



Regular Season Roster Submission Guide

INTRODUCTION

This guide is for leagues that franchise 8U, 10U, 8U and 6U regular season teams for 6U leagues who do not use TeamPass online registration software to create, submit and print regular season rosters. Regular Season rosters for leagues who do not register players online are created by downloading an Excel spreadsheet template inserting in the template all players and coaches for all teams in each league. Once the spreadsheet is complete, select all rows and columns to copy and paste in the league's roster upload page and click submit. **All regular season coaches and players must be submitted on the league's rosters to be eligible for tournament play.** Tournament Rosters will be created from the league's regular season team rosters of coaches and players only! If you need assistance, please email support@teampass.com or softball@DYSUSA.org.

PRE-ROSTER CREATION CHECKLIST

Before creating your rosters on the excel spreadsheet template, please review this Pre-Roster Creation Checklist. This will assist in eliminating errors during your creation process.

1. When you franchise teams online, please allow a few minutes for the transaction to clear and data to sync with the DYS Roster Manager.
2. Ensure you have franchised enough teams in each age division with DYS.
 - If you are attempting to create more teams per age division than franchised, you will be unable to submit your rosters.

STEP 1: LOGIN

Each Diamond Youth Softball franchise has their own portal for submitting team rosters.

1. [Click on the Submit League Rosters link on the DYS website.](#)
2. Click on the League Roster Admin link and enter your league's **Franchise Number and Zip Code**.
3. Click **Search**.
4. The league's Roster Upload screen will appear with your league's name, address, phone number and email.

If your league is not appearing in the League Login Tool, please contact DYS at Softball@dysusa.org or 903-927-2255 to resolve any issues.

STEP 2: VERIFY TEAM PURCHASES

If you are attempting to create more teams per division than franchised, you will be unable to submit your rosters.

To verify team purchases:

1. [Click on the Submit League Rosters link on the DYS website.](#)
2. Click on Review Franchise Form.
3. Compare the teams purchased on your Franchise Form to the number of teams you are planning to submit in each subdivision..

If you need to purchase additional teams, please contact DYS directly to add more teams. (903-927-2255)



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STEP 3: CREATE YOUR ROSTER SPREADSHEET

When creating your team rosters you must input all team rosters into the Excel spreadsheet template.

Download a blank Excel DYS Roster Template

1. [Click here](#) to download the excel DYS Roster Template.
2. Save the file with an easily identifiable name and location on your computer.
3. Input your roster data, starting on row 2, using the [formatting guidelines](#) provided.
 - **NOTE:** Do **NOT** delete the header row or any columns. All columns must be present in order to be accepted by the roster system. **DO NOT leave blank rows between teams in spreadsheet.**
4. Once the data for all teams, managers, coaches and players is complete, **Save** your file.
 - **NOTE:** Ensure the file type is an excel spreadsheet).

STEP 4: Submit your DYS Roster Template

Once the spreadsheet is complete, select all rows and columns to copy and paste in the league's roster upload page and click submit.

To submit rosters from your Excel spreadsheet:

1. Use your franchise number and zip code to login to your Roster Upload page.
2. Select all rows and columns on the excel spreadsheet DYS Roster Template
3. Copy and paste in the Roster Upload box.
4. Click Submit.
5. Your regular season rosters have now been created.

VIEW/PRINT/EDIT ROSTERS

You can edit your roster as necessary to correct birth dates, names, add players or coaches but you cannot add players after May 31, 2024.