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RosterPro™ by Demosphere International, Inc.

GETTING STARTED

Welcome to RosterPro™

There are a couple of general items relating to RosterPro™ that you should know:

1. If you have been logged in online and maybe gone for coffee or had a long telephone call, you might return only to find the system bounces you back to the home page. If this happens, it is probably because your current session has “timed out” or expired. You will need to re-log in.

2. If, for some reason, you have disabled JavaScript on your computer, you will need to re-activate it in order to use RosterPro™. This probably only affects a very small number of users as most computers are programmed to default to having JavaScript on. If you do not know, most likely JavaScript is on.

LOGGING IN

On the Internet, go to:  http://www.yourstatewebsite.org/RosterPro

You will see the Log In screen. Log in using your Email address (as user ID) and Password.

The state office must set up your password. The first time you log in you will need to click the link that says, “If you have forgotten or do not know your Password, click here”. This link will take you to the log In Information Retrieval screen.

To retrieve your log in information, enter and submit your email address. Next, check your email ‘In Box’ for a message from services@demosphere.com with the subject line of Subject: DII Services – User Info. Your password will be contained in the text of this message.
You will next see your League Home screen, which will look like this:

The bold title band should contain the name of your league on the left and the season you selected on the right:

There are six action links off of the League Home page located on the left of the page: PLAYER administration, TEAM STAFF administration, ROSTER administration, LEAGUE administration, a link to switch to the season you are not currently working on, and Users Manual:

On the right of the page is a summary of current statistics relating to your league: numbers of players, league staff, and team staff in both active and inactive categories, as well as totals:

<table>
<thead>
<tr>
<th>Role</th>
<th>Active 2006-2007</th>
<th>Inactive</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Player</td>
<td>9</td>
<td>2,531</td>
<td>2,540</td>
</tr>
<tr>
<td>League Staff</td>
<td>-</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Team Staff</td>
<td>-</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>9</td>
<td>2,535</td>
<td>2,544</td>
</tr>
</tbody>
</table>
MANAGING PLAYER ADMINISTRATION

On your League Home screen, select PLAYER administration by clicking on the link.

You will come to this screen:

The PLAYER administration screen offers six action links: PLAYER POOL, ADD a new PLAYER to Pool, Upload Excel File to Pool, PLAYER AUDIT, International Clearance/International Waiver, and Player Export:

Also, on this page, note, above the bold page title is a navigation-linking tool:

A similar navigation tool will always appear above the bold title band to ease your return to other areas of the program. In this case you can return to the main League Home page or to the main Player administration page.
PLAYER POOL

In PLAYER administration, select PLAYER POOL by clicking on the button:

You will come to this screen:

With the software tools on this page, you are able to filter by Age group, Age range, by Gender, or by Pool (meaning inactive, active, or both).

As above, as well as wherever you are using this RosterPro™ system, above the bold page title band is a navigation-linking tool; the further you travel from your League Home page, the more links you will find here:

Age group
Using the dropdown options referring to Age group, select the age group of the player(s) you are filtering to find:

Once your selection is made, click on the Filter button. In the grid on the right of this screen you will see the numbers change; only players in the age group you selected will be listed.

You may click All get a list of all players in this age-group:

or click on the first letter of the last name of the player you are trying to locate to arrive at a shorter list of players, those in the same age group with the same first letter of last name:
**Age range**
Using the dropdown options referring to Age range, select the age range of the players you are filtering to find:

In the above example, Open—8/1/1976-7/31/1986 was selected (Under 30 but older than 20) for the age group. The age range will list people older than the age group you selected. If a 5-year range is selected, it will show people five years older than those born in 8/1/1976. The filtered data will show players between the ages of 8/1/1971-7/31/1986.

**Gender group**
Using the dropdown options referring to Gender, select the gender of the players you are filtering to find:

Once your selection is made, click on the Filter button. In the grid on the right of this screen you will see the numbers change; only records of the players in the gender group you have selected will be listed:

You may either click ALL to get a list of all players of this gender:

or click on the first letter of the last name of the player you are trying to locate to arrive at a shorter list of players, those of the same gender with the same first letter of last name:
Pool
Using the dropdown options referring to **Pool**, select the pool that describes the players you are filtering to find:

<table>
<thead>
<tr>
<th>Pool</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pool</td>
</tr>
<tr>
<td>All active and inactive</td>
</tr>
<tr>
<td>Active only</td>
</tr>
<tr>
<td>Inactive only</td>
</tr>
</tbody>
</table>

Once your selection is made, click on the **Filter** button.

In the grid on the right of this screen you will see the numbers change; only records of the players in the pool group you have selected will be listed:

You may either click **ALL** to get a list of all players in this pool or click on the first letter of the last name of the player you are trying to locate to arrive at a shorter list of players, those in the same pool, in the example above, the **Active only** pool, with the same first letter of last name.

**Making players active or inactive**

Filter a group of players you wish to work with by **Age group**, **Age range**, **Gender**, **Pool**, and/or alphabetically by the first letter of last names; click the **Filter** button to see your list:

In the example above, there are fourteen **ALL**, **Active only**, **Over 30 Male** players are selected. The next screen will have fourteen lines, one line for each player.

The players are each listed on separate lines with columns representing data fields:
The first column, **MOD** is to modify or edit the player:

![MOD # ACTIVE (All )]

The second column, identified as #, simply numbers the records you are filtered on. The third column, **ACTIVE (All )** is where you can either click to activate players currently inactive on the list or, if already active, click to make inactive any players not already assigned to a team. You can make these changes (active to inactive or inactive to active) one player at a time or all at once by clicking in the box at the top of the column:

![ACTIVE (All )]

Other columns include **Name** (player's name in last, first, middle order), **PLAYER ID #** (a unique identification number automatically assigned to the player at the time the player is entered into the RosterPro™ system), **DOB** (player's date of birth), **ADDRESS** (address, city, state), **ZIP** (ZIP code), **TRAVEL** (indicates the number of travel teams this player is rostered on), **REC** (indicates the number of recreation teams this player is rostered on), and **DEL**, to delete a player (Note: A player cannot be deleted from a league if he/she is Active, and he/she cannot be made Inactive if he/she is currently rostered on a team).

