SUBMITTING TEAM ROSTERS GUIDE

TABLE OF CONTENTS

INTRODUCTION

This document is intended for administrators using the **Sports Illustrated Play** online registration system to submit **Team Rosters** to their parent organization/league.

NOTE: The roster submission process can vary based on your parent organization's rules and regulations.

This guide is designed to help you access the following categories:

1. Players and coaches register.
2. Assign players & coaches to teams.
3. Make Team Rosters accessible to coaches/families by setting the team to **Active** (Optional).
4. Adjust Team Rosters (i.e. move, assign or unassign players and/or coaches as needed).
5. **SUBMIT** Team Rosters to parent league.
6. Print Player and/or Coach Passes (if applicable).
    - NOTE: Some parent organizations do **not** allow coach pass printing from the system.
7. Team Rosters are **approved** by parent league.
    - Roster Submission Status is shown for each Team.
8. **RESUBMIT** Team Rosters with any changes (adds/drops, name changes, birth date corrections, etc.).
    - NOTE: **Re-submissions** of Team Rosters can **only** be done **after** the first submission is **approved** by your parent organization.
9. **View** Roster Errors.

SUBMITTING TEAM ROSTERS

One of the most powerful features of the Sports Illustrated Play system is the ability to submit your Team Rosters **electronically** to your parent league. If you are ready to submit Team Rosters:

1. It is assumed that you have already **assigned** all players and coaches to teams using the **Manage Teams interface**.
2. Once players and coaches are assigned according to your organization's methodologies for doing so, administrators with the appropriate access level to the system can **Submit** the Team Rosters electronically.

To **submit** Team Rosters:

1. From the Administrator homepage, select **Submit Rosters** from the **Teams** menu.
2. Click on the **Session Name** you would like to submit.
3. **Check/Uncheck** the **Teams** you would like to submit (teams **without** errors and who have changes, will already be checked).

4. Then click **Submit Teams** at the bottom.
    - NOTE: This page shows a list of teams to submit. You will notice a checkbox next to each team and if this is **checked**, the team will be submitted upon clicking on the **Submit** button (upper right). By default, teams will be checked upon entering this screen if any changes have been made by your organization subsequent to the **last** submission. A team will be highlighted **Green** if the team passes the rules your parent organization has established for a team of that division (i.e. age of players, number of players on the roster, number of coaches, etc.). A team will be highlighted **Red** if there are **errors**. If there are errors, they need to be fixed **before** it can be submitted.

5. Click **OK** to complete the submission.
    - NOTE: When a session is submitted, in some cases, the parent organization or league office needs to process the submission. SI Play does **NOT** have the authority to process submissions on behalf of the parent organization. Typically the parent organization clears them within the same business day, Monday through Friday. Once cleared, you can then submit another team and print passes (if applicable).

PRINT PLAYER AND/OR COACH PASSES

Normally, Player and/or Coach **Passes** can be printed by administrators, **after** submission and/or approval of your **Team Roster**.

NOTE: Sometimes there are issues or ambiguities that need resolution at the parent organization level, causing a delay in the ability to print Passes.

To **print** Player and/or Coach Passes:

1. On the Navigation toolbar on the far left side of the webpage, select **Teams** > **Manage Teams**.
2. Select **Session** and **Divisions** from the dropdown list.
3. Click on **Team Name**.
4. Click **Print Pa**sses at the top (to print passes **together**) or **Print Pass** to the right (to print an **individual** pass).
    - If the **Team Roster** has been **submitted**, you will see **new** buttons on this team view to **Print Passes**.
    - There are **two** options: The first option is **Print Passes** (for the entire team), and the second option is **Print Pass** (for individuals). In either case, your selection will result in **players/coaches** being placed in a "**Task**" queue.
    - NOTE: Some parent organizations allow **coaches** to print **Player Passes** directly from the system. If you have this capability, you will see a **Print Pass** option in the coach's

row. When you click **Print Passes**, you will see a popup letting you know the **number** of player passes added to the task.

5. Click **Home > Print Passes** under **Tasks**. If there are **no** passes to print, this option will **not** appear.
6. The **Print Passes page** will show **all players** and/or **coaches** selected from the **previous** steps. To complete the task, click on the **Print All** button on the lower left.

