2019 Softball BC Registrars "How to Guide"

This guide is for association/team registrars who are registering teams for the upcoming season.

Registration Link:
https://registration.sportsavvy.com/SBC/index.php?option=com_sportsavvy&controller=eforms&task=logout

Login Information:
Login credentials should have been emailed to you. Email Kim Dorval at admin@softball.bc.ca if you have not received login credentials.

Filling out the Registration Excel Spreadsheet:

1. Every column needs to be filled out for each person entered on the sheet before saving the file.
2. In the Role column you may now choose "Head Coach, Assistant Coach, Manager, Player… .
3. The following columns have preset options, please select only from the dropdown list. (see image below.)

   a. City
   b. Province
   c. Type (MFP/SFP/SSP i.e. Minor Fastpitch/Senior Fastpitch/Senior Slopitch)
   d. Category (U12, U14, etc.)
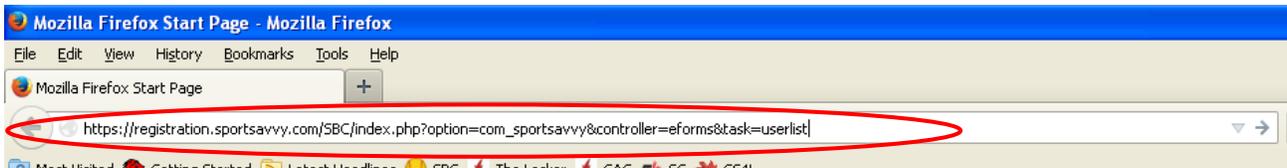   e. Classification
   f. Role
   g. NCCP Level

4. To save some time, you can, for example, select "U12" from the CATEGORY column for your first player by using the dropdown option. Then"copy" and "paste" value to complete the column.

5. NOTE: The Type, Category, Classification and Team Name columns **MUST** be completed with the same information exactly. For example, if you type "TEST TEAM" on one line and on another type "test team", the system will think these are two separate teams. This is because one is upper case and the other is lower case and therefor two teams will be uploaded.

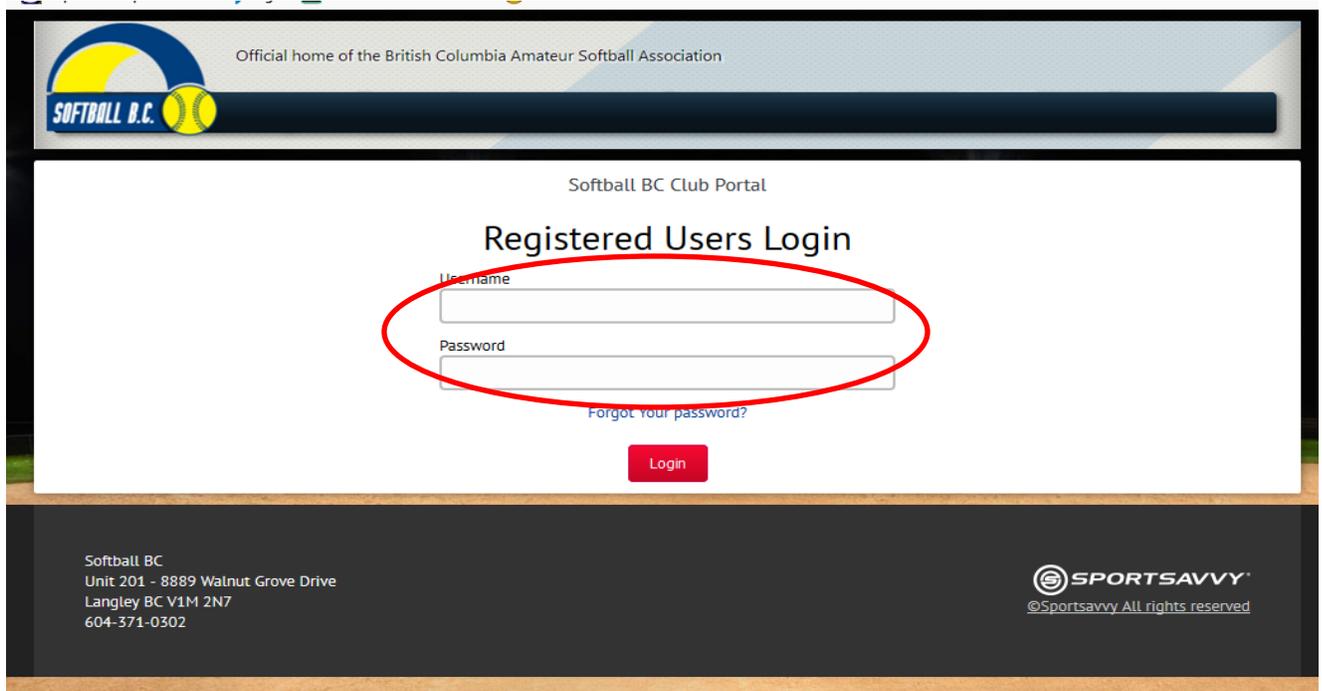| Gender	TYPE (MFP/SFP/SSP)	CATEGORY (U6/U8/10/U12/U14/U16/U18/ U19/JUNIOR/SENIOR)	Classification	Team Name	Role	NCCP Level	NCCP No.
F	MFP	U12	C	TEST TEAM	Player		
F	MFP	U12	C	TEST TEAM	Player		
F	MFP	U12	C	TEST TEAM	Player		
F	MFP	U12	C	TEST TEAM	Player		
F	MFP	U12	C	TEST TEAM	Player		
F	MFP	U12	C	TEST TEAM	Player		
F	MFP	U12	C	TEST TEAM	Player		
F	MFP	U12	C	TEST TEAM	Player		
F	MFP	U12	C	TEST TEAM	Player		
F	MFP	U12	C	TEST TEAM	Player		
F	MFP	U12	C	TEST TEAM	Player		
F	MFP	U12	C	TEST TEAM	Player		
F	MFP	U12	C	TEST TEAM	Player		
F	MFP	U12	C	TEST TEAM	Player		
F	MFP	U12	C	TEST TEAM	Player		
F	MFP	U12	C	TEST TEAM	Head Coach		
F	MFP	U12	C	TEST TEAM	Assistant Coach		
F	MFP	U12	C	TEST TEAM	Assistant Coach		
F	MFP	U12	C	TEST TEAM	Manager		

