



Roster Import Directions:

Both players and parents are referred to as “Members” as part of the import process. The easiest way to avoid manual entry of each player is to use the spreadsheet template called MemberTemplate.csv. This template can be used for both players and parents and can be combined into a single spreadsheet. It is **OPTIONAL** if you would like to enter parents’ info onto your team page. It can be handy for communication purposes, but if you have your own system, by all means, use that. Even though the parent will be listed as a “guardian” under the player, the parent will need a single entry for themselves. Each successive year will be greatly simplified as your players and parents will already be loaded into the system.

Once you have completed the upload of your members, place them all on your varsity team for now (unless you are only a JV program) and then move them to their respective team after your tryout process. This allows OGLA to easily check all USL #s in one place.

Check your players USL expiration date by going into their individual profile and clicking on the USL box next to their number. Please check the web sites help area for any questions you might have BEFORE emailing Ben with questions.

PLAYERS:

The following information is **REQUIRED** for a player to meet OGLA eligibility requirements.

1. Serial Number (players full US Lacrosse #, don’t worry about expiration date as part of the upload)
2. First Name
3. Last Name (or last initial if this is your school’s policy)
12. Type: “Player”
14. Birthday: 01/01/16 format
15. Grade: 9, 10, 11 or 12
18. Team Name: You need to make sure that the > sign goes first! Failure to do this will make the upload fail. EXAMPLE: >Varsity>Three Rivers> V West Linn (same as how it is listed on website)

The following information is **OPTIONAL**:

4. Address 1
5. Address 2 (only if living in an apartment, leave blank otherwise)
6. City
7. State
8. Zip
9. Cell Phone
10. Text Message (this is the players cell phone carrier): This is only required if you want to use this feature to be able to use the web site to alert your teams via the EBS. Verizon, T-Mobile, Sprint and AT&T Wireless are the way to enter names. Do not put in just AT&T, needs to read AT&T Wireless
11. Email (players email, not parents)
13. Gender: "F"
16. Guardian 1 Info:
 - a. First
 - b. Last
 - c. Email
 - d. Cell
17. Guardian 2 Info:
 - a. First
 - b. Last
 - c. Email
 - d. Cell

PARENTS

The following columns are **OPTIONAL** columns for players to meet OGLA eligibility requirements.

1. First Name
2. Last Name
3. Address 1
4. Address 2 (only if living in an apartment)
5. City
6. State
7. Zip
8. Cell Phone
9. Text Message (this is the players cell phone carrier): This is only required if you want to use this feature to be able to use the web site to alert your teams via the EBS.
10. Email (parents email)
11. Type: "Parent"
12. Gender: F or M