

TEAM REGISTRATION AND ROSTERING



In Summary

Rostering of players for both Baseball and Softball from Jan 2003 will be done via the BaseballSoftballUK website. The basic steps to successfully roster your players are as follows:

Setting up your Team on the BSUK Website

- 1) APPOINT a Team Webmaster who will
 - a. Enter your team info and contact details
 - b. Roster players to your team
- 2) The Team Webmaster needs to REGISTER on the BSUK Website.
- 3) Team Webmaster should then send their ROSTER CODE to your League's Webmaster.
- 4) The League Webmaster will then SET UP YOUR TEAM.
- 5) Once your team has been set up, your Team Webmaster will receive an automatic confirmation E-mail.
- 6) The Team Webmaster should now log on to the REGISTERED USERS part of the website to SET UP YOUR TEAM DETAILS.

Rostering Players

- 7) Each of your players needs to REGISTER on the BSUK website.
- 8) Each player needs to send their ROSTER CODE to your Team Webmaster.
- 9) Your Team Webmaster then needs to ROSTER each player by typing in their SURNAME and ROSTER CODE.

A Screen Shot Guide To Rostering Players

Logo on to www.baseballsoftballuk.com and click on the link shown in the page below.

Click on Register for BSUK USERNAME to set up your details and submit your ROSTER CODE

TEAM REGISTRATION AND ROSTERING



The Team Webmaster should now log on to the REGISTERED USERS part of the website to SET UP YOUR TEAM DETAILS. Below is the page for updating info. Most fields are self-explanatory, but if you're unclear about anything, there are 'What's this?' guide notes next to each.



Click on TEAM NAME to get to the Manage League Teams page.

Manage League Teams

Add New Team
* required information

1. Team Name and Contacts

Team Name* Windsor Bears

Webmaster John Boyd [Change to: LAST NAME] [ROSTER CODE] What's this?]

Main Contact* John Boyd [Change to: LAST NAME] [ROSTER CODE] What's this?]

Web Access Level None [What's this?]

Contact 2 Not set [Change to: LAST NAME] [ROSTER CODE] What's this?]

Web Access Level None [What's this?]

Contact 3 Not set [Change to: LAST NAME] [ROSTER CODE] What's this?]

Web Access Level None [What's this?]

Messages to League Webmaster [What's this?]

2. Website Details
This information will be used on your BSUK Virtual Web-Page

Team Blurb Originally established as a youth team in 1990, the rise of the Bears to the top of the British game has been a quick one. Entering the adult leagues in 1997, the Bears made their first national final in 1999 and have since played in the 2001 and 2002

Team Logo Not set [Change to:] [Browse...] What's this?]

Team Picture Not set [Change to:] [Browse...] What's this?]

Official Team Website http://www.windsorbaseball.co.uk

3. Region and Venue Details

Team Venue Windsor Boys School What's this?]

Venue streetmap.co.uk map ref: x=495839 ,y=177081 What's this?]

Region SE - South East [What's this?]

To roster players, you'll need to enter their SURNAME and ROSTER CODE

Manage Roster Windsor Bears

These two sections are for rostering players who have already registered as users to the BSUK website.

This section is for rostering players who DO NOT have access to the internet. You are required to have a signed BSUK paper roster form from each player you sign up using this section.

Add New Player

1. ROSTER DETAILS
You **must** provide a Roster Start Date for each new player. Do **not** enter an Roster End Date unless a player leaves your team. You cannot change any roster details once entered

Roster Start Date (dd/mm) * 28/03

Roster End Date (dd/mm)

Player Number

2. REGISTERED PLAYERS
For registered players you need only complete this section (ignore for non-registered players)

Player [LAST NAME] [ROSTER CODE] What's this?]

3. NON-REGISTERED PLAYERS
For non-registered players you **must** complete this section (ignore for registered players). Be careful - you will **not** be allowed to change surname, DOB or sex later!

First name *

Last name *

Date of birth (dd/mm/yyyy) *

Sex* Male [v]

Provide either an email or postal address

Email address

Address

Postcode

You MUST tick the box to confirm that you have a signed paper BSUK roster form from this player. This roster assignment is not valid if you do not have a paper form.

I hold a signed BSUK roster form for this player

A full users guide is available on the website as a download.