

CYC ROSTER SUBMISSION NOTES

There are two ways to submit Team Roster(s) to a CYC district office. If you use the Sports Illustrated Play system to register players & coaches, submissions can be made automatically by parish/school administrators by using the Submit Rosters feature. Click [here](#) to learn more about automatic submissions. If your parish does not use the Sports Illustrated Play system to register players & coaches, rosters must be submitted using a comma separated value (CSV) file via the Sports Illustrated Play system. This document describes the precise format for the CSV file and the steps to submit it to the CYC district.

CREATE A CSV FILE

It is recommended that you use a spreadsheet program, such as Microsoft Excel, to create the CSV file. Once you have the columns/rows populated with your roster data, a CSV file can be easily created in Excel and similar spreadsheet programs by going to File > Save As and specifying the File Type as Comma Separated Values (CSV).

Field Definitions

The first Row of the file is **Column Headers** – use the exact **Column Headers** shown below in your CSV file. Data begins on the second Row - Do not submit files with blank rows.

Click [here](#) to view/print/download a sample file that conforms to these specifications.

| Column Header | Description | Notes |
|---|--|---|
| Fname | Player/Coach first name | |
| Lname | Player/Coach last name | |
| Street | Home mailing address. Street Number, Street Name, and Apt. # if applicable. | Do not use abbreviations, e.g. St. or Rd. You must type out Street, Road, North, South etc. |
| City | Home city | |
| State | Use two letter state abbreviation, e.g. "NY" | |
| Zip | 5 digit zip code | |
| Phone | Use 10 digit format: NNN-NNN-NNNN | Hyphens are not required |
| Email (Optional) | Parent or player e-mail address | |
| Birthdate (Optional for Coaches) | Use MM/DD/YYYY or MM-DD-YY format | Do not spell out (e.g. June 21, 1998 will not work). |
| Sex | Use 'M' for male, or 'F' for female | |
| Role | Specifies the Role of the person. Valid options are: Player, Coach, Assistant Coach | This is important as coaches need a Coach ID number, but assistants do not. |
| Division | Required Format: Grade X G. Where X = Grade, and G is Gender. (examples "Grade 5 Girls", "Kindergarten Girls" and "PreK"). | Do not use "Second Grade Boys". If the team you are entering has two grades in it, name the division the older grade. For example for your Juvenile divisions that has 11 and 12 graders, the division name would be "Grade 12 Girls" |

| | | |
|-------------------------------|--|--|
| Grade | Grade of player examples: “PreK”, | “Kindergarten”, “1”, “2”up to “12”. |
| Team | Name of Team | Please be consistent here – changing the name even slightly will end up creating a new team on the district Roster management system. |
| School | See below * | |
| Parish of Registration | See below * | |
| Parish of Residence | See below * | |
| Open/Closed | Open or Closed Will also accept: O or C | An open player is playing this sport during the CYC season in another league. For example, a player is also playing on a YMCA team or select team. If a team has at least one open player, then the team is open. A team can elect to participate as an open team. |
| Coach ID | XX-XXXXX | This is required for ALL coaches. |

*For **School**, **Parish of Residence**, and **Parish of Registration** it is important you use a standard format for submission. Supplied is an Excel document titled “[Parish List by District](#)”. Please copy and paste the parish exactly as it is in the file. If the parish or school does not show up on your district tab, please type the name of your Parish.

SUBMIT YOUR CSV FILE

You need to submit the CSV file to the CYC district by logging into a Sports Illustrated Play account specific to your parish. If you do not have access to your account, please contact support@siplay.com and include your parish name and the name of the authorized administrator(s).

Logging in with your username (your e-mail) and password will bring you to the Home Page.

| Step | Action |
|------|---|
| 1 | |
| 2 | <p>SUBMIT ROSTERS USING CSV UPLOAD</p> <p>This lets you submit team rosters to your governing organization when team rosters are in CSV (comma separated value) format. Do not use this if you are managing Teams and rosters with this Sports Illustrated Play system. Please refer to the Roster Submission Guide for the specification of the CSV file - your governing organization can provide you with a copy if you don't have one already.</p> <p>Filename <input type="button" value="Browse..."/> No file selected.</p> <p>Type <input type="text" value="None"/></p> <p>Period of Play <input type="text" value="-select one-"/></p> <p><input type="button" value="Submit"/></p> <div style="border: 2px solid red; border-radius: 50%; padding: 10px; display: inline-block; margin-top: 10px;"> <ol style="list-style-type: none"> 1. Click Browse and locate the CSV file on your computer. 2. Select the Type for the sport 3 Select the period of play 4. Click Submit. </div> |

The Load Rosters page is where you specify the CSV file to upload to the district league system. Note that Rosters can be submitted one at a time or the entire parish can be submitted at once, using a single file. When a roster is submitted, it is “validated” by the Sports Illustrated Play system:

1. Presence of the required columns (see pages 1 & 2)
2. Values for columns are in the proper format (see pages 1 & 2)

If an error occurs after submission, the system will notify you on the specifics. If errors are found, the CSV file must be corrected and re-submitted using the steps above.

ADDS/DROPS

To add or drop players/coaches you must edit your CSV file and reload it, in its entirety (that is, the entire “new” roster), using the steps shown above. The system will detect any changes (adds/drops) and record them. Submitting a new roster with changes will also change the roster status to “unapproved.”

LIMITATIONS

Using this method to send rosters to the CYC district does not give you access to Sports Illustrated Play’s Online Registration features, including but not limited to printing of player passes, viewing/printing rosters, monitoring rosters and the 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.

GETTING HELP

You can contact Sports Illustrated Play’s support team by phone at 866-975-8600, email them at support@siplay.com, or by opening a case through their [Support Community](#).