

2010 Pre-Roster Meeting Preparation

Charter View-Classes Tab:

- Ensure each class has the correct team fee
- \$150 :: A, B, C, D
- \$120 :: HH, H, G, F, EE, E
- \$115 :: PB, PG
- \$5 :: T-Ball (per player)

Local View-Teams Tab:

- Ensure all teams have a valid team name (Indians, Tigers, etc.)
- Ensure the team counts in each class are correct. If any team from last year is not active this year, highlight the team name, then click the delete button **[X]** at the bottom of the list of team names.
- Assign managers and coaches to all teams with their phone numbers. The phone numbers will be printed on the schedules and are publicly available.

Locals View-Fields Tab:

- Ensure all fields have a valid name (Complex #1, Township Park #1, etc.)
- Ensure the location contains a brief description of the field location. You are limited to 75 characters.
- Ensure all teams are assigned to a field. Highlight the top item "Fields", then click the **Populate** button. You can drag and drop team(s) to the correct field(s) if they are not correctly placed.

Reports View:

- Print all of your rosters and make the appropriate number of copies. The team manager must sign each copy of the roster.
- Print the **Roster Sign-in & Team Fees** report. This prints the total amount of team fees due and provides a check-list for the roster sign-in process.

Forward Your Database To Update Scheduling Information:

- Send an email to tcybscom@tcybs.com and attach your database.
- The name of the database appears in the program title bar and ends with a **.dbk** file extension. If you are using the default, it can be found in the **C:\Apps\Register\databases** folder.
- You can also include in the email any dates the fields are not available for home games, and dates any team(s) is not available to play either a home or away game. Please limit the number of unavailable dates.
- The database will be used to update the scheduling system with team names, managers, coaches and field assignments. You will receive a confirmation email of the updates.
- Send this at least **3-4 days before** the **Roster Sign-in** meeting March 28, 2010.