



GrayJay Tips

Creating Team Rosters:

- To add players to your roster, navigate to the team roster page and select the Actions button and select an option (Add Player or Roster Upload).
 - Add Player will allow you to add players one at a time.
 - Roster Upload will allow you to download a template, populate it, and upload the full team roster.
 - For the roster upload, we have recently added parent contact fields in the template to allow uploading that information associated with the player records.
 - First Name, Last Name, and Date of Birth are mandatory fields as this is the only way we can avoid duplication of player records.
 - After uploading a template file, there is one final step required where you have the opportunity to review the information that will be imported and then you must click the **Confirm Import** button to complete the upload.
 - Do not delete columns from the template file.
 - If a player is being added and we find a match in our database (based on First Name, Last Name, and Date of Birth) a message will be displayed asking if you want to use the existing player (and update information) or add a new player. Be careful to avoid creating duplicate players.

More Info will be added as we begin to use the new website.