Logging In to Registration:

1. Open your browser (e.g. Firefox, Google Chrome) *We recommend NOT using Internet Explorer*
2. Copy and paste the link below into the website address field and hit "enter" to access the Registration Page.

https://registration.sportsavvy.com/SBC/index.php?option=com_sportsavvy&controller=eforms&task=userlist

3. Enter your username and password (login credentials) and click login.

4. Fill in the required information for your association indicated by a *. (Note, passwords are pre-set by the office and will not change even if something is entered in that box.)

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SOFTBALL B.C.

Softball BC Club Management

| CLUB LIST | CLUB INFO | PLAYERS | HELPERS | UMPIRES | TEAMS | TOURNAMENTS | LOG OFF |

Club Information

* Organization: SBCan:SBC:D01:?

Club Details

* Club Name: ?

Description:

* Contact Name: Lesley Rowe

* Region: D01

* Address 1:

Address 2:

* City:

* Province:

* Postal Code:

* Phone: 604 371-0302   (xxx xxx-xxxx)

* Email: nstar5@hotmail.com

Website:

Facebook:

Twitter:

* Year Established: YYYY

Club Logo:

Constitution:

Uploading Teams:

1. Select the "Players" tab and click the" Upload" button.

2. Select your organization from the "Organization" dropdown box. If not listed, contact the office at admin@softball.bc.ca to have it added to list.

   Leave all other data fields with pre-set information.

3. Next to "Excel File Name*" click the "Choose File" button. A box will appear listing your folders. Double click to open the folder where you have saved your excel registration spreadsheet(s). Double click the excel spreadsheet document with the team and players you wish to upload.

4. Click the "Check Excel Data" button. A box will pop up with either "No Edit Errors Found" or an error report will be generated. If an error is found go back to your spreadsheet, correct error(s) and click "Save".
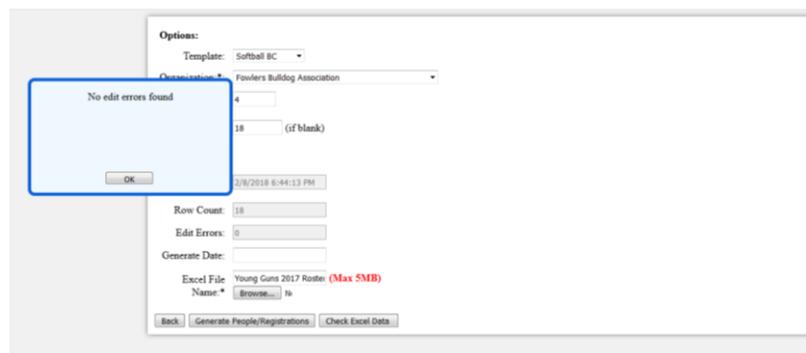
5. Follow steps 1-4 again to upload the corrected spreadsheet.

6. If no errors are found, click "OK" in the blue box titled "No Edit Errors Found". The "Generate People/Registrations" button will then be activated, place the cursor over the box and click "OK".

7. A message box will appear, click "OK" if you agree. If you do not click "OK" you will be unable to proceed with registration.

8. Another message box will appear informing you of how many registrations were created. Click "OK". Then click "Back" button. Continue to Page 12 to proceed with registration: "Confirming Your Teams".