

On your Home Plate screen you will find the green buttons, click on ADD LEAGUE to create your league.

Registration Menu

Umpires

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Individually Registered Leagues

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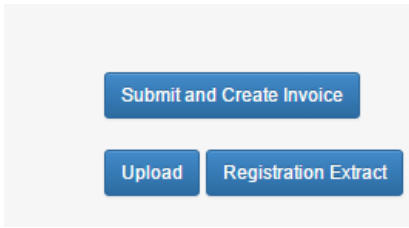
Here you want to check the box for League Admin and Head Coach
Fill out the Team Name, Division – Girls Fast Pitch, Classification, update League then Registration Option and SAVE.

Add New League

League ID:

Role Name *	<input type="checkbox"/> League Administrator	<input type="checkbox"/> Head Coach	<input type="checkbox"/> Coach	<input type="checkbox"/> Jr. Coach
	<input type="checkbox"/> Other	<input type="checkbox"/> Board Member		
League Name *	<input type="text"/>			
Season *	2017 Year ▾			
Community/HomeTown	<input type="text"/>			
League Type *	Youth ▾			
Division *	-- Select a Division -- ▾			
Classification *	-- Select a Classification -- ▾			
State *	California ▾			
Association *	CA - Northern California ▾			
Group *	JO (Youth) Rec 03 - Monterey/Santa Cruz/San Benito - JO Rec 03 - Monteri ▾			
League *	Scotts Valley Girls ▾			
Please select an active registration option from the list below.				
Registration Option *	-- Select a Registration Option -- ▾			
Website	<input type="text"/>			
Notes	<input type="text"/>			

On the "Manage League" page you want to click the blue box "Upload"



Attached is the Spreadsheet to use. Create one for Players and one for Coaches.

For the Players you only need to fill out the columns for Name, Address, City, State, Zip Code, Gender and DOB.

For the Coaches you need to fill out ALL columns

When all done adding your members, click the "Select All" button then the blue button at the top right **GENERATE INVOICE PREVIEW**. Here you create the invoice.

A screenshot of a web interface for managing a team roster. At the top right is a blue button labeled "Generate Invoice Preview". Below this, the text "Standard Roster" is displayed, followed by "Invoice(s): None" and a blue link "View Issues". A section titled "Player Count By Association: Click Here" is followed by a dropdown menu for "Member Benefits" and a yellow "View" button. Below these are two red links: "Click Go to initiate your selection." and "Click Open to view your selection.". There are two dropdown menus: "--Team Actions--" with a green "Go" button, and "--Printable Documents--" with a green "Open" button. To the right are three blue buttons: "Add Team Member", "Change Team Admin", and "Move Member". A tabbed interface shows "Team Members", "Information", "Possible Conflicts", and "Invoice Preview" (which is selected). Below the tabs are buttons for "Select All", "Unselect All", "Select all on the page", "Unselect all on the page", and "Refresh Grid". A text prompt says "Drag a column header here to group by that column". Below this is a table with the following headers: #, Photo, PersonID, Name, Role, DOB, BG, ACE, Conc, Birth C, Paid, Inv, Status, Status Date, BG Statu. The table has one row with empty input fields for PersonID, Name, Role, DOB, Inv, Status, Status Date, and BG Statu.

Once I receive the invoice with payment I will approve the league.

Upon approval you will be able to find the League Insurance Certificate under the Printable Documents pull down screen.

Call me if you need more help.

Sandy

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