In the **TRAVEL** and **REC** columns, if there is a number there, you can click on it and a pop-up window will display all the teams that player is currently rostered on.

![NAME PLAYER ID # DOB ZIP TRAVEL REC DEL]

When you are finished making changes to the **ACTIVE** status of players, click the **SAVE and exit** button at the bottom of the screen:

![Save and exit]

If more than 50 players are filtered on the screen you will also see a button to **Save and activate more**:

![Save and activate more]

This button will save the current screen and enable you to manage the remaining players in the group.

Also, note, at the bottom of the screen is a key indicating the colors used on the list of players, **White** for players not yet rostered on travel teams and **Yellow** for those currently on travel teams, and **Gray** for players who are not active:
**Add a new PLAYER to the league**

If you need to add a new player to your league, go to the **PLAYER administration** action link and select **Add a new PLAYER to Player Pool** by clicking on the link:

◆ **ADD new Player to Pool**

You will come to this screen:

```
<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name/Initial</th>
<th>Birthday [mm/dd/yyyy]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
<th>Gender</th>
<th>Ever lived outside US?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Yes or no, player previously registered by other club?

Save and add more  |  Save and exit
```

To add a new player, simply fill out the form by typing the correct information requested in each blank box. You will need to use radio buttons to answer the last two questions. (Note: If you tab to the radio button, you can use your arrow keys instead of the mouse to make your selection).

If a player has ever lived outside of the United States, he/she may be required to obtain a USSF International Clearance or International Waiver. Check your state registration manual for further instructions.

If the information you submit does not fit into the parameters for criteria your state association has indicated, you will receive a specific message as to why the data cannot be submitted or added to the database. The screen will return to the form you just filled in, where you will have the opportunity to correct the information. For example if the problem is with the ZIP that was submitted, it is not in the geographical area of your state association, you may have merely typed the ZIP incorrectly, simply retype and re-submit by clicking a save button.

If the player you are entering really does reside in the geographical area of another state association, you must enter a state-approved player identification number in the **ID#** box before moving on. Use the **Save and add more** button if you want to add any additional players; use the **Save and exit** button if this is the only or last player you are adding.
Upload Excel file to Player Pool

If you wish to upload an Excel file to your league’s player pool, go to the league PLAY administration screen. Select Upload Excel file to Pool by clicking on the link:

Upload Excel file to Pool

The next screen you come to is full of information. The table at the top of the page will serve as a report of the status of all Excel file uploads your league has added to the state database during the calendar year you are currently working on.

### UPLOAD EXCEL FILE of Players for 2003–2004

Previously uploaded files:

<table>
<thead>
<tr>
<th>Started</th>
<th>Finished</th>
<th>Status</th>
<th>Added</th>
<th>Updated</th>
<th>Activated</th>
<th>Errors</th>
<th>User</th>
<th>Dismiss</th>
</tr>
</thead>
<tbody>
<tr>
<td>21/09/04 4:12 PM</td>
<td>-</td>
<td>file not found</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Jaime Novadd</td>
<td>dismiss</td>
</tr>
<tr>
<td>04/21/04 12:05 PM</td>
<td>04/21/04 12:05 PM</td>
<td>completed</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>Jaime Novadd</td>
<td>dismiss</td>
</tr>
<tr>
<td>04/21/04 11:59 AM</td>
<td>-</td>
<td>error</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Jaime Novadd</td>
<td>dismiss</td>
</tr>
<tr>
<td>04/21/04 11:58 AM</td>
<td>-</td>
<td>error</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Jaime Novadd</td>
<td>dismiss</td>
</tr>
<tr>
<td>04/21/04 11:51 AM</td>
<td>04/21/04 11:52 AM</td>
<td>completed</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>Jaime Novadd</td>
</tr>
</tbody>
</table>

The table at the bottom of the page is an informational table describing the format to use for uploading your files, detailing column by column what information should be included, and comments on how it should be done properly to keep the state database clean:

### Instructions for uploading an Excel file to add or activate players for 2003-2004.

Please make sure your Excel file contains one player per row, with the following columns of information. Please note that the first row of the Excel file needs to be the header row, as shown below.

<table>
<thead>
<tr>
<th>Column</th>
<th>Field name</th>
<th>Max Length</th>
<th>Required</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Last Name</td>
<td>20</td>
<td>Yes</td>
<td>not all caps, excl. names</td>
</tr>
<tr>
<td>B</td>
<td>First Name</td>
<td>15</td>
<td>Yes</td>
<td>not all caps, excl. Billy</td>
</tr>
<tr>
<td>C</td>
<td>Middle Name</td>
<td>15</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Birthday</td>
<td>mm/dd/yyyy</td>
<td>Yes</td>
<td>5-digit or 4-digit year acceptable</td>
</tr>
<tr>
<td>E</td>
<td>Gender</td>
<td>M or F</td>
<td>Yes</td>
<td>M = male, F = female</td>
</tr>
<tr>
<td>F</td>
<td>Address</td>
<td>42</td>
<td>Yes</td>
<td>not all caps</td>
</tr>
<tr>
<td>G</td>
<td>City</td>
<td>26</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>State</td>
<td>2</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>ZIP</td>
<td>10</td>
<td>Yes</td>
<td>5-digit or ZIP+4 is acceptable</td>
</tr>
<tr>
<td>J</td>
<td>Phone</td>
<td>14</td>
<td>-</td>
<td>include area code</td>
</tr>
<tr>
<td>K</td>
<td>Email</td>
<td>50</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>Registration number</td>
<td>12</td>
<td>-</td>
<td>include 9-digit NYSA-style number if a new CEN number has not been assigned - a new number will be automatically supplied if the player has not yet received one</td>
</tr>
</tbody>
</table>

