REGULAR SEASON ROSTER UPLOAD GUIDE

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INTRODUCTION

This guide is intended for leagues that use Dixie Youth Baseball powered by Sports Illustrated Play to create, submit and print rosters. Rosters are created through manual entry or by uploading a CSV file into the system.

PRE-ROSTER UPLOAD CHECKLIST

Before creating your rosters, please review this Pre-Roster Creation Checklist. This will assist in eliminating errors during your creation process.

1. When you franchise teams, please allow 24-72 hours for the transaction to clear and data to sync with Sports Illustrated Play.
2. Ensure you have purchased enough teams per division with Dixie Youth Baseball.
   - If you are attempting to create more teams per division than franchised, you will be unable to submit your rosters.
   - Click here for directions on how to check if your team purchases are adequate in the system.

STEP 1: LOGIN

SI Play is the official technology partner of Dixie Youth Baseball. Each Dixie Youth Baseball franchise has their own SI Play system for creating and submitting team rosters.

1. Click here to find your SI Play system login information.
2. Search for your league by using your league's **Zip Code**.
3. Click **Find.**
4. Click on your **League's Name**.
5. To the right-hand side of the row containing your SI Play system, click **Login**.
6. Enter the **Email Address** associated with your Dixie Youth Baseball powered by SI Play system.
7. Enter your **Password**.
   - **NOTE:** If this is your first time using the system, or you have forgotten your password from last season, simply reset your password to gain access.

If your league is not appearing in the League Lookup Tool, please contact Dixie Youth Baseball at dyb@dixie.org or 903-927-2255 to add you and/or your league to the SI Play system.

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STEP 2: VERIFY TEAM PURCHASES

If you are attempting to create more teams per division than franchised, you will be unable to submit your rosters.

To verify team purchases:

1. Login to your Dixie Youth Baseball powered by SI Play system.
2. Go to **Teams > Check Team Purchases**.
3. Compare the Purchased Teams column to the number of teams you are planning to submit in each subdivision.
    - **NOTE:** If subdivisions are highlighted in red, you have created more teams than you have purchased through Dixie Youth Baseball. You will either need to purchase more teams or delete teams in your SI Play system.

If you need to purchase additional teams, click **Purchase Teams** in the bottom right corner of your screen to be linked directly to Dixie Youth Baseball's League Portal.

NOTE: If the number of teams you have purchased in Dixie Youth Baseball's League Portal does not match the number of teams shown in your Dixie Youth Baseball powered by SI Play System, and it has been more than 72 hours since you've received approval, please contact Dixie Youth Baseball directly with your purchase receipt. (903-927-2255)

STEP 3: CREATE YOUR ROSTER

When creating your team rosters you have the option to input them manually into the system or upload a CSV file containing your rosters.

Add a Roster Manually

1. Login to your Dixie Youth Baseball powered by SI Play system.
2. Go to **Home**.
3. On the right-hand side under Managing Your Teams, click **Get Started**.
4. Under Manage Teams, select the desired season from the **Select Season** drop down menu.
5. Under Manage Teams, select the desired subdivision from the **Select Subdivision** drop down menu.
6. On the right-hand side, click **+Create Team Rosters**.
7. Select **Add a Roster Manually**.
8. Fill in the **Team Name** field as desired.
9. Click **+Add New Volunteer**.
10. Fill in each field for the new volunteer row provided.
11. Repeat steps 9-10 as needed.
12. Click **+ Add New Player**.
13. Fill in each field for the new player row provided.
14. Repeat steps 12-13 as needed.

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15. Once complete, click **Save Team**.

Create and Upload a CSV File

Creating rosters in an Excel spreadsheet is a fast, easy, and reliable method when working with a large number of teams. When choosing this method, the following options are available as a starting point:

- Download a blank CSV template
- Upload an updated roster from last season.
  - If you have uploaded a previous roster with Dixie Youth Baseball powered by SI Play, you must download the previous season's roster file from your SI Play system. Click here for instructions.

NOTE: Each season/sport must have its own CSV file. This means:

- Spring Baseball and Fall Baseball cannot be on the same CSV File.
- Baseball and Softball cannot be on the same CSV File.

Download a Blank CSV template

1. Click here to download the CSV Roster Upload Template.
2. Save the file with an easily identifiable name and location on your computer.
3. Input your roster data, starting on row 2, using the formatting guidelines provided.
   - **NOTE:** Do NOT delete any columns. All columns must be present, even if blank, in order to be accepted by the system.
4. Once complete, **Save** your file.
   - **NOTE:** Ensure the file type is .csv (comma separated values).
5. Repeat the steps above for each Season.

Download Last Year's Roster File

1. Login to your Dixie Youth Baseball powered by SI Play system.
2. Go to **Home**, and click **Get Started**.
3. On the right-hand side of the screen, click **+Create Team Rosters**.
4. Select **Upload Your Rosters in a CSV File**.
5. Under **Step 1: Create Your Roster File**, select the desired previous season's roster file.
6. Click **Download**.
7. Save the file with an easily identifiable name and in a location where it can be found at a later date.
8. Edit your roster data using the formatting guidelines provided.
   - **NOTE:** Do NOT delete any columns. All columns must be present, even if blank, in order to be accepted by the system.
9. Once complete, **Save** your file.
10. Repeat the Steps above for each Season.

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Upload your CSV File

Once the CSV file has been created and saved, you may upload the file into the Dixie Youth Baseball powered by SI Play system.

To upload your CSV file:

1. Login to your Dixie Youth Baseball powered by SI Play system.
2. Go to **Home**, and click **Get Started**.
3. On the right-hand side, click **+Create Team Rosters**.
4. Select **Upload Your Rosters in a CSV File**.
5. Under **Step 2: Upload Your Roster File**, select the applicable Season from the drop-down menu for **Choose a Season**.
6. Click **Choose CSV File**.
7. Upload the respective CSV file you have created.
8. Once complete, click **Upload My Roster File**.
9. Repeat the steps above for each Sport/Season.

STEP 4: SUBMIT YOUR ROSTER

Once you have successfully created your rosters in the Dixie Youth Baseball powered by SI Play system, and they are clear of all errors, you will then need to submit them.

NOTE: Newly created rosters that are ready to submit will be highlighted in green.

To submit your roster:

1. Login to your Dixie Youth Baseball powered by SI Play system.
2. Go to **Teams > Manage Teams**.
3. Under Manage Teams, select the desired season from the **Select Season** drop down menu.
4. Select the box(es) to the left of the team(s) you wish to submit.
5. Click **Submit Rosters**.
6. To confirm Roster Submission, click **OK**.
7. Repeat the steps above for each Season.

Roster Errors

If you have any roster errors, you will need to make all necessary corrections before you are able to submit. Roster errors will be indicated by a red triangle (⚠) icon in the row of the roster in need of corrections.

To view your error message, click on the triangle icon and make all required corrections.

NOTE: You can edit your roster at any time. If you have already submitted your roster you will need to resubmit once those changes have been made. Click here for further instructions on how to edit a roster.

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VIEW/PRINT ROSTERS

1. Login to your Dixie Youth Baseball powered by SI Play system.
2. Go to **Teams > Manage Teams**.
3. Under Manage Teams, select the desired season from the **Select Season** drop down menu.
4. Under Manage Teams, select the desired subdivision from the **Select Subdivision** drop down menu.
5. In the row for the desired team you wish to manage, click **Print Roster**.

EDIT ROSTERS

You can edit your roster at any time. If a roster has already been submitted, you will need to resubmit once all changes have been made.

Add a Volunteer/Player

1. Login to your Dixie Youth Baseball powered by SI Play system.
2. Go to **Teams > Manage Teams**.
3. Under Manage Teams, select the desired season from the **Select Season** drop down menu.
4. Under Manage Teams, select the desired subdivision from the **Select Subdivision** drop down menu.
5. In the row for the desired team you wish to manage, click **Edit Roster**.
6. Click **Add New Volunteer/Player**.
7. Fill in each field for the new volunteer/player row provided.
8. Repeat steps 6-7 as needed.
9. Once complete, click **Save Team**.

Delete a Volunteer/Player

1. Login to your Dixie Youth Baseball powered by SI Play system.
2. Go to **Teams > Manage Teams**.
3. Under Manage Teams, select the desired season from the **Select Season** drop down menu.
4. Under Manage Teams, select the desired subdivision from the **Select Subdivision** drop down menu.
5. In the row for the desired team you wish to manage, click **Edit Roster**.
6. On the left-hand side of the row of the desired volunteer/player you wish to delete, click the **X**.
7. To confirm delete, click **OK**.
8. Once complete, click **Save Team**.
    - **NOTE:** This action cannot be undone once you click Save Team. If you delete a volunteer/player by mistake, you will need to re-add them.

Edit Team

1. Login to your Dixie Youth Baseball powered by SI Play system.

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2. Go to **Teams > Manage Teams**.
3. Under Manage Teams, select the desired season from the **Select Season** drop down menu.
4. Under Manage Teams, select the desired subdivision from the **Select Subdivision** drop down menu.
5. In the row for the desired team you wish to manage, click **Edit Roster**.
6. Make all desired edits.
7. Once complete, click **Save Team**.

LIMITATIONS

Using this method to send rosters to the Dixie Youth Baseball does not give you access to Online Registration features, including but not limited to:

- Communication Tools
- Printing of Player Passes.
- Viewing/Printing Reports
- Risk Management Status of Coaches.

To learn more about these features and how to enable them on your account, please contact Sports Illustrated Play directly at 866-975-8600, Option 2.

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