



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"> • 6 and Under • 8 and Under (Coach Pitch) • 8 and Under (Machine Pitch) • 10 and Under • 12 and Under (Majors) • 12 and Under (“O”Zone)
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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Role	The only valid options are: Player, Coach, or Manager	
First Name	Player/Volunteer First Name.	
Middle Name	Player/Volunteer Middle Name.	Player full name (as appears on birth certificate) is required. Do not use None, NMN or NA.
Last Name	Player/Volunteer Last Name.	
Birthdate	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.
Sex	Player/Volunteer Sex.	"M" for male and "F" for female.
Address	Player/Volunteer Home Mailing Address.	Street Number, Street Name and Apt/Unit Number.
City	Player/Volunteer Home City.	
State	Player/Volunteer State.	Use two letter state abbreviations. Example: NY
Zip	Player/Volunteer Home 5-digit Zip Code.	
Phone	Volunteer 10-digit Phone Number.	Hyphens are not required.
Email	Volunteer Email Address.	
Parent First Name	Player Primary Adult's First Name.	Blank for Volunteers
Parent Last Name	Player Primary Adult's Last Name.	Blank for Volunteers