Example: Please note that Row 1 of the spreadsheet must contain the field names as shown below:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Middle Name</td>
<td>Birthday</td>
<td>Gender</td>
<td>Address</td>
<td>City</td>
<td>State</td>
<td>ZIP</td>
<td>Phone</td>
<td>Email</td>
<td>Registration number</td>
</tr>
<tr>
<td>Jones</td>
<td>Matt</td>
<td>9/22/96</td>
<td>F</td>
<td>510 Main Street</td>
<td>New York</td>
<td>12345</td>
<td>9876543210</td>
<td><a href="mailto:Matt.Jones@nyasa.com">Matt.Jones@nyasa.com</a></td>
<td>1234567890</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

These instructions include a valuable example of what Row 1 of your Excel spreadsheet must contain, and in what order. Below the Excel columns table, is Other important information, which, in bulleted text, details how the upload works and other helpful information:
Included in this section is a link to download Demosphere's RPConvert™ software, which is specifically used for converting League Organizer™ files into an Excel format to be uploaded into your league's RosterPro™ database records.

Uploading Excel files of your league's data into RosterPro™ is an easy process if you take the time to read and follow the instructions provided.

AUDITING A PLAYER

If you wish to run a query to determine if there are duplicate players within your league's database, you will need to run an audit report. Go to the league PLAYER administration screen. Select PLAYER AUDIT by clicking on the link:

You will come to this screen:

To run an audit, select boxes relating to the database fields you want to search (a data field represents something in the master database that can be singled out).

To select a data field, click in the blank square next to the field you want to check:

To unselect, click the already checked box a second time and it will become blank (unselected) again. Click on the Search button to view player names that are duplicates in your system. For example, if you select last name and DOB (date of birth) and click Search as below:

You will see a list of all players registered in your league whose last names and birth dates are the same, this would also include any registered twins. If the first name is also selected, you begin to see duplicate records.

Please note, records must be identical to match, so you will not want to narrow your search too much by asking for too many fields. For example, if the same person is entered two times, once as Robert and once as Bobby, then you will only find this duplicate by checking last name only, not first name.
MANAGING TEAM STAFF ADMINISTRATION

On the League Home page, select by clicking on the link, TEAM STAFF administration, to manage the pool of team staff:

You will come to a screen with three action items:

- TEAM STAFF POOL
- Add new TEAM STAFF to Pool
- Staff Export

Click on TEAM STAFF POOL to view and manage all staff currently in the database:

As with the players’ database, you can view the entire list of team staff by selecting ALL or you can view a shorter list by entering the first letter of the last name of a particular team staff member:

You may also use the drop menu on the left to filter on various Risk Management statuses: ALL, Approve, Decline, Withdraw, and Still pending:

To add someone who is not currently in the league’s database, to your league’s team staff pool, click on Add new TEAM STAFF to Pool:

You will come to an Add new Team Staff form:
Fill in the form by typing directly into each box. Boxes indicated by * (asterisk) are required fields and must be filled in. When you are finished completing the form, click on either the **Save and add more** button, if you need to add additional new team staff, or on the **Save and exit** button, if this is your only or last addition. This will update the master list of team staff to include new staff and submit he/she/them to the state office for conducting background check(s) if applicable.

Click on **STAFF Export** to view staff information:

![Staff Export Button](image)

Staff export allows administrators to export staff, players, and league officials into a compatible format such as Microsoft Excel, Comma Delimited, and Adobe PDF. Filter the information you are interested in viewing. Remember to select, the type of format you want to view this information. Make sure all of the values are filled in before submitting the request.

### Filter options for STAFF

**FOR CURRENT SEASONAL YEAR: 2006-2007**  
*Important for team counts and activation.*

<table>
<thead>
<tr>
<th>Person/Team Role</th>
<th>Team Admin Only</th>
<th>Head Coach</th>
<th>Assistant Coach</th>
<th>Manager</th>
</tr>
</thead>
</table>

**Note:**
If nothing is checked, then all staff, regardless of whether they have been assigned to a team, will be considered.

**Zip code**
You can put only the starting digits of a zip if necessary.

**Email Opt-Out List**
- [x] Do NOT export those who have opted out of email broadcasts
- [ ] Export all, including those who have opted out

**Fields to export**
These fields are always included: Name, League, Opt-out indicator
Check below to include others:
- [ ] Address
- [ ] Phone
- [ ] Email

**Select Format:**

**Provide brief description to label this export:**

**Email:**
estate@demosphere.com
A link to download your export file will be sent to this address.

![Submit Button](image)

The system will keep you updated on when the status of the file and you will receive an e-mail with a link to the information.
MANAGING ROSTER ADMINISTRATION

On the *League Home* page, select by clicking on the link, **ROSTER administration**: 

![ROSTER administration](image)

...to view and manage **In-house Recreation** teams and **Travel Leagues**.

