



## CSV Roster Upload Formatting Guidelines

# FORMATTING GUIDELINES

When creating a CSV file for your Dixie Youth Baseball powered by SI Play system, ensure all required data is included and formatted correctly. This will prevent errors from occurring which could impede the upload process.

**NOTE:** Create a separate CSV file for each season. **Do not attempt to upload Spring and Fall in the same file.**

Do **NOT** delete any columns. All columns must be present, even if blank, in order to be accepted by the system.

[Click here to download the Roster Upload Template.](#)

## Formatting Table

Below you will find further information for each column category required or allowed in your CSV file.

### Column Header Color Key

**Red** – Required field for Players and Volunteers.

**Green** – Required field for Players only.

**Blue** – Required field for Volunteers

**Black** – field not required (but allowed).

Column Header	Description	Notes
Franchise ID	You must enter the correct franchise ID on each line.	If you have more than one franchise ID, you may either include both of the franchises in one spreadsheet, or create separate spreadsheets for each franchise.
Division	You MUST use the full Dixie Youth Baseball division name.	<ul style="list-style-type: none"> <li>• 6U</li> <li>• 8U COACH</li> <li>• 8U MACHINE</li> <li>• 10U</li> <li>• 12U MAJORS</li> <li>• 12U OZONE</li> </ul>
Team	Team Name. Duplicate team names in the same division are not allowed, including Strikers 1, Strikers 2, etc.	When re-submitting rosters, team names MUST match the original. Any variation in team name will create an entirely new team in the system.



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<b>Role</b>	The only valid options are: Player, Coach, or Manager	
<b>First Name</b>	Player/Volunteer First Name.	
<b>Middle Name</b>	Player/Volunteer Middle Name.	Player full name (as appears on birth certificate) is required. <b>Do not use None, NMN or NA.</b>
<b>Last Name</b>	Player/Volunteer Last Name.	
<b>Birthdate</b>	Player/Volunteer Date of Birth.	Must be in MM/DD/YYYY or MM-DD-YYYY format. Spelling out the date is not an acceptable format option.
<b>Sex</b>	Player/Volunteer Sex.	"M" for male and "F" for female.
<b>Address</b>	Player/Volunteer Home Mailing Address.	Street Number, Street Name and Apt/Unit Number.
<b>City</b>	Player/Volunteer Home City.	
<b>State</b>	Player/Volunteer State.	Use two letter state abbreviations. Example: NY
<b>Zip</b>	Player/Volunteer Home 5-digit Zip Code.	
<b>Phone</b>	Volunteer 10-digit Phone Number.	Hyphens are not required.
<b>Email</b>	Volunteer Email Address.	
<b>Parent First Name</b>	Player Primary Adult's First Name.	Blank for Volunteers
<b>Parent Last Name</b>	Player Primary Adult's Last Name.	Blank for Volunteers