



CYO ATHLETICS ROSTER CREATION INSTRUCTIONS

Prep Work (completed by the church associations prior to submission to CYO Athletics)

To submit your team rosters to CYO Athletics, you must have your information in a Microsoft Excel Workbook. You will need to have a separate file for each sport that you are submitting to CYO Athletics; one sheet will be used for all teams from the same sport. Do not separate teams onto different tabs, and do not send multiple spreadsheets for the same sport.

Below are the columns you must use in your workbook:

- **League/Division Name** - Your league name for your team will need to match your division from the schedule, for example *4th Grade Boys North* or *7th Grade Girls AAA North*.

- **Team Name** - Team Name **MUST** be spelled exactly the same for each participant on each team: it should match the team name in the schedule i.e. Our Lady of Fatima, St. Joseph Seattle (W).

- **Jersey Number** (required for all teams playing in divisions that are playoff eligible)

- **Role Type** (Will determine who is coach, assistant coach, athletic director, or player)

- You must have this column in your file and a letter to notate who each participant is; use the following codes
 - P for Players (required field for each player on the team)
 - H for Head Coach (Required for each team)
 - A for Assistant Coach (only if there are any assistant coaches)

- **First Name**

- **Last Name**

- **Parish**

- **School**

- **Grade**

- **Gender**

- **Birthdate**

- **Parent Name** (One parent only)

- **Email** (One e-mail only)

As soon as each sport's own distinct file is ready, please send to Scott Bailey at scott.bailey@seattlearch.org.