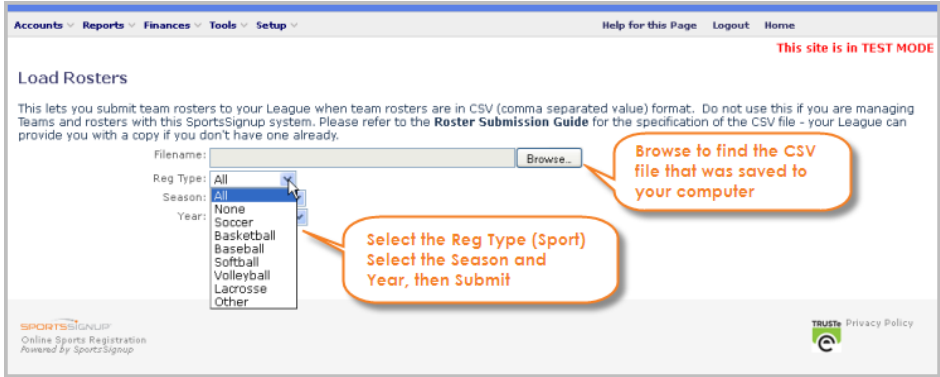
Coach ID	XX-XXXX	This is required for <b>head coaches only</b> .
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\*For school, Parish of Residence and Parish of Registration it is important you use a standard format for submission. Supplied is an Excel document titled "[Parish List by District](#)". Please copy and paste the parish exactly as it is in the file. If the parish or school does not show up on your district tab, please type the name of your Parish.

## Submit your CSV file

You need to submit the CSV file to the CYC district by logging into a SportsSignup account specific to your parish. If you do not have access to your account, please contact [support@leagueusa.com](mailto:support@leagueusa.com) and include your parish name and the name of the authorized administrator(s).

Logging in with your username (your e-mail) and password will bring you to the Home Page.

Step	Action
1	<p>From the Home page, go to: <b>Tools &gt; submit Session Using CSV Upload</b></p> 
2	 <p><b>Note:</b> Note that the page will indicate "This site is in TEST MODE" You can ignore this message. This only means that your parish/school is not using SportsSignup for player/coach registrations – the CSV upload to your district still works while in TEST MODE. <i>Do not take your account out of TEST MODE as it will disable the CSV upload feature.</i></p>

The Load Rosters page is where you specify the CSV file to upload to the district league system. Note that Rosters can be submitted one at a time or the entire parish can be submitted at once, using a single file. When a roster is submitted, it is "validated" by the SportsSignup system:

1. Presence of the required columns (see page 1)
2. Values for columns are in the proper format (see page 1)

If an error occurs after submission, the system will notify you on the specifics. If errors are found, *the CSV file must be corrected and re-submitted using the steps above.*

#### **Adds/Drops:**

To add or drop players/coaches you must edit your CSV file and reload it, in its entirety (that is, the entire "new" roster), using the steps shown above. The system will detect any changes (adds/drops) and record them. Submitting a new roster with changes will also change the roster status to "unapproved."

#### **Limitations:**

Using this method to send rosters to the CYC district does not give you access to SportsSignup's Online Registration features, including but not limited to printing of player passes, viewing/printing rosters, monitoring rosters and the risk management status of coaches. To learn more about these features and how to enable them on your account, please contact SportsSignup directly.

#### **Getting Help**

You can contact the LeagueUSA customer support team at 1-770-745-4774 or e-mail them at [support@leagueusa.com](mailto:support@leagueusa.com).

