

This guide is presented to help you:

1. Assign players to a team roster one at a time.
2. Create new players if necessary.
3. Lock your Roster.
4. Alternatively, enter your roster all at once using a text file.

1. ASSIGNING PLAYERS TO A ROSTER (ONE AT A TIME):

- a. Go to your “Team” page. For this example, I’ll use the Orleans JrCdn #1 Blue Jays team in the Junior Canadian Division.

SMaLL: District 2 - Spring 2017
 Season starts 01-May-2017 and ends 30-Jun-2017

Schedules by Program

Name	Tag	Convener	Scheduler	Rules	Teams	Practices	Schedule	Playoffs	Champions
Junior Canadian	JCSpr17	Bill Magnus Email Phone: C: 613-793-4824	Undefined	Display	12	0	RRSE 72 games	Pre-generate Playoffs	Undecided
Junior National	JNSpr17	Bill Magnus Email Phone: C: 613-793-4824	Undefined	Display	18	0	RRSE 108 games	Pre-generate Playoffs	Undecided
Senior Canadian	SCSpr17	Clark Adams Email Phone: C: 613-282-5412	Undefined	Display	9	0	RRSE 45 games	Pre-generate Playoffs	Undecided
Senior National	SNSpr17	Clark Adams Email Phone: C: 613-282-5412	Undefined	Display	9	0	RRSE 45 games	Pre-generate Playoffs	Undecided

Schedules by Teams

Junior Canadian (JCSpr17)	Junior National (JNSpr17)	Senior Canadian (SCSpr17)	Senior National (SNSpr17)
Greely JrCdn #1 (CRIC1) ✎ ✕	Greely JrNat #2 (CRJN2) ✎ ✕	Embrun SrCdn #1 (CRSC1) ✎ ✕	East Nepean SrNat Blue Jays (ENSN2) ✎ ✕
East Nepean JrCdn Reds (EMJC1) ✎ ✕	Embrun JrNat #3 (CRJN3) ✎ ✕	Casselman SrCdn #2 (CRSC2) ✎ ✕	East Nepean SrNat Gold Athletics (ENSN3) ✎ ✕
East Nepean JrCdn Green Eagles (ENJC2) ✎ ✕	Russell JrNat #4 (CRJN4) ✎ ✕	East Nepean SrCdn Reds (ENSC1) ✎ ✕	Kanata SrNat #1 (KSN1) ✎ ✕
East Nepean JrCdn Striped Eagles (ENJC3) ✎ ✕	East Nepean JrNat Buccaneers (ENJN4) ✎ ✕	Glebe SrCdn #1 (GSCL1) ✎ ✕	Kanata SrNat #2 (KSN2) ✎ ✕
Glebe JrCdn #1 (GJC1) ✎ ✕	East Nepean JrNat Green Eagles (ENJN5) ✎ ✕	Glebe SrCdn #2 (GSCL2) ✎ ✕	Mississippi SrNat Whitecaps (MSN1) ✎ ✕
Glebe JrCdn #2 (GJC2) ✎ ✕	East Nepean JrNat Striped Eagles (ENJN6) ✎ ✕	Orleans SrCdn #1 Red Sox (OSCL1) ✎ ✕	Orleans SrNat #2 Red Sox (OSCN2) ✎ ✕
Orleans JrCdn #1 Blue Jays (OJC1) ✎ ✕	East Nepean JrNat Blue Jays (ENJN7) ✎ ✕	Ottawa West SrCdn Athletics (OWSC1) ✎ ✕	Parth SrNat Royals (PDJ2) ✎ ✕
Orleans JrCdn #2 Expos (OJC2) ✎ ✕	Glebe JrNat #3 (GJNB) ✎ ✕	Ottawa West SrCdn Cardinals (OWSC2) ✎ ✕	Prescott Russell SrNat Rangers (PRSN1) ✎ ✕
Ottawa West JrCdn Ducks (OJWC1) ✎ ✕	Glebe JrNat #4 (GJNA) ✎ ✕	South Ottawa SrCdn Blue Jays (SOJCL1) ✎ ✕	South Ottawa SrNat Red Sox (SOJN2) ✎ ✕
Prescott-Russell JrCdn Rangers (PRJC1) ✎ ✕	Orleans JrNat #3 Orioles (OJNB) ✎ ✕	Add new Team	Add new Team
South Ottawa JrCdn Royals (SOJC1) ✎ ✕	Orleans JrNat #4 Marlins (OJNA) ✎ ✕		
South Ottawa JrCdn Red Sox (SOJC2) ✎ ✕	Ottawa West JrNat Sox (OJWN2) ✎ ✕		
Add new Team	Ottawa West JrNat Blue Jays (OJWN3) ✎ ✕		
	Ottawa West JrNat Orioles (OJWN4) ✎ ✕		
	Hawkesbury Blue Sox (PJNB2) ✎ ✕		
	South Ottawa JrNat Blue Jays (SOJNB) ✎ ✕		
	South Ottawa JrNat Dodgers (SOJND) ✎ ✕		
	South Ottawa JrNat White Sox (SOJNS) ✎ ✕		
	Add new Team		