   NOTE: The **Clear Printed** button will **exclude** any passes that were printed previously – the date when the passes were printed (or at least viewed in printable form) is shown in the last column. Some players/coaches may be **excluded** due to **Roster Errors** (see Roster Error Section to learn more about Roster Errors).
7. Upon selecting, **Print All**, a PDF file is created and displayed that is ready to be printed on card stock.
   - Be sure that your **Print Settings** are correct so the cards **align** properly.
   - In the **Page Handling** section, the **Page Scaling** should be set to **NONE**.
   - **Auto-Rotate and Center** should be **unchecked**.

MONITOR ROSTER SUBMISSION STATUS

After electronic submission of your **Team Roster**, you can monitor the approval status by going back to the **Manage Teams** interface. **Manage Teams** is accessed by clicking **Teams > Manage Teams**.

There are **4** possible status codes, described below:

1. **New** – Roster has not yet been submitted to parent organization.
2. **Approved** – Roster has been submitted and approved by parent organization.
3. **Pending** – Roster has been submitted and is in the approval process.
4. **Changed** – Roster has changed since the last submission and must be resubmitted for approval.

VIEW ROSTER ERRORS

Roster Errors are errors with a registration that does **NOT** allow the registrant to participate (i.e. failed background check for a volunteer). If your parent organization has roster validation rules enabled, you will be able to **view** any errors from the submission. If enabled:

1. All **Players** and **Volunteers** have “evaluators” to see if they pass a set of rules (created by parent organization) and are “approved.”
2. This knowledge allows the status of each person to be displayed on a roster, along with the reason they are “not approved” if that is the case.
3. This information is also used to determine if Player/Coach passes can be printed.

To **view** Roster Errors:

1. On the Navigation toolbar on the far left side of the webpage, select **Registrations** > **Reports** > **Roster Errors**.
2. Select the **Session** you would like to view from the dropdown list located under **Select A Session** and then click **View Errors**.

Roster Error Codes

Error Codes are letter codes that can be viewed by administrators when looking at a team roster. An Error Code can be present for both **Players** and **Coaches**.

For **Players**, an administrator can see:

1. What information is **missing** from a player's online profile.
2. The information that is pending approval from an administrator (i.e. birth certificate verification).
3. If they are allowed to participate or if they have been suspended.

The **Player Status Error Codes** are as follows:

- **XX** – Suspended. Player has been suspended.
- **BD** – Birth Date Not Verified. Birth date needs to be verified and recorded by the parent organization.
- **DR** – Dual Registration. Player is detected as being registered on two teams during the same season.
- **TR** – Transfer Pending. Player has changed teams and the transfer needs to be approved by the League.
- **BCI** – Birth Certificate Verification. The player birth certificate needs to be verified.
- **CVI** – Custom Document. The organization has a custom document that the player is required to upload. The document still needs to be uploaded by the player and/or verified by an administrator.
- **AVNO** – Address Verification. Player's address has not yet been verified and they need to upload two pieces of mail to complete the verification.
- **PINO** – Photo ID Image required and there is no Photo ID image on record.
- **PIEX** – Photo ID Image required and the image on the person's record is expired relative to the session play date.
- **PIBY** – Photo ID Image required and the administrator bypassed the image while registering.

For **Coaches/Volunteers**, an administrator can see:

1. The status of a Coach/Volunteer's background check.
2. If the Coach/Volunteer is eligible or ineligible to participate.

The **Coaches (Volunteer) Status Error Codes** are as follows:

- **XX** – Suspended. Volunteer has been suspended.
- **BCXX** – Background Check Not Eligible. The Volunteer is **not** eligible to participate.
- **BCNR** – Background Check Not Registered. The Volunteer has not yet registered. If the Volunteer has registered, this code may indicate a possible **duplicate** in the parent organization system that has not been merged. Please check with your parent organization.
- **BCIP** – Background Check In Progress. The Volunteer has registered and has previously passed, but it has expired. The Volunteer needs to **re-register** for a background check.
- **BCEX** – Background Check Expired. The Volunteer has registered and has previously passed, but it has expired. The Volunteer needs to **re-register** for a background check.
- **Q1** – Needs Qualification 1 (If enabled by your parent organization).
- **Q2** – Needs Qualification 2 (If enabled by your parent organization).
- **Q3** – Needs Licensing/Qualification 3 (If enabled by your parent organization).
- **Q4** – Needs Licensing/Qualification 4 (If enabled by your parent organization).

NOTE: The code descriptions shown below can also be accessed by clicking on the **Red Question Mark** button when viewing Roster errors.