<table>
<thead>
<tr>
<th>CREATE a new team</th>
<th>PLACE existing team in a league</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>LEAGUE</th>
<th>TEAMS</th>
<th>ADULTS</th>
<th>PLAYERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broome County Soccer Association</td>
<td>2</td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>Central NY Junior Soccer Assoc.</td>
<td>3</td>
<td>-</td>
<td>6</td>
</tr>
<tr>
<td>Director’s Cup Summer League</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Director’s Premier League (Spring)</td>
<td>1</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>Rochester District Youth Soccer League</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Southern Tier Travel Soccer League</td>
<td>3</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Upstate Premier League</td>
<td>7</td>
<td>6</td>
<td>17</td>
</tr>
<tr>
<td>Unassigned Travel League</td>
<td>3</td>
<td>2</td>
<td>7</td>
</tr>
</tbody>
</table>

On the left side, you will see two action items:

- **CREATE a new team**
- **PLACE existing team in a league**

One link to **CREATE a new team**, and one link to **PLACE existing team in a league**.

To create a new team for your league, click the **CREATE a new team** link; it will take you to a screen to assign the new team to a league:

![Create a new team](image)

You will see only a drop down box to work with on the next screen. To add an **In-house Rec** team, select **In-house Rec** on the dropdown menu:

![Assign League for NEW TEAM](image)

To assign a league for a new travel team, select the correct league from the dropdown box:
and click the **Continue** button after you have made your selection.

Fill in the **Team Name** and, if applicable, **Team website** by typing in the blank boxes. The last three data field boxes relating to adding a new team are dropdown boxes where you will need to select the appropriate **Gender**, **Age group**, **Team kind**.

![Adding NEW TEAM to: Livingston Conference Summer Rec League](image)

If you are placing a team that already exists in RosterPro™ into another league, for example bringing a team up from last season, then select **PLACE existing team in a league** from the Roster Administration screen.

![PLACE existing team in a league](image)

This will bring you to a page that lists all the teams in every season you have entered into RosterPro™:

![Select existing TEAM](image)

Once you find the team you want to place, click on the team name. This will bring you to a screen where you can select which league you want to place this team, and decided which players from the previous roster you want to activate and roster again on this team.

![XTest Temp2 team](image)

Click on **Place Team** once you have completed your selections.

To manage existing teams already in leagues, go to the **ROSTER administration** screen to view the current leagues, and click on the link on the specific league the team is in:

![Team Info](image)
On the next screen you can check the identification summary columns to insure that your team is in the right **AGE** group, listed with the right **GENDER** group, is categorized as the right **KIND** of team, the team name is correct as well as the number of players and staff on the roster.

You can create a new team for the league you have opened, by clicking on **CREATE a new team for league**:

You will come to a screen that allows you to enter the information about the new team you are creating by typing into the boxes and then clicking the **Save** button:

**Edit Gaelic Force Team Information**

Once you create your new team (as above) and click on **Save**, your new team will appear on the league’s screen, as below:

From this screen you can manage team rosters by clicking on the link of the team name or you can delete a team from your league by clicking on the pink delete ‘X’ box.

You can also **Place existing teams in a league** from the **Teams in League** screen. The directions are the same as above.
Finally, you can print team rosters from the Teams in League screen.

Managing a team and its roster

Click on the link of the team you want to view or make changes to:

You will come to the team’s roster screen:

First, notice that the navigational bar now shows that you are four layers away from the home page in the system. You can use this easy linking tool to return to different areas in the system by clicking on the link.

The main part of this screen, however, contains information about the specific team you selected:

The cream-colored TEAM RESOURCES bar at the top of this information screen contains five action links: Print Passes, Print Roster, Add Player from League Pool, Add Team Staff from League Pool, and Edit Team Info:
Looking at that graphic (above, the fourth image up,) you will see that the teams listed above and below the new team, Gaelic Force, list players, and Gaelic Force currently has no players. We can populate this new team by entering players using the link **Add Player from League Pool**:

Selecting the **Add Player from League Pool** link, this page will appear:

![Add player from league pool to Gaelic Force](image)

The system defaults to the age group and gender of your team. If you want to choose players from other age groups to populate this team, select **ALL** on the age group dropdown menu to receive a list of all players:

![Add player from league pool to Gaelic Force](image)

If this is an established team, you might only be adding one or two new players to the team. In this case, click on the first of the last name of each player for a shorter list. Below, the filter has been set to locate only U11 boys:

![Add player from league pool to Gaelic Force](image)

Select **All** for a list of all filtered names:

![Add player from league pool to Gaelic Force](image)

Select the players you want to add to the new team, Gaelic Force, by clicking in the small square box to the left of their name. After selecting the players to populate your new team, click on the **Save** button centered below the player names. You will then see the team roster and related information:
When you have finished indicating the players to be added to the team, click the **Save and Exit** button at the bottom of the page:

<table>
<thead>
<tr>
<th>MOD #</th>
<th>ADD NAME</th>
<th>PLAYER ID#</th>
<th>DOB</th>
<th>ZIP</th>
<th>TRAVEL</th>
<th>REC</th>
<th>DEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>(+)</td>
<td>Bayes, Lucas</td>
<td>054-00877-61</td>
<td>06/15/93</td>
<td>14005</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>(+)</td>
<td>Beckett, Sammy</td>
<td>047-01870-67</td>
<td>05/05/93</td>
<td>14690</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>(+)</td>
<td>Behan, Brendan</td>
<td>040-01873-54</td>
<td>02/10/93</td>
<td>13777</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>(+)</td>
<td>Joyce, Jim</td>
<td>046-01870-47</td>
<td>03/02/93</td>
<td>14830</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>(+)</td>
<td>O'Casey, Sean</td>
<td>045-01870-97</td>
<td>06/06/93</td>
<td>13777</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>(+)</td>
<td>Shaw, George E</td>
<td>043-01875-61</td>
<td>02/20/93</td>
<td>14830</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>(+)</td>
<td>Enge, John M</td>
<td>041-01870-67</td>
<td>03/02/93</td>
<td>13777</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>(+)</td>
<td>Wilde, Dedar</td>
<td>043-01870-97</td>
<td>02/20/93</td>
<td>13777</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>(+)</td>
<td>Yeats, Will</td>
<td>043-01870-72</td>
<td>04/04/93</td>
<td>13777</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