Today's Games All Games Contacts Ineligible Pitchers

- b. Note that the “Pencil” and “X” icons aren’t really there for “ordinary” users. They are for Conveners or the DAs to change team names or delete teams altogether. If you aren’t authorized to do these things, then clicking those icons should not cause you any problems. It won’t help you, either. Instead, click the team name and go through to the Team Schedule Page.

SMaLL: District 2 - Orleans JrCdn #1 Blue Jays (Spring 2017/Junior Canadian)
 Program starts 01-May-2017 and ends 30-Jun-2017

[Rules Document](#)
[Team Contacts](#)
[View/Edit Roster \(not locked\)](#)
[View Participation Matrix](#)
[Ineligible Pitchers](#)
[Back to Main Page](#)




- c. To add players to the roster, we click on the “View/Edit Roster” link.

SMaLL: District 2 - Orleans JrCdn #1 Blue Jays (Spring 2017/Junior Canadian)

[Back to Main Page](#) [Back to Schedule Page](#)

Team Roster for Orleans JrCdn #1 Blue Jays (8 players)

Roster is not locked and edits may be made.
 Rows where League Age is highlighted indicate an under/over aged player.

Last Name	Initials	League Age	Uniform	Can Pitch	Actions
Baregheh	B	14	23	Yes	Remove Edit Transfer
Boucher	W	13	27	Yes	Remove Edit Transfer
Drake	I	14	28	Yes	Remove Edit Transfer
Giesel	R	13	21	Yes	Remove Edit Transfer
Holbier	H	14	33	Yes	Remove Edit Transfer
Lalonde	Benoit	13	20	Yes	Remove Edit Transfer
Schliebener	J	14	26	Yes	Remove Edit Transfer
Tellert	A	14	31	Yes	Remove Edit Transfer

[Add Player to Roster](#) [Lock Team Roster](#)

- d. For this team and this example, I am going to add a bogus player I have made up, named “Joe Blow”. He should show up as “J. Blow”. We try not to use full first names, in order to protect kids from predators. In the example above, we see someone has used a full name on one of the players. That can happen when a previous player with the same initial and last name already exists, and the adult entering the information just enters the first name. When I see something like that, I’ll go into the database and shorten it, making sure to keep the name unique. In this case, there was no B Lalonde, so I have shortened “Benoit” to “B”.

Add Player to Team Roster

Team: Orleans JrCdn #1 Blue Jays, {Spring 2017/Junior Canadian}

Filter: Restrict to acceptable League Ages

Player:

Uniform:

Can pitch:

Account:

Password:

- e. There is a tool called the “Filter Box” we can use to find out if the player is already in the database. Simply:

- i. Type in a last name (or just part of one).
- ii. Click the "Filter Player List" button.
- iii. If the player is known to be over-age or under-age for the division, you may want to "un-check" the "Restrict..." box. This is also a good way to see if there is already a player by the same last name and initial, but different age group, is already in the database.
- iv. If the user is not listed in the box in the next step, we will have to click the "Add New Player" link, add that player, and then come back to this step and try again. The "Add New Player" step is described in the next section of this Tutorial. If you have to do that, so there now, create the new player, and then come back to this step.
- v. Use the pulldown box to see if the person we want is there, and select him/her. Although the box is hidden by the pulldown in the above image, there is a box for a uniform number. Give the player a uniform number. If you don't know it yet, make a good guess, or even a bogus number. You don't have to use digits, you could use his/her initials for now. When you do get the uniform numbers, you should update the roster. Uniform numbers can be changed even when the roster is locked.
- vi. Check the box for "Can Pitch" *unless* the player is over-age or under-age.
- vii. Once you are happy with the selection, fill in your user name and password in the authorization section.
- viii. Click the "Save Roster Entry" button.

SMaLL: District 2 - Orleans JrCdn #1 Blue Jays (Spring 2017/Junior Canadian)

Roster entry was added.

