



## BACSAC Team Registration Process Summary

### FOLLOW THESE STEPS

- 1** *Download, distribute & collect all forms for your team's student athletes & their parent/guardians.*
  - *Download & distribute forms or registration packet from [www.bacsac.org](http://www.bacsac.org)*
  - *Check all forms for physician stamp, insurance info & consent signatures. Email to [jfb.britton@gmail.com](mailto:jfb.britton@gmail.com) or fax all forms to (888) 418-1702.*
- 2** *Complete the BACSAC Google Sheet "roster-eligibility list". Make sure the form is still "shared" by: [jfb.britton@gmail.com](mailto:jfb.britton@gmail.com)*
  - *Complete AD, etc. titled info at bottom of form & print the form. Have the AD, Coach & Principal sign & fax the signed form to the BACSAC fax number: (888) 418-1702. Or scan & email the form to [jfb.britton@gmail.com](mailto:jfb.britton@gmail.com)*
- 3** *Review roster-eligibility list for transfer students.*
  - *Identify any non-ninth grade students who may have attended a different school during the previous school year.*
  - *Use the CIF Home "Electronic Transfer Process" software to initiate any transfer documentation.*
- 4** *BACSAC will compare the sharable roster-eligibility Google sheet to the exam/consent forms to individually approve or reject each student athlete listed on your team.*

*BACSAC will send you an email confirmation of all student's approved team registrations along with any questions or concerns toward any corrections.*

John Britton has invited you to **edit** the following spreadsheet:

 [2017-18 Ridgemont HS Mens Soccer](#)



BACSAC has prepared the "eligibility-roster" form for you and/or your sport's coach to complete and have signed. Please click on the blue button "Open in Sheets" to access the form.

[Open in Sheets](#)

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<https://docs.google.com/spreadsheets/d/1QgkdtJzbrSRuP7kQLixq6buuANVJIlvbzqlpAAxpFp4/edit?usp=sharing>

**You received an email or a link to the Google Sheet's "eligibility-roster" template with your team's name & sport. Click on the blue button "Open in Sheets" or use the link.**

2017-18 Ridgemont HS Mens Soccer ☆

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	D	F	G	I	J	K	R	S	U	AL
1	First Name	Last Name	Address 1	City	State	Zip	Gender	Birthday	Grade	Previous School
2	Joe	Smith	505 Oak Street	Oakland	CA	94601	M	07/15/03	10	RHS
3	Next Student									
4	Next Student									
5	Next Student									
6										
7										
8										

- Input the fields for ALL of the students who will playing on your team.
- Use the same date format as displayed above.
- Do not type “9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup>” for grade level. Please use “9, 10, 11 or 12”.
- Use either “M” for male or “F” for female.
- You may abbreviate for the last column titled “Previous School”.

	Principal	Athletic Director	Coach
35			
36	Principal: <u>Shirley Temple</u>		
37		(print name)	(signature)
38			
39	Athletic Director: <u>Billy Bob Thornton</u>		
40		(print name)	(signature)
41			
42	Coach: <u>Steve Kerr</u>		
43		(print name)	(signature)
44			

- Type the names of your school’s principal, athletic director & team head coach in the designated cells located towards the bottom of the sheet.
- When done as you have finished adding all student athletes into the form, print the form by clicking on “File”, then “print”. Either scan to email to [jfb.britton@gmail.com](mailto:jfb.britton@gmail.com) or fax the signed form (by all 3 people), to fax #: (888) 418-1702.



**Your team eligibility-roster form now resides in a directory or folder that is accessible by just you and BACSAC. The form will be processed and exported to the BACSAC team registration system. You may update the form via the link or your own Google Drive if you use the App. You may revise the form if or when you need to. Completed student registrations will be reflected on your team's roster page on [www.bacsac.org](http://www.bacsac.org). Thank you very much for all you do for your student athletes!**