ROSTER MANAGEMENT ON GOSOFTBALL.COM

Starting in 2020, USA Softball of North Dakota's adult teams may use GoSoftball.com (**http://www.gosoftball.com**) to create and print rosters. This will be mandatory to participate in the McQuades invitational tournament.

The roster system allows you to create a roster using previously created players. **If the player exists in our database, you will not need to recreate the player.** Rather you can search, select, and add them. It can take as little a one (1) minute to create a team.

BEFORE WE GET STARTED….

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.**

If you submit a roster without the necessary player information (name, address, city, state, zip, birthdate, phone, email) you can expect the roster to be denied and/or delayed.

Your team should have a roster prior to playing in any USA Softball-sanctioned tournament. Get your roster created as soon as you get the information collected.

No one ever got in trouble for turning a roster in early. The earlier you get your roster in the more likely it will be approved quickly.

ACCESSING THE ADMIN SECTION

Click on "Team Managers" in the upper right corner of the website **http://www.gosoftball.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.gosoftball.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.

CREATING A TEAM

Fill out the following information to create your new team:

- **Name** – Team Name
  *Please ensure the team name is the same everywhere you use it during the season – roster, league registration, tournament registration, etc.
- **City**
- **State**
- **Class** – The classification of the team you are submitting
- **Association** - Leave this set to USA Softball.
- **Year** – Auto populates to the current year, it can be changed by admins.
- **Division** - Set the division of play you intend to play in
  - o MSP – Men's Slow Pitch
  - o MFP – Men's Fast Pitch
  - o WSP – Women's Slow Pitch
  - o CESP – Co-Ed Slow Pitch
- **League** – Select the City or League you play in. There are a couple of options:
  - If you do not play in a league select "None".
    *"Tournament only" teams should select the league they are submitting their roster to even if they are not playing league games.
    *"League Only" teams should not submit a roster on GoSoftball.
  - If your league is not listed select "Other" and below that enter the league you do play in.
    *Please do not enter the name of your league night; for example, only "Bismarck" is needed, not "Bismarck Tuesday Pioneer League"
- 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.

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 "Tom Johnson" or "Thomas 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 "Tom", "Thomas", or even "Tommy".

- 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. Please do not add an individual as a new player if they are already in the GoSoftball.com 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
  - Address
  - City
  - State
  - Zip
  - Phone
  - Email
  - Birthday – the format for this is YYYY-MM-DD if you want to type it in
  - Rating – you cannot enter this, the player assumes the rating of the classification of the team you are creating
- 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.

You can create players with little or no information. However, this can lead to delays in approving the roster. Please, enter all of the above information as thoroughly and accurately as possible.

Player ratings will be checked against and updated to match the USA Softball Player Ratings database at: **http://usa.asasoftball.com/Adult/usaPlayers.aspx**

ROSTER COST

There is no direct cost for USA Softball of North Dakota teams.

PRINT ROSTER

You can now print your roster in the admin section. It is available in PDF format. After your roster is approved we highly encourage you to download the PDF in the admin section and keep a copy with you at all tournaments.

- **Print Roster (admin section)** – One your team is approved, 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 in PDF format. It might take a little while to generate the PDF. This roster has includes the commissioner's signatures. This is your passport to play.
- **Print Roster (public facing section)** – You or anyone can review and print your roster. This roster with far less player information and no signatures. The only player information on it is Name, City, State, Zip, and Player Rating. DO NOT USE THIS VERSION OF THE ROSTER WHEN SUBMITTING A SIGNED COPY TO YOUR LEAGUE.

Always print in landscape format if at all possible. It represents best on paper that way.

ADDING PLAYERS AFTER ROSTERS HAVE BEEN COMPLETED

All you need to do is go back to **http://www.gosoftball.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.

If a signed copy of the team's roster has already been submitted to the league, then a Roster Revision Form will still need to be completed & turned in before such changes will be approved online.

RELEASING PLAYERS AFTER ROSTERS HAVE BEEN COMPLETED

All you need to do is go back to **http://www.gosoftball.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.

If a signed copy of the team's roster has already been submitted to the league, then a Roster Revision Form will still need to be completed & turned in before such changes will be approved online.

SUPPORT / CONTACT

If you need help, email StateOffice@USASoftballND.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 we can keep track of work we need to do.