INTRODUCTION

Leagues that are not using BabeRuthLeague.org powered by Sports Illustrated Play for online registration must submit their rosters using a CSV, or comma separated value, file.

Before submitting your rosters please review the [Pre-upload Checklist](#). This will assist in eliminating errors during your roster upload.

TeamWALL

Uploading roster data will activate TeamWALL for each team, however you will have to send the respective TeamWALL URL to each coach and/or registrant. To access each team's TeamWALL to retrieve the URL, follow the instructions found [here.](#)

TeamWALL is a great tool that will keep your coaches, volunteers, parents and players connected.

[Click here for the TeamWALL Coach Users Guide.](#)

STEP 1: COMPLETE YOUR CSV FILE

If you do not have Microsoft Excel, please find alternative FREE options [here.](#)

[If you are using Excel for Mac, please review this article from our knowledgebase prior to beginning your upload.](#)

NOTE: Before creating your spreadsheet, please note that each sport and season must be a separate CSV file. Do not attempt to upload Baseball/Softball in the same file, or Spring/Fall in the same file.

1. Download this [Microsoft Excel template](#).
   - This template will download within your browser.
2. Save the file in a location that it can be found at a later date and give it an identifiable name.
   - You will need to update this exact file in the case of adds/drops to your roster.
3. Begin entering your roster data, **beginning on row 2**, using the formatting guidelines in the table below.
4. Once complete **Save** your file.
   - We recommend keeping your CSV file open during the upload process in the event errors are identified. This will allow you to make adjustments much faster.

DO NOT DELETE <u>ANY</u> COLUMNS.

*All columns must be present, **even if blank**, in order to be accepted by the system.*

Regular Season: CSV Roster Upload

COLUMN HEADER COLOR KEY:

Red – Required field for Players and Volunteers   Black – field not required (but allowed)

Green – Required field for Players only   Blue – Required field for Volunteers only

Column Header	Description	Notes	
Division	You MUST use either the full Babe Ruth division name or the division abbreviation listed in Notes.	**Division Name**	**Division Abbreviation**
		Cal Ripken Major/70	Major/70
		Cal Ripken Major/60	Major/60
		Cal Ripken Minor	Minor
		Cal Ripken Rookie	Rookie
		Cal Ripken T-Ball	T-Ball
		Baseball - 13 - 15	13-15
		Baseball - 13 - Prep	13 Prep
		Baseball - 16 - 18	16-18
		Baseball - 16 - Prep	16 Prep
		Softball - 6 & Under	6U
		Softball - 8 & Under	8U
		Softball - 10 & Under	10U
		Softball - 12 & Under	12U
		Softball - 14 & Under	14U
		Softball - 16 & Under	16U
		Softball - 18 & Under	18U
		Bambino Buddy Ball	Bambino Buddy Ball
		Xtreme X8	X8
		Xtreme X10	X10
		Xtreme X12	X12
		Xtreme X14	X14
		Xtreme X16	X16
		Xtreme X18	X18
Team	Team name. Duplicate team names in the same division are not allowed, including Strikers 1, Strikers 2, etc.	**When re-submitting rosters, Team names MUST match the original. ANY variation in Team name will create an entirely new Team in the system.**	
Role	The only valid options are: **Player, Coach, Assistant Coach, Manager, Team Parent**		
FirstName	Player/Volunteer First Name		
MiddleInitial	Player/Volunteer Middle Initial	Not required, but only one character is allowed	
LastName	Player/Volunteer Last Name		

Birthdate	Player/Volunteer MM/DD/YYYY or MM-DD-YYYY	**Don't** spell out (i.e. June 23, 2005 won't work)
Address	Player/Volunteer Home mailing address (i.e. Street Number, Street Name, and Apt#)	
City	Player/Volunteer Home City	
State	Player/Volunteer State. **Use two letter state abbreviation**	Example: NY
Zip	5 digit zip code	
RegistrantPhone	Volunteer 10 digit format: NNN-NNN-NNNN	Hyphens are not required. Player data can be added
RegistrantEmail	Volunteer email address	Player data can be added
Sex	"**M**" for male and "**F**" for female	
ParentFirstName	Player Primary Adult's First Name	Blank for Helpers
ParentLastName	Player Primary Adult's Last Name	Blank for Helpers
ParentEmail	Player Primary Adult's Email Address	Blank for Helpers
ParentPhone	Player Primary Adult's Phone Number	Blank for Helpers
Parent2FirstName	Player Secondary Adult's First Name	Secondary Adults are not required, but First/Last Name, Email, and Phone are required if you add "Parent2" to roster
Parent2LastName	Player Secondary Adult's Last Name	
Parent2Email	Player Secondary Adult's Email Address	
Parent2Phone	Player Secondary Adult's Phone Number	

STEP 2: SUBMIT ROSTER(S)

To begin roster submission:
1. Go to your BabeRuthLeague.org powered by Sports Illustrated Play website.
   - If you do not have the link to your league website:
     - Go to siplay.com and click **Sign In** in the top right corner of the screen and skip to step 3.
2. Click **Login** in the top right corner of the screen.
3. Enter the e-mail address associated with your Babe Ruth League account and your password.
   - **If your e-mail address has changed since August of 2015**: Please contact the Sports Illustrated Play Support Team (support@siplay.com) to update your information.
   - **If you are a new administrator, or not the primary contact for your Babe Ruth League account**: Please e-mail the Sports Illustrated Play Support Team (support@siplay.com) requesting access with supporting documentation from the primary administrator of your Babe Ruth League Account.
   - **If this is your first time logging in**, click **Reset Password** and follow the on screen instructions.

When you have successfully logged into the system:
1. Click **Begin Roster Upload** on the right side of the homepage.
2. Choose the appropriate **Season.**
3. Click **Choose File** and navigate to your saved file.
4. Single click your file, then click **Open**.
   - You should now see the name of your file next to the **Choose File** button.
5. Click **Upload your Roster**.
   - The system will now validate that you have chartered the same amount of teams you are attempting to upload.
6. When your CSV file has been uploaded successfully, click **Import Registrations**.
7. You will now see a listing of the teams you have just uploaded.
   - Teams that are shaded green are clear of errors and selected by default.
   - Teams with Roster Errors will be shaded red. *Teams with roster errors <u>cannot</u> be submitted until the roster errors are corrected.*
     - *TO FIX THESE ERRORS, YOU MUST CORRECT YOUR CSV FILE AND REUPLOAD.*
     - Click **Home** to navigate back to the **Begin Roster Upload** button and repeat steps 1-7.
     - **A complete listing of errors and how to fix them will be released soon!**
8. When all of your teams are clear of errors, click **Submit Session** at the bottom of the screen.

NOTE: *If your homepage view is different from what is referenced above, you have likely started a trial. Please click on* **Registrations > Import Registrations** *(left menu); follow above instructions from Step 2.*

Your rosters cannot be submitted if there are errors so it is recommended that you submit this file at least a few days prior to the deadline to give you time to correct any errors.

ADDS/DROPS

To add or drop players/coaches you must edit your original CSV file and resubmit, using the steps above. The system will detect any changes (adds/drops) and record them accordingly.

VIEW/PRINT ROSTERS

- Click on **Teams > Manage Teams**
- Click on a **Team name > Print Roster**
- Select one of the available rosters. A PDF will be generated (saved under your browser downloads, if it doesn't open automatically).

LIMITATIONS

Using this method to send rosters to the Babe Ruth League does not give you access to Online Registration features, including but not limited to printing of player passes, viewing/printing reports, and 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.