---

**Approving Proof of Birth**

After populating the team with players, the next step is to **MOD**ify the newly added players whose proof of birth is pending. This is done two ways:

1. By clicking the plus (+) symbol in the **MOD** column, and approving each player individually:

<table>
<thead>
<tr>
<th>Seq</th>
<th>MOD #</th>
<th>Name</th>
<th>16th/IW</th>
<th>Address</th>
<th>Player ID#</th>
<th>DOB</th>
<th>P/S</th>
<th>RNW</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Beckett, Sammy</td>
<td></td>
<td>15 Trinity College-Trinity NY 14990</td>
<td>047-01870-87</td>
<td>06/05/72</td>
<td>N</td>
<td>[X]</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Behan, Brendan</td>
<td></td>
<td>100 Nassau Street Dublin NY 13777</td>
<td>040-01873-54</td>
<td>07/22/73</td>
<td>N</td>
<td>[X]</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Joyce, Jim</td>
<td></td>
<td>1 Tower Dr Sandy Cove NY 14990</td>
<td>046-01870-47</td>
<td>06/16/78</td>
<td>N</td>
<td>[X]</td>
</tr>
</tbody>
</table>

and, arriving at the **Edit Team PLAYER** page:

- Last Name: Baker
- First Name: Homdar
- Middle Name/Initial: Graham
- Birthdate: 10/24/75

- Address: 2022 Edgar Court
- City: Falls Church
- State: VA
- ZIP: 22046
- Phone: 703-220-3839

- Email: homdar@ex.net
- Gender: Male
- Ever lived outside US?: Yes
- ID #: 032-00365-56
- Proof of Birth?: Yes

where you can click **Yes** in the **Proof of Birth?** Box:
Or, you can verify all newly added players proof of birth by:

2. Clicking on the Edit Proof of Birth link on the team page:

On this MODification page you can click, to check, in the blank square, of the DOB/Proof column, for every player you are approving the proof of birth for, then save by clicking the Save Proof of Birth button:

(Note: Once you have approved the Proof of Birth, you will not be able to edit the name or birth date of the players that have been approve via Proof of Birth. This is to hinder possible data manipulation and fraud through RosterPro™.)

**Entering Player Jersey Numbers**

After populating the team with players, the next step is to MODify the newly added players whose proof of birth is pending. This is done two ways:

1. By clicking the plus (+) symbol in the MOD column, and approving each player individually:

   and, arriving at the Edit Team PLAYER page:
where you can click Yes in the Proof of Birth? Box:

Or, you can edit all players’ jersey numbers at once by:

2. Clicking on the Edit Jersey #’s link on the team page:

On this MODification page you edit each player’s jersey number in the text box to the left of their name, then save by clicking the Save Jersey #’s button:

Jersey numbers will be posted in the next screen, the team roster admin screen, in the # column:
International Clearance / International Waiver (IC/IW)

If, when adding a new player, the player has ever lived outside of the United State, indicate so by clicking the Yes radio button in the ‘Ever lived outside of US?’ box, and then click the Save button:

You will next see the team roster modification screen with two red question marks, ??, in the IC/IW (International Clearance/International Waiver) column.

Click on the ?? link:

This brings you to a screen, complete with directions to help you manage the International Clearance/International Waiver status of the player. There is a drop-down box by every player’s name. Select from Intl Waiver, Intl Clearance, or Neither, then click the Save button to add this information to the RosterPro™ database.
Demosphere International, Inc.

For even more detailed help, click the 'Click here' link in the upper right quadrant of the page:

This takes you to a page with complete international instructions including links to official USSF forms for International Waiver and International Clearance.

Adding adult staff to team rosters

From the team’s roster page, select the fourth menu option, Add Team Staff, on the cream-colored TEAM RESOURCES bar at the top; click this link:

You will see a screen to select the adults to be added from your adult staff pool. The drop down box on the left defaults to Approve, which means only 'approved' adults or those that have been approved through the state association’s background check will appear:

If you would like to add an adult from your league pool that has not yet been ‘approved’, use the dropdown menu to select another option, such as ALL, Approve, Decline, Withdraw, Still pending.
Click **ALL** for a list of *all* adults, then in the **Select adults by last name** section of the screen, select either **ALL** to see the list of *all* adults in your league’s adult pool, or select the letter that corresponds with the first letter of the last name of the adult you want to add to the team:

Select the adults you want to add to this team, and assign positions to them by using the **ADD AS**... dropdown boxes to select **Coach, Asst. Coach, Tech. Director, Manager**, etc., then click the **SAVE** button centered at the bottom of the screen.

**Removing a player from the roster:**

The roster screen page is also where you can remove, **RMV**, a player from the roster by clicking the [X] symbol in the last column:

After clicking to **RMV** to remove a player from this roster, you will see this confirmation screen:

This screen gives you the player’s **NAME** and **ID#**, it is displayed as a second chance to confirm that this is the player you intend to remove. If you want to remove the player from the roster, click [REMOVE]. If you do not want to remove the player from the roster, click [Return], which takes you back to the roster screen page.

