Manual: Rosters upload

on my.wbsc.org

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PREMBLE

Starting 2021, WBSC Europe has used WBSC management system for its competitions.

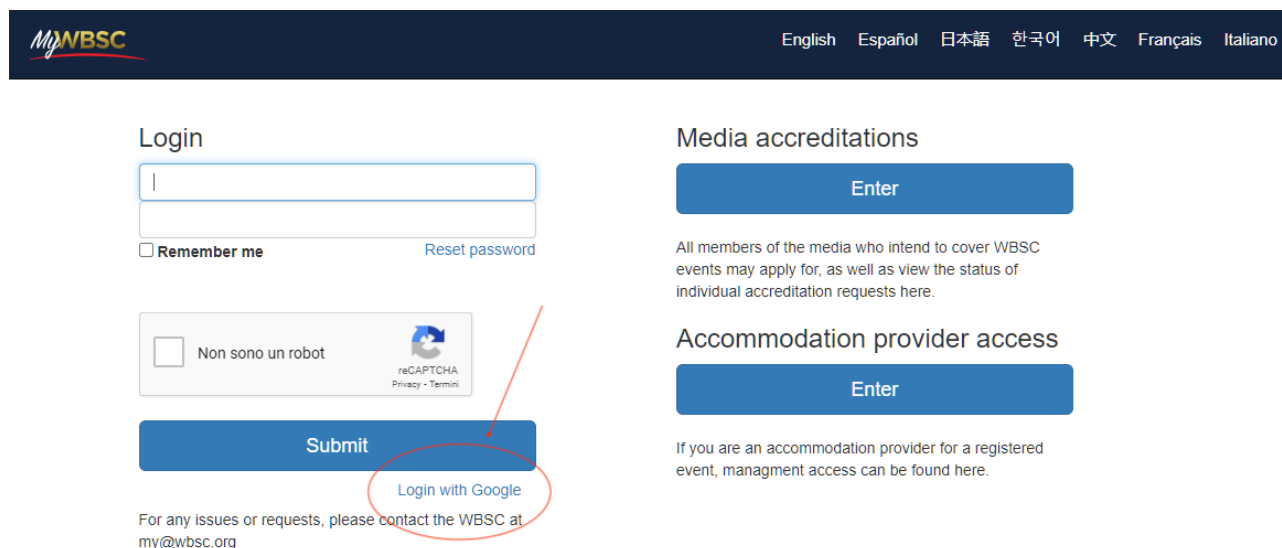This manual is created for the Team Admins to enter rosters on my.wbsc.org.

For Baseball obligations regarding the rosters, please refer to Baseball Europe Competitions Regulations article 8.
For Softball obligations regarding the rosters, please refer to Softball Europe Competitions Regulations articles 9 and 10.

Find the documents on the WBSC Europe website: https://www.wbsceurope.org/en/documents

INSTRUCTIONS

1) Go to my.wbsc.org and select **"Login with Google"** option located under the "Submit" button on the login page.


2) **Enter** with the National Federation WBSC email address.

