



## JOSOFTBALL.COM

### JOSOFTBALL ROSTER CREATION

Create a girls' fast pitch roster at <http://www.jsoftball.com>.

Click on "Team Managers" in the upper right corner of the website  
<http://www.jsoftball.com/admin/account>.

If you have created a roster before on this site, simply log in.

If you have not created a roster before on this site, click "Register as a New Manager" and fill out the subsequent form <http://www.jsoftball.com/admin/account/register>.

Click on "Teams" in the left menu.

To view teams that you have created, click on "View Teams" in the left menu. If your team for this season exists in there, you may edit it and the players and the roster, and then submit for review again.

To add a new team, click on "Add Team" in the left menu.

### CREATE A TEAM

Fill out the following information to create your new team:

- Name – Team Name
- City
- State
- Class – The class of the team you are requesting
- Year – Auto populates to the current year, it can be changed by admins
- League – Enter the city that you play league in. We do not need to know what night or class you are in
- Insurance – If you would like to purchase legal liability and medical insurance at a cost of \$10 per player, click the checkbox.
- You may also enter coach information in here. This is the person that will be listed on the roster and is in charge of your team at games.
- Click the gray button "Submit for Review and Return to Teams" if you do not plan on adding players to your roster at this time.
- Click the blue button "Submit for Review and Advance to Roster" if you would like to advance to adding players to your roster.





## JOSOFTBALL.COM

### ADD PLAYERS TO YOUR ROSTER

These systems have databases of players stored in them which you are accessing. If you type a person's name or part of their name, you will see a list of candidates. If you only type "Johnson" you will get a couple hundred candidates. One common names get more specific like "Suzy Johnson" or "Suzy Johnson". If the player has a less common last name like Pfeffer, just enter "Pfeffer" and there should be a small list of candidates.

Many of the people that created player data used names other than formal names. You might want to search on different types of spellings or renderings like "Suzy", "Susan", or even "Sue".

- Type part of all of the player's name in the data entry box at the top of the web page.
- A list of candidates will appear when you start typing.
  - Give the site a little time to retrieve candidates from the database.
- Click on the name of the player you want to add. Keep repeating this through your list of players until you get to a player that is not in the database.
- If the player's name does not appear, click "Add <Player's Name>" immediately below the add a player box.
- That will pop up the "Add a Player" dialogue box. Enter the following information:
  - First Name
  - Last Name
  - Nickname – skip this, we do not need this information
  - Gender – skip this, we will delete this in the future
  - Address
  - City
  - State
  - Zip
  - Phone
  - Email
  - Birthday – the format for this is YYYY-MM-DD if you want to type it in
- Click the blue box "Submit for Review and Add Player".
- This will show the player on your team.
- Repeat the process until all players on your roster are on this list.
- Click the blue box "Return to Teams" to submit for approval.

This should send you to the Teams page which has all of the teams you have created under this log in. It will show up as pending until the administrators have had time to review your team.





## JOSOFTBALL.COM

You can create players with little or no information. However, that leads to you having to fill this out every weekend when you turn your roster in by hand. Do yourself and everyone involved in operating tournaments by entering all of the above information as accurately as possible.

### **ROSTER COST**

USA Softball league teams will not be charged. Non-USA Softball teams will be charged \$30. You will be sent an invoice from [dan@josoftball.com](mailto:dan@josoftball.com). Make sure the email with the invoice didn't go into your spam folder/filter. Once paid, we will process your roster. If you never pay it, the roster will sit in pending mode for the entire season.

### **ROSTER APPROVED**

Once your roster is approved you may perform a few tasks.

- Edit Players – you may edit your player data to update if they have moved or changed email or phone number. You may NOT edit their player rating.
- Print Roster – you may download and print your roster. This will show up as a blue button to the right of your team name. It will download as a Microsoft Word format. It might throw some errors when you try to open the file. Just click OK and Yes and you can see the file. If you do not have Microsoft Word, you will have to ask an administrator to send you a PDF of your roster.

### **SUPPORT / ISSUES / KNOWN BUGS**

There is a login issue that is not allowing users to get back into the system once they log out. We think the security system is timing out and are working on it. We can manually reset your password for you. Just email us with your user name and we can reset your password.

Rosters only download in Microsoft Word format. We are trying to find a way to download to PDF or some image format so everyone can see and print their USA Softball Championship Roster. The first page is in portrait format and the second page is in landscape format.

### **FRIENDLY ADVICE**

Read this and follow instructions when creating your roster.

This is a mobile responsive website. You can create a roster on your phone. However, the mobile site does have less features and is a little more difficult. For best results, try to sit down at a desktop or laptop to create your roster.





## JOSOFTBALL.COM

You will need to create a roster next season even if you have the same players. Once those players are created and committed to this database, you really are just searching on a name, clicking the name, and your roster is created. It is not that difficult.

### SUPPORT / CONTACT

If you need help email us at [dan@jsoftball.com](mailto:dan@jsoftball.com) and we will get back to you as quickly as we can. Facebook messaging and texting is not the best option here. Please email so I can keep track of work I need to do. Texting and sending Facebook messages will only get lost.

### ADDING PLAYERS AFTER ROSTERS HAVE BEEN COMPLETED

All you need to do is go back to <http://www.jsoftball.com> and log in.

- Click on Teams > View Teams in the left menu
- Click on the gray pencil button (edit this team) on the far right of your team name. (If you are on a mobile phone you may need to switch to landscape view to see the button.)
- Click on the blue Submit for Review and Advance to Roster button.

After that you add players like you did before.

- Click the blue Return to Teams button at the bottom of the page.

The roster and the new players will need to be approved by staff after you do this.

### RELEASING PLAYERS AFTER ROSTERS HAVE BEEN COMPLETED

All you need to do is go back to <http://www.jsoftball.com> and log in.

- Click on Teams > View Teams in the left menu
- Click on the gray pencil button (edit this team) on the far right of your team name. (If you are on a mobile phone you may need to switch to landscape view to see the button.)
- Click on the blue Submit for Review and Advance to Roster button.
- Click on the red minus button (remove this player from the team).
- Click the blue Return to Teams button at the bottom of the page.