If you do elect to remove the player:
your screen will refresh and display the roster with the removed player no longer on it:

<table>
<thead>
<tr>
<th>Seq</th>
<th>MOD</th>
<th>#</th>
<th>Name</th>
<th>IC/IW Address</th>
<th>Player ID#</th>
<th>DUE</th>
<th>F/S</th>
<th>RMV</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>+</td>
<td>1</td>
<td>Baclotti, Sammy</td>
<td>15 Trinity College Trinity NY 14820</td>
<td>047-01870-87</td>
<td>05/05/93</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>+</td>
<td>3</td>
<td>Joyce, Jim</td>
<td>1 Tower Dr Sandy Cove NY 14830</td>
<td>046-01870-67</td>
<td>01/02/93</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>+</td>
<td>4</td>
<td>O’Casey, Sean</td>
<td>4 Ivan Ave Salthill NY 12777</td>
<td>045-01870-97</td>
<td>06/06/93</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

The player will be removed from the team, but not from the league database. This player can easily be added back on to this or another team in the future.
Deleting a team from the league:

To delete a team from a league, go to the main ROSTER administration page and select the league you want to delete the team from:

Click the link to go to the league, select the team you want to delete, and click the [X] box in the DELETE column, which appears as the last column on the screen:

After clicking to DELETE, you will see this screen:

This screen gives you information about the team; it is displayed to give you a second chance, to confirm that this is indeed the team you want to delete.

If you want to delete the team from the league, click [REMOVE]. If you do not want to delete the team from the league, click [Return], which takes you back to the screen page with the list of teams in this league. If you go through with removal of the team, your screen will refresh and display the league's list of your league's teams with the removed team no longer on it:

If you click to return, without clicking to remove the team, you will go back to the screen with the list of your league's teams in the league and the team will still be there.
Printing player passes

To print player passes, go to Roster administration, select the team’s league and click to open it, then click on the team’s name to open the team’s roster page screen:

Once at the team’s roster page, select the first menu option, Print Passes, on the cream-colored TEAM RESOURCES bar at the top:

On the next screen, indicate which players to Print Passes for by clicking in the check box(es):

Click the PRINT button in the lower left corner of the screen. You will see a screen with your players’ identification information formatted for US Youth Soccer Member Passes. There will be a pop-up box, which will help you format the official passes using your computer and printer (Note: Please temporarily disable any pop-up blocking software, or else you will not see the printing directions.).
To close the pop-up box, click the blue link on item number 5, **Close this window**.

Your player passes are formatted to be printed on official US Youth Soccer Member Pass stock:

<table>
<thead>
<tr>
<th>Your League</th>
<th>Your League</th>
</tr>
</thead>
<tbody>
<tr>
<td>Player or Coach</td>
<td>Player or Coach</td>
</tr>
<tr>
<td>Northside, South</td>
<td>Northside, South</td>
</tr>
<tr>
<td>12/31/1999</td>
<td>12/31/1999</td>
</tr>
<tr>
<td>Alfred-Adored Soccer Club</td>
<td>Alfred-Adored Soccer Club</td>
</tr>
<tr>
<td>9/1/03 - 8/31/04</td>
<td>9/1/03 - 8/31/04</td>
</tr>
<tr>
<td>014-00000-01</td>
<td>014-00000-01</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Your League</th>
<th>Your League</th>
</tr>
</thead>
<tbody>
<tr>
<td>Player or Coach</td>
<td>Player or Coach</td>
</tr>
<tr>
<td>Monday, Dec 1</td>
<td>Monday, Dec 1</td>
</tr>
<tr>
<td>10/30/1999</td>
<td>10/30/1999</td>
</tr>
<tr>
<td>Alfred-Adored Soccer Club</td>
<td>Alfred-Adored Soccer Club</td>
</tr>
<tr>
<td>9/1/03 - 8/31/04</td>
<td>9/1/03 - 8/31/04</td>
</tr>
<tr>
<td>014-00000-01</td>
<td>014-00000-01</td>
</tr>
</tbody>
</table>

Print on blank official US Youth Soccer Member Pass forms. To return to RosterPro™ click the **Back** button on the upper left menu bar of your browser.
Printing team rosters

From the team’s roster page, select the second menu option, Print Roster, on the cream-colored TEAM RESOURCES bar at the top; click this link:

![Print Roster button]

The next screen contains a pop-up box, which will help you format the official roster to your computer and printer (Note: Please temporarily disable any pop-up blocking software, or else you will not see the printing directions.):

To close the pop-up box, click the blue link on item number 5, Close this window.

Your roster will appear, formatted as an official state roster (This example shows NYSWYSA):

![Official Roster Form]

Print the roster and then return to RosterPro™ by clicking your browser’s Back button as indicated in the upper left corner of your screen:
Editing team information on team rosters

From the team’s roster page, select the second menu option, **Edit Team Info**, on the cream-color links bar at the top:

![Edit Team Info](image)

Edit the **Team name**, **Team website**, **Gender**, **Age group**, and **Team Kind** in the **Edit Team Information** form. After updating the team’s information, click the **SAVE** button centered at the bottom of the screen:

![Edit Gaelic Force Team Information](image)
USING LEAGUE ADMINISTRATION

To manage names and contact information for staff, officials, and volunteers who work for your league at the league level, go to the League Home page, click on the forth link on the left side: LEAGUE Administration:

- PLAYER Administration
- TEAM STAFF Administration
- ROSTER Administration
- LEAGUE Administration
- Users Manual

On the next screen you will see five action links on the left side; one for editing league information, Edit League INFO, one for adding a new league official, Add new League OFFICIAL, one for editing the list of league, Edit Team Pages, one for sending out a broadcast email, EMAIL Broadcast, and one for exporting data, EXPORT data:

On the right of the screen, you will see a summary of current officials, with their job description or title in the dark band above their name. To the left of each record is a square, identified as SEQ. This box allows for your choice of how the official's names should be SEQuenced (we recommend using 10, 20, 30, 40, 50, etc. to begin with, that way if you get a new official, you can place his/her name between two others, ex. using 35 to post a name between 30 and 40, without having to re-SEQUence the whole list.):

