

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:

- Every column needs to be filled out for each person entered on the sheet before saving the file.
- In the Role column you may now choose “Head Coach, Assistant Coach, Manager, Player... .
- The following columns have preset options, please select only from the dropdown list. (see image below.)
 - City
 - Province
 - Type (MFP/SFP/SSP i.e. Minor Fastpitch/Senior Fastpitch/Senior Slopitch)
 - Category (U12, U14, etc.)
 - Classification
 - Role
 - NCCP Level

Registration Form - 2017

I unconditionally and willingly OR I am the participant being registered and am physically, emotionally and mentally able to participate in softball program and am doing so voluntarily and willingly. I hereby, as the athlete, assume the responsibility for any and all injuries or losses suffered by me while competing in or connection with the programs in Softball BC.

I acknowledge that my information will be stored in Softball BC's National Membership database.

I acknowledge and recognize Softball BC's recognition of peoples' equality in order to avoid discrimination, harassment and bullying.

If different Primary	Email	Date of Birth (MM/DD/YYYY)	Gender	TYPE (MFP/SFP/SSP)	CATEGORY (U6/U8/10/U12/U14/U16/U18/U19/JUNIOR/SENIOR)	Classification	Team Name	Role	NCCP Level	NCCP No.
	info@info.com	1/1/1991	F	MFP	U12	C	TEST TEAM	Player		
	info@info.com	1/1/1991	F	MFP	U12	C	TEST TEAM	Player		
	info@info.com	1/1/1991	F	MFP	U12	C	TEST TEAM	Player		
	info@info.com	1/1/1991	F	MFP	U12	C	TEST TEAM	Player		
	info@info.com	1/1/1991	F	MFP	U12	C	TEST TEAM	Player		
	info@info.com	1/1/1991	F	MFP	U12	C	TEST TEAM	Player		
	info@info.com	1/1/1991	F	MFP	U12	C	TEST TEAM	Player		
	info@info.com	1/1/1991	F	MFP	U12	C	TEST TEAM	Player		
	info@info.com	1/1/1991	F	MFP	U12	C	TEST TEAM	Player		
	info@info.com	1/1/1991	F	MFP	U12	C	TEST TEAM	Player		

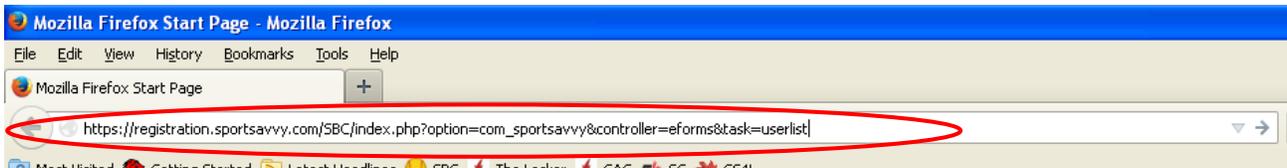
- To save some time, you can, for example, select “U12” from the CATEGORY column for your first player by using the dropdown option. Then “copy” and “paste” value to complete the column.
- NOTE: The Type, Category, Classification and Team Name columns MUST be completed with the same information exactly. 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 therefore 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		

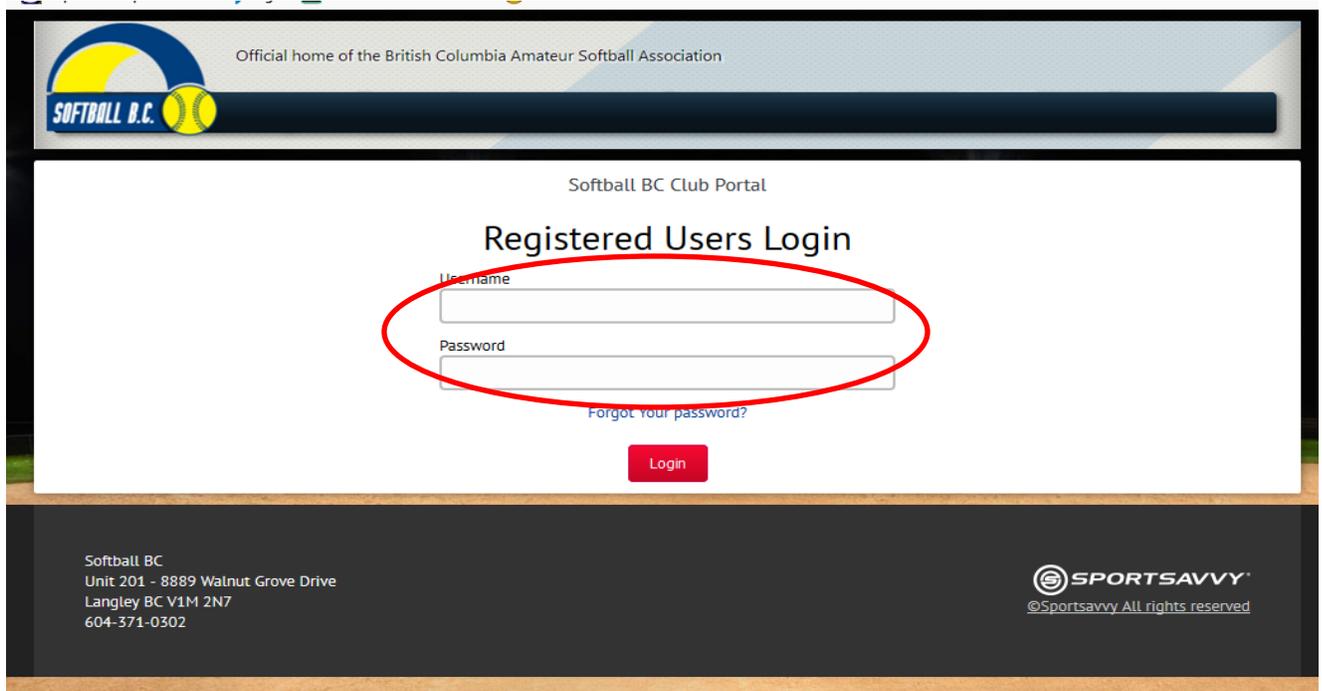
Logging In to Registration:

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.

A screenshot of the "Registered Users Login" page on the Softball BC Club Portal. The page header includes the Softball BC logo and the text "Official home of the British Columbia Amateur Softball Association". The main heading is "Registered Users Login". Below the heading are two input fields: "Username" and "Password", both of which are circled in red. A "Forgot your password?" link is located below the password field. A red "Login" button is positioned at the bottom of the form. The footer contains contact information for Softball BC and the Sportsavvy logo with the text "©Sportsavvy All rights reserved".

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.)



Official home of the British Columbia Amateur Softball Association

Softball BC Club Management

CLUB LISTCLUB INFOPLAYERSHELPERSUMPIRESTEAMSTOURNAMENTSLOG OFF

Club Information

* Organization:

Club Details

* Club Name:

Description:

* Contact Name:

* Region:

* Address 1:

Address 2:

* City:

* Province:

* Postal Code:

* Phone: (xxx xxx-xxxx)

* Email:

Website:

Facebook:

Twitter:

* Year Established:

Club Logo: 

Constitution: 

Uploading Teams:

1. Select the “Players” tab and click the” Upload” button.



Official home of the British Columbia Amateur Softball Association

SOFTBALL B.C.

Softball BC User Management

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

Upload Player/Team or Official Data:

Upload

Player Add/Search

Organization: SBCen:SBC

Last Name:

First Name:

Phone:

Email:

Registered in: ? ? ? ?

Search Reset New

Search Results (Only the top 5000 records are displayed)

SBC #	Name	Address	Phone	Email	Birthdate	M/F	Registrations
Softball BC Unit 201 - 8889 Walnut Grove Drive Langley BC V1M 2N7 604-371-0302							

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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.

Options:

Template:

Organization*:

Header Rows:

End of Data Col: (if blank)

Processing:

Edit Check Date:

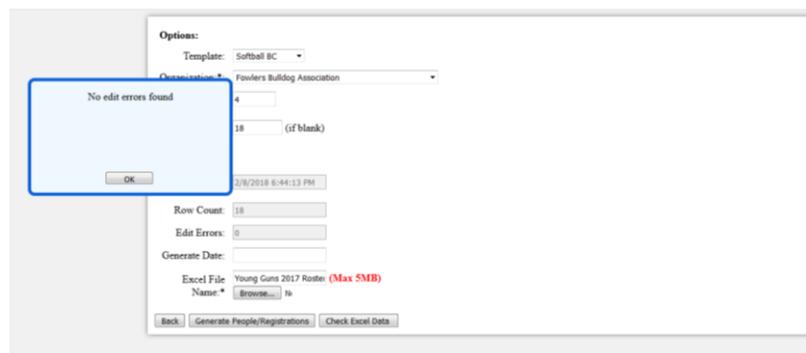
Row Count:

Edit Errors:

Generate Date:

Excel File Name*: (Max 5MB)
 N:

- 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.
- 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”.



- Follow steps 1-4 again to upload the corrected spreadsheet.
- 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”.

Options:

Template: Softball BC

Organization*: Fowlers Bulldog Association

Header Rows: 4

End of Data Col: 18 (if blank)

Processing:

Edit Check Date: 2/8/2018 6:44:13 PM

Row Count: 18

Edit Errors: 0

Generate Date:

Excel File Name*: Young Guns 2017 Roster (Max 5MB)

Buttons: Back, Generate People/Registrations, Check Excel Data

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.

Options:

Template: Softball BC

Organization*: Fowlers Bulldog Association

Header Rows: 4

End of Data Col: 18 (if blank)

Processing:

Edit Check Date: 2/8/2018 6:44:13 PM

Message Box: By clicking OK, I hereby agree that all information contained in this upload is accurate, to the best of my knowledge, and that all waivers and signatures required by Softball BC have been collected for the players contained in this upload file.

Buttons: OK, Cancel

Excel File Name*: Young Guns 2017 Roster (Max 5MB)

Buttons: Back, Generate People/Registrations, Check Excel Data

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”.

Options:

Template: Softball BC

Organization*: Fowlers Bulldog Association

Header Rows: 4

End of Data Col: 18 (if blank)

Processing:

Edit Check Date: 2/8/2018 6:44:13 PM

Row Count: 18

Edit Errors: 0

Generate Date: 2/8/2018 6:52:52 PM

Excel File Name*: Young Guns 2017 Roster (Max 5MB)

Buttons: Back, Generate People/Registrations, Check Excel Data

Message Box: 0 Families created
0 Persons created
16 Registrations created

Buttons: OK