[Back to Main Page](#) [Back to Schedule Page](#)

Team Roster for Orleans JrCdn #1 Blue Jays (9 players)

Roster is not locked and edits may be made.
 Rows where League Age is highlighted indicate an under/over aged player.

Last Name	Initials	League Age	Uniform	Can Pitch	Actions
Baregheh	B	14	23	Yes	Remove Edit Transfer
Blow	J	14	JB	Yes	Remove Edit Transfer
Boucher	W	13	27	Yes	Remove Edit Transfer
Drake	I	14	28	Yes	Remove Edit Transfer
Giesel	R	13	21	Yes	Remove Edit Transfer
Holbien	H	14	33	Yes	Remove Edit Transfer
Lalonde	B	13	20	Yes	Remove Edit Transfer
Schliebener	J	14	26	Yes	Remove Edit Transfer
Tellert	A	14	31	Yes	Remove Edit Transfer

[Add Player to Roster](#) [Lock Team Roster](#)

- f. The player is now in the roster. Notice that there are three "actions" available for each player:
 - i. "Remove" will let you delete a player *only* if the roster is not yet locked.
 - ii. "Edit" will let you change the player's uniform number (even if roster is locked).
 - iii. "Transfer" will let you assign the player to another team after the roster has been locked. (You might do this in case of a trade, for example.) The player will show up on both rosters, and his/her playing records for each team will be kept apart.

2. CREATING A NEW PLAYER

- a. As mentioned in step 1-e-iv above, you may have to add a new player into the D2 web site system. Locate the “Add New Player” link on an “Add Player to Team Roster” page, as in the image two previous.

The screenshot shows a web form titled "Add New Player" on a light blue background. The form contains several input fields, each with a label and a red circle around its content, accompanied by a Roman numeral label:

- Last name:** Blow (i.)
- Initials:** J (ii.)
- Address:** (empty)
- Email address:** (empty)
- Phone number:** (empty)
- Second number:** (empty)
- Birth date:** 1-Feb-2003 (iii.)
- Account:** DA (iv.)
- Password:** masked with seven dots (v.)

At the bottom of the form, there is a "Save Player" button and a "Cancel" link. Below the form, the text reads: "SMaLL version 3.6 (Released 12-Apr-2016) [CI 3.0.6] Page rendered in 0.0373 seconds".

- b. Enter values as follows:

- i. Last Name. Please use a capital for the first letter, lower case for the rest.
- ii. First initial. A capital. If it ends up that there is already a player by that initial & last name, you'll have to return here and add additional characters until you find a unique one.
- iii. Birthdate. The website has a little form that will help you enter it in the correct format.

NOTE: You do not need to fill out the other data fields. The District does not need the address, email, or phone numbers of the players. They would never be displayed on the roster page even if you do fill them in. So save yourself the effort.

- iv. To authorize this player entry, you'll have to enter your user account name and your password in the appropriate boxes.

- v. Click the “Save Player” Button.
- c. If a player by that name already exists, you’ll get a message that says so, and you’ll have to try again. If “J Blow” did not work for me, I would try “Jo Blow”, or maybe “J2 Blow” or “J. Blow”, etc.

3. LOCKING THE ROSTER

It is very important to lock your roster.

- You can’t enter game results unless your roster is locked.
- Having a locked roster means we can now track player’s game participation and pitch counts.

SMaLL: District 2 - Orleans JrCdn #1 Blue Jays (Spring 2017/Junior Canadian)

[Back to Main Page](#) [Back to Schedule Page](#)

Team Roster for Orleans JrCdn #1 Blue Jays (8 players)

Roster is not locked and edits may be made.
Rows where League Age is highlighted indicate an under/over aged player.

Last Name	Initials	League Age	Uniform	Can Pitch	Actions
Baregheh	B	14	23	Yes	Remove Edit Transfer
Boucher	W	13	27	Yes	Remove Edit Transfer
Drake	I	14	28	Yes	Remove Edit Transfer
Giesel	R	13	21	Yes	Remove Edit Transfer
Holbien	H	14	33	Yes	Remove Edit Transfer
Lalonde	Benoit	13	20	Yes	Remove Edit Transfer
Schliebener	J	14	26	Yes	Remove Edit Transfer
Tellert	A	14	31	Yes	Remove Edit Transfer

[Add Player to Roster](#) [Lock Team Roster](#)

Doing it is easy. Click the “Lock Team Roster” link.

Lock Team Roster

Authorization

Account

Password

[Cancel](#)

On the next page, enter your user account name and password, and click the “Lock Roster” button.

Warning: A roster can't be locked unless all players have uniform numbers.

Warning: A roster can't be locked by a regular user if it has over-age or under-age players on it. To get that kind of roster locked, you'll have to send an email to jimdean@littleleague.ca and explain why you have such a player.

4. ENTERING A ROSTER BY TEXT FILE

This is not for the faint of heart. And it doesn't always work that well, because it does not handle conflicts as well as a human can. But if you really want to do it...

SMaLL: District 2 - Orleans JrCdn #1 Blue Jays (Spring 2017/Junior Canadian)


[Back to Main Page](#) [Back to Schedule Page](#)

Team Roster for Orleans JrCdn #1 Blue Jays (8 players)

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Holbien	H	14	33	Yes	Remove Edit Transfer
Lalonde	B	13	20	Yes	Remove Edit Transfer
Schliebener	J	14	26	Yes	Remove Edit Transfer
Tellert	A	14	31	Yes	Remove Edit Transfer

[Add Player to Roster](#) [Lock Team Roster](#)



i. Team tag: OJC1 Program Tag: JCSpr17

ii. Choose File No file chosen

Authorization Account DA iii.

Authorization Password *****

iv. Upload Roster

[Back to Schedule Page](#) [Back to Main Page](#)

SMaLL version 3.6 (Released 12-Apr-2016) [CI 3.0.6]
Page rendered in 0.0501 seconds

- a. Go to the section at the bottom of the Team Roster page.
 - i. Note the "Team Tag" and the "Program Tag"; you'll need to put them in your text file. Go to the next section "b." to see how to build your text file, then come back here.
 - ii. Use the "Choose File" button to select your text file.
 - iii. Enter your user account and password.
 - iv. Click the "Upload Roster" button. Cross your fingers. Curse and wish you had done it one at a time in the first place.

- b. Once you have the “tag” information from step a.-i. above, it is suggested that you use Excel to create a tab-delimited text file. You are free to do it any way you would like, provided you follow these rules:
- The first line of the file must be: **SMaLL Roster**
 - The second line of the file must be the tags we looked up in step 1, separated by a tab: **OCJ1 JCSpr17**
 - The remaining lines are either comments (lines starting with "--") or data lines. Data lines must be columns in this order: **LastName, Initials, Address, Email, Phone1, Phone2, Birthdate, Uniform, CanPitch**
 - Birthdate must be in the format: yyyy-mm-dd.
 - CanPitch is normally 1, but must be 0 if the player is over-age or under-age.
 - Of the fields listed above, Address, Email, Phone1 and/or Phone2 may be blank.
 - Uniform Number may be blank initially, but each player must have a uniform roster before the roster can be 'locked'.

Here are some tips for those of you using Excel:

- To start a comment line with a "--", you actually have to start it with a single quote, as in '-- comment. The single quote will not show up on the screen, but serves to tell Excel this is a text field, not a mathematical field.
- Try not to use commas in the comments. If you do, Excel will wrap the line in double-quotes ("") and this will mess up the import process. You would have to remove the double-quotes in another text editor before trying to load the file
- To get a Birthdate the format yyyy-mm-dd -- If you can't figure out how to use "Format" --> "Cells" --> "Number" --> "Custom" to change date formats in Excel, then just use the single-quote trick: '2010-05-13
- When your roster looks the way you want it, do a "Save As..." and select "Text (Tab-delimited)" format.
- Examine the text file in another program, like Notepad, just to make sure everything looks the way you want it.

Here is an example from many years ago of what such a file would look like in Excel:

SMaLL Roster								
PINMAA	MaCSum10							
--LastName	Initial(s)	Address	Email	Phone1	Phone2	Birthdate	Uniform	CanPitch
Alain	R					1998-10-27	41	1
Allen	D2					1998-03-31	46	1
Fraser	W					1997-10-27	53	1
Howard-Smith	M					1997-07-18	3	1
Jelley	B					1998-06-01	16	1
Kudrinko	K					1997-07-09	58	1
Melko	C					1997-08-10	47	1
Melville	P					1997-06-28	18	1
Paliwal	K					1999-02-09	48	1
Pap	R					1997-12-01	45	1
Pendrith	R					1997-09-14	44	1
Smith	B2					1997-05-27	56	1

SUMMARY

This guide should help you add new players, put players on to a roster, and lock the roster. It also shows how to do it with a roster file, although that method may be more error prone. If anything in this guide is incorrect or unclear, please send an e-mail to Jim Dean jimdean@littleleague.ca and let him know what could be changed.