<table>
<thead>
<tr>
<th>Officials Assigned to the league:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CEO</strong></td>
</tr>
<tr>
<td>Miles Baker (Admin rights)</td>
</tr>
<tr>
<td>Email: <a href="mailto:mbaker@demosphere.com">mbaker@demosphere.com</a></td>
</tr>
<tr>
<td>[ edit ] SEQ</td>
</tr>
<tr>
<td><strong>Documentation</strong></td>
</tr>
<tr>
<td>Carol Baker (Admin rights)</td>
</tr>
<tr>
<td>Phone (H): 703-555-1212</td>
</tr>
<tr>
<td>Phone (W): 206-348-9410</td>
</tr>
<tr>
<td>Phone (C): 703-555-1212</td>
</tr>
<tr>
<td>Email: <a href="mailto:carol@demosphere.com">carol@demosphere.com</a></td>
</tr>
<tr>
<td>[ edit ] SEQ</td>
</tr>
<tr>
<td><strong>President</strong></td>
</tr>
<tr>
<td>Jaime Martin (Admin rights)</td>
</tr>
<tr>
<td>Phone (H): 703-533-8565</td>
</tr>
<tr>
<td>Email: jm@com</td>
</tr>
<tr>
<td>[ edit ] SEQ</td>
</tr>
<tr>
<td><strong>Registrar</strong></td>
</tr>
<tr>
<td>Jaime Meradd (Admin rights)</td>
</tr>
<tr>
<td>Phone (H): 703-533-8565</td>
</tr>
<tr>
<td>Email: <a href="mailto:jmeradd@demosphere.com">jmeradd@demosphere.com</a></td>
</tr>
<tr>
<td>[ edit ] SEQ</td>
</tr>
<tr>
<td><strong>Testing State Role1</strong></td>
</tr>
<tr>
<td>State Role</td>
</tr>
<tr>
<td>Phone (H): 123-456-7899</td>
</tr>
<tr>
<td>Phone (W): 123-456-7899</td>
</tr>
<tr>
<td>Phone (C): 123-456-7899</td>
</tr>
<tr>
<td>Email: <a href="mailto:jmeradd@demosphere.com">jmeradd@demosphere.com</a></td>
</tr>
<tr>
<td>[ edit ] SEQ</td>
</tr>
</tbody>
</table>

After selecting the SEQuence you want, click the SAVE button to save this to the system.
Above the SEQ boxes, in brackets, is an edit link, [edit]; use this link to edit each record that already exists:

To edit an existing league official’s record, type directly into the boxes, and then click the Save button to save the new information in the RosterPro™ database. If you want to delete this league official, do so by checking in the box (in the red bar at the bottom of the screen) to the left of Remove this person, then click on the Remove button:

Editing League INFO

Click on the Edit league INFO link to change the name of your league or the web address of your league:

You will come to a screen where you can change the league name or the league email address:

Click the SAVE button to save this to the system.
Adding a new League OFFICIAL

Click on the Add a new League Official link to add a new official to your league:

You will come to an on-line form to fill out. Fill it out completely, required fields are indicated by a red asterisk (*):

Note that there is a dropdown box under State defined role, in the lower left-hand corner; this contains state defined roles: President, Vice President, Treasurer, Registrar, etc.

There is a check box in the middle to indicate whether league rights are assigned or not, Assign League rights. If league rights are checked, you may also check Email PIN to have a new PIN sent to this person:

When the form has been completed, click the SAVE button to add this new official to the league’s database.
EMAIL Broadcast

To send a broadcast email to your league, begin by selecting LEAGUE Administration, then clicking on the EMAIL Broadcast link:

You will come to a screen that will enable you to manage your EMAIL Broadcast:

<table>
<thead>
<tr>
<th>Previously scheduled emails:</th>
<th>2004-2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email ID</td>
<td>Subject</td>
</tr>
<tr>
<td>19967</td>
<td>Notification of new functions in RosterPro</td>
</tr>
</tbody>
</table>

Under Previously scheduled emails you will see the list of emails that have previously been sent. The Email ID is simply a number that is used by the database to distinguish between emails; the Subject comes directly from the subject line of that email. Schedule shows the date and time of when it was sent; Status shows that it was or was not sent; #Sent displays the number of emails that were sent in the broadcast. Created on shows the date and time of when the it was created; By displays who sent it, and Dismiss is a link to remove it from this list. Later, if you wish to see or retrieve it, click the view dismissed emails link.

The three boxes across the bottom contain links to select the group, Players, Staff, or League Officials, which you wish to broadcast to.

Select a group such as Players:

You come to a screen that allows you to filter on the group of players you want to send the email to:

Select group of PLAYERS for mailing

FOR CURRENT SEASONAL YEAR: 2004-2005

Birth year range

- Jan 01 through Jan 24 2005

Gender
- All (ignore)
- Boys
- Girls

By using the drop down boxes you can select the age range of the players that you want to send the email to. Choose Gender by checking All for boys and girls, or the specific gender. (Note: the system defaults to the All check box, so if you want to send to a specific gender you will need to uncheck All).

Only the top portion of the broadcast email tool is specific to each particular group, Players, Staff, League Officials.
Next the actual email is managed in **Email creation** beginning with a **Reply to Email** box, to enter the email address recipients can reply to, and a **From name** box, in which to put the name of the person or entity sending the email:

---

**Email creation - All fields are required:**

**Reply To Email:**
[Email address]

**From name:**
[Name]

The subject and scheduling the date and time of when the broadcast will be sent is entered next:

---

**Email Subject:**
[Subject]

**Send on:**
Date: [Date] Time: [Time] (Any time in the past will be sent immediately)

Note: The system defaults to the previous midnight, in other words, in the past. This will send the broadcast email out immediately, therefore it is highly recommended that you choose a time at least 30 minutes in the future to allow time for review.

Enter the email address that you want to send the test email to, or you can send the test email to multiple email addresses by separating the email addresses with commas. Write the body of the text in the space provided:

---

**Preview to:**
[Email addresses]

**Email message:**

(This is a test)

Click on the **Submit** button to receive the preview and schedule the broadcast to be sent.

You will return to the **EMAIL Broadcast** page, where you can view the status of your email broadcast in the list:

---

**Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/31/05</td>
<td>11:00 PM</td>
</tr>
</tbody>
</table>

**Status**

- Not yet sent
- Cancel

If you decide not to send out the email broadcast, and you have scheduled for in the future, you may click **cancel** in the **Status** column:
To send an email broadcast to **Staff**, click the **Staff** link from the **EMAIL Broadcast** page:

Next you will be able to filter for the specific **Staff** you wish to send a broadcast to:

### Select group of STAFF for mailing

**FOR CURRENT SEASONAL YEAR: 2004-2005**

<table>
<thead>
<tr>
<th>Team Role</th>
<th>Coach</th>
<th>Asst. Coach</th>
<th>Tech. Director</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ All (ignore details)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Team Kind</th>
<th>Rec</th>
<th>Tournament</th>
<th>Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ All (ignore details)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select the appropriate boxes of the **Staff** that you want to send the email message to. Remember that the system will default to **All** in each category, so you must clear the **All** box, by clicking on the check mark if you do not want to broadcast to **All Staff**.

To send an email broadcast to **League Officials**, click the **League Officials** link from the **EMAIL Broadcast** page:

You only have two options when sending to **League Officials**. You may broadcast to all **League Officials** or, you may decide to limit the broadcast to only those **League Officials** with **admin rights** by clicking the **Yes** box:

**FOR CURRENT SEASONAL YEAR: 2004-2005**

Limit to only people with admin rights

| Yes |
EXPORT Data

To export your league data into various file formats, begin by selecting LEAGUE Administration, then clicking on the EXPORT Data link:

You will come to a screen that will enable you to manage your data exports:

<table>
<thead>
<tr>
<th>Export History</th>
<th>[View Dismissed Exports]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exp ID</td>
<td>Date</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>No Exports</td>
<td></td>
</tr>
</tbody>
</table>

Under Export History you will see the list of exports that have previously been done. The Export ID is simply a number that is used by the database to distinguish between exports; the Date is the date that it was done; Description is a short description of the content of the export, put in by you; Name/Email shows who did that export, and their contact email; Export displays an icon to show what file type the data was exported into, plus a link to download, once completed; Status displays the current status of the download, whether it is still pending, complete, or if an error occurred; and Dismiss is a link to remove it from this list. Later, if you wish to see or retrieve it, click the View Dismissed Exports link.

The three boxes across the bottom contain links to select the group, Players, Staff, or League Officials of data you want to export.

Select a group such as Players:

You come to a screen that allows you to filter on the group of players you want to export:
In addition to selecting the age range and gender of the players, you can also limit the data by zip code. Only a partial zip code is required if you want to export an area’s worth of zip codes, or a full zip code is also allowed. You may select the Rec Team Count for player or the Travel Team Count for player to have the coinciding team counts come up for each player. (Note: The Rec and Travel team counts are only for the current active season.)

Only the top portion of the data export tool is specific to each particular group, Players, Staff, League Officials.

Next the actual data export is managed below the filter. You will need to select which fields you will like to export in the Fields to export area. You can select All if you want to export all the fields shown.

Next you will need to select the format for the file you want to export and a brief description or reason for the export:

Next you need to specify an email that will be notified when the export is complete. It is filled in by default with the email address attached to the current admin user. You may also add additional emails separated by a comma.
When you are complete, click on the Submit button to start the export. Afterwards you will return to the main EXPORT Data screen with the recently added export in the list. It will show pending status while the server is working on it:

<table>
<thead>
<tr>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
</tr>
</tbody>
</table>

To update the status of the export, click on the Refresh list link:

[Refresh list]

Once the export is complete, the Export column will show the icon of the file type and the word Download next to it, and the status will show as Complete:

<table>
<thead>
<tr>
<th>Export</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="download-icon.png" alt="Download" /></td>
<td>Complete</td>
</tr>
</tbody>
</table>

Note: Once the export is complete, it may still take a few minutes for the file to be placed on to the production server, so the link to download the file will be a 404 File not found error. Please allow a few minutes for the file to be placed on to the production server.

To export data for Staff, click the Staff link from the EXPORT Data page:

![Staff](staff-icon.png)

Next you will be able to filter for the specific Staff details you wish to export:

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### Filter options for STAFF

**FOR CURRENT SEASONAL YEAR: 2004-2005**

*Important for team counts and activation.*

**Team Role**

- [ ] Coach
- [ ] Asst. Coach
- [ ] Tech. Director
- [ ] Manager

*Note: If nothing is checked, then all staff, regardless of whether they have been assigned to a team, will be considered.*

**Team Kind**

- [ ] Rec
- [ ] Tournament
- [ ] Travel

**Zip code**

You can put only the starting digits of a zip if necessary.

**Team Count**

- [ ] Rec Team Count
- [ ] Travel Team Count
- [ ] Tournament Team Count

Select the appropriate boxes of the Staff that you want to export. If nothing is selected, you will export all Staff. Team Kind will limit to coaches that coach those team kinds. You may also limit the export with a partial Zip code. In addition, you can select the team count boxes if you want to see count for those team kinds of all selected Staff.

To export League Officials, click the League Officials link from the EXPORT Data page:

![League Officials](league-officials-icon.png)
You only have two options when exporting League Officials. You may export all League Officials or, you may decide to limit the export by only those League Officials with admin rights by clicking the Yes box:

Filter options for LEAGUE OFFICIALS

FOR CURRENT SEASONAL YEAR: 2004-2005
Important for Team counts and activation.

Limit to only people with admin rights

Yes