# BABE RUTH ONLINE – ROSTER TOOL

**SEASON ADMIN –** Using the **Season Admin** tool, you can set up your season, and mark it as **Current**

1. If you used the Roster Tool for any previous seasons, and have players loaded into the system, use the **Transfer Players** tab to load your players into this season.
   a. Make sure that the correct season is listed as 'current' in parentheses.
   b. Choose the season you want to transfer from in the drop down box.
   c. When the player list populates, choose either **Check All** or select individual players, and click on the **Transfer Selected Players** button.

**EXCEL UPLOAD & ADD A PLAYER/COACH** – Using this family of tools, you can add players and coaches into your system.

1. To get your players/coaches into the system, you can either type them into a spreadsheet and use **Excel Upload** or add them one at a time through **Add a Player/Coach.**
   a. **Excel Upload** – There are several points to remember when using the Excel Upload:
      i. You MUST use the required format. Any other files WILL NOT WORK. DO NOT ADD OR REMOVE COLUMNS OR HEADINGS IN THE TEMPLATE! You can find the required format in your **Excel Upload** tool and also on the Babe Ruth League website under *League Resources*.
      ii. Make sure you are uploading your file under the correct tab. The system automatically assigns either a 'player' or 'coach' role to all uploaded files, corresponding to the tab you upload under.
      iii. If you find that your information is not uploaded correctly, do NOT upload it again. This will only cause duplicates in the system. Please contact bronlinesupport@baberuthleague.org for assistance.
   b. **Add a Player/Coach** – Simply fill out all of the information in the form and submit. This is helpful if you have uploaded all of your players/coaches and realize that you forgot one.

**SYSTEM SETTINGS –** Using the **System Settings** tool, make any necessary changes to your league's insurance information so that it can be automatically pushed to your new season's rosters.

**DIVISION ADMIN –** Using the **Division Admin** tool, create your divisions for the current season.

1. **Division Name** – League-chosen name for division (e.g. Minors, or 4-5 Year Olds, or American)
2. **Display Order** – Order by which your divisions will appear on your website. If you do not designate an order, the default is alphabetical.
3. **Age Group** – The 'official' group your division is attached to.

**TEAM ADMIN** Using the **Team Admin** tool, create your teams for the current season.

1. IMPORTANT – Make sure to choose the division your teams are associated with from the drop-down box.
2. Enter up to five team names at a time and submit. You may enter as many groups of five as required.
3. Choose the **Modify Teams** tab, and click on the **Modify** button next to the team. Choose the appropriate Manager and Coaches from the drop-down boxes and click on **Submit**. If you do not complete this step now, you will be able to add your managers & coaches in the View/Submit Rosters tool, but it is much easier here.

**MODIFYING INFORMATION**

1. **Division** and **Team Admin** tools include a **Modify** tab or button if you need to make changes to the information.
2. **Player/Coach Information** can be updated with the **Edit Users** tool. Click on the **Modify** button next to the person you need to make changes for. These changes will be automatically reflected on all rosters in your system, whether you have submitted them or not.

**CREATE ROSTERS -** Using the **Create Roster** tool, you will be able to add your players to the teams you have created.

1. From the upper-left portion of your Roster Tool screen, click on the arrow next to the division you are creating rosters for, which will show your team list. Choose the appropriate team, and note that:
    a. Your selected team and division name will appear in the lower-left portion of the screen.
    b. Your player grid will now be filled with all of the players in your system who have not yet been placed on a roster.
2. To place players on the roster for the selected team, click on the name(s) in the player selection grid (left) and drag them to the roster grid (right). You can select multiple names by holding down the **Ctrl** key as you make each selection.
3. When all players are added, click on **Save Roster** to save your work. Until you have submitted your roster, you can come back to the roster to make changes as needed.

**VIEW/SUBMIT ROSTERS –** Using the **View/Submit Roster** tool, you will be able to delete rosters that have not been submitted, make last-minute changes to Manager, Coach, and Insurance information, electronically submit your roster to Babe Ruth League headquarters, and your commissioners, and process Add/Drop forms electronically.

1. Rosters are sorted by division and team. You will be able to see if a roster has been submitted and if any add/drops have been associated with it.
2. To **delete** a roster that has not been submitted, click on the **Delete** button next to the appropriate roster.
    a. This cannot be undone … be sure you have the correct team in the correct division before you agree to delete it.
    b. Any players on the deleted rosters will be released so they can be placed on a new roster.
3. To **view** a roster, click on the **View** link next to the appropriate roster. You will be able to see all of the information that is currently on the roster.
4. To **submit** a roster, click on the **View** link next to the appropriate roster.
    a. Make sure all required information is filled it:
        i. Players
        ii. Manager and/or coaches
        iii. Insurance information
    b. Make any necessary changes to Manager/Coaches and Insurance information, being sure to hit the **Save** button next to <u>each record</u>.
    c. Type in your name (as **League President**) in the appropriate box in the bottom right of your roster and submit.
        i. If this box does not appear, it is because you are missing required information. Please note the information in red text, and make the necessary changes.

d. Your roster has now been submitted electronically to Babe Ruth League headquarters, and is available to view by your state commissioner via the Data Center.

5. To submit an **add/drop** for a submitted roster, click on the **New Add/Drop** link next to the appropriate roster.
    a. There are four areas of the add/drop form:
        i. Part 1 – Delete/drop players from the roster
        ii. Part 2 – Add players to the roster (please note that the player must have been added to your system through the Excel Upload or Add a Player Tool)
        iii. Part 3 – Delete/drop coaches from the roster
        iv. Part 4 – Add coaches to the roster (please note that the player must have been added to your system through the Excel Upload or Add a Coach Tool)
    b. You can add/drop players and coaches on the same form.
    c. Type in your name (as **League President**) in the appropriate box in the bottom right of your form and submit.
    d. Your add/drop form has now been submitted electronically to Babe Ruth League headquarters, and is available to view by your state commissioner via the Data Center. You will see a new entry under the New Add/Drop link with the date of the add/drop form(s) you have submitted.