

How do I prepare our team rosters to be loaded on the website?

(**NOTE:** If your club has a League Athletics website, you can send your rosters with a click of a button. [Click here](#) to see the instructions on how to do so.)

The profile information requested is required by the NCJLA in order to confirm that each player and coach associated with a team is a current member of US Lacrosse, provide verifiable rosters to all coaches and allow the league to communicate directly with each player and coach. Further it allows teams to input and track individual player statistics. Note that all key information is kept confidential on the NCJLA website. The system is set so that a public viewer can only see the first name and first letter of the last name of a player and their uniform number.

It is highly recommended that the names of the player's guardians and their emails be included in the player's profile since any changes in games will be sent via email. Team administrators and members will be sent a password which allows them see a complete roster and email team members.

To develop a unique profile each player must have either a valid email address or complete street address.

1. Click on [NCJLA team member import template](#) to access the Excel template. Plan to develop and save one template per team for easy tracking and changes but put all of your teams' rosters onto ONE SHEET to be sent to webmaster@ncjla.org for easier uploading.

2. Complete one row of information for each player, coach, assistant coach or manager. Required fields are coded in green. DO NOT change the column headers.

a. Put the player's, coach's or assistant coach's US Lacrosse number under SerialNo

A	B	C
SerialNo	First Name	MI

NCJLA:
Put in US Lacrosse membership number

b. For zip code only use 5 digits; Phone numbers should include the area code and should be in the following format XXX-XXX-XXXX. At least one contact phone number is required for coaches, assistant coaches and team mangers.

F	G	H	I	J
City	State	Zip	Home Phone	Work Phone

NCJLA:
Use two letter abbreviation for state, e.g. CA

NCJLA:
5 digit zip code only

NCJLA:
Phone number with area code; ###-###-####

c. More than one email addresses can be put into the cell but each address needs to be separated by a semi-colon. Under the Type column put in **Player** for all players. Put in **Parent** if the person is a parent of a NCLA player **otherwise put in N/A** (typically the only people who should be coded N/A are coaches and assistant coaches who do NOT have kids playing lacrosse in the NCJLA). Under Gender, put in M or F, not Male or Female. Birth date should be MM/DD/YYYY not MM/DD/YY. **For all HS players a Grade is required. Please enter the grade number, 9, 10, 11, 12.**

one	L	M	N	O	P	Q	R
Cell Phone	EEmail	Type	Gender	Date Birth	Grade	Guardian1 First	

Email:
Multiple email address can be inserted if separated by a semicolon

Date_Birth:
The format is MM/DD/YYYY

Grade:
Required for all High School players

Gender:
Put in M or F. Upper case letters only.
Do not put in Male or

Type:
This column can only contain one of the following:

Parent
Player
NA

Put in Player for all players. Put in Parent if the person is a parent of a player.
For all others put in NA

d. Note guidelines and restrictions for Team, Position, No and Notes cells. Team names need to be EXACTLY the same as on the NCJLA website. For Position, **use only one of the following:** Player, Coach, Asst Coach, Manager and SideLine Mgr. More than one parent can be designated a SideLine Mgr.

X	Y	Z	AA
Team	Position	No	Notes

Team:
The team name must be EXACTLY the same as it appears on the NCJLA website

Position:
Use only one the following position descriptions:

Player
Coach
Asst Coach
Manager
SideLine Mgr

Do not use Assistant Coach or Team Manager

No:
Put in the jersey number for the player.
Whole, even numbers can range from 0-999.
"00" will not be accepted by the system.

3. Name the file with your club's name and save the file as a ".csv" file.

4. Email the file to webmaster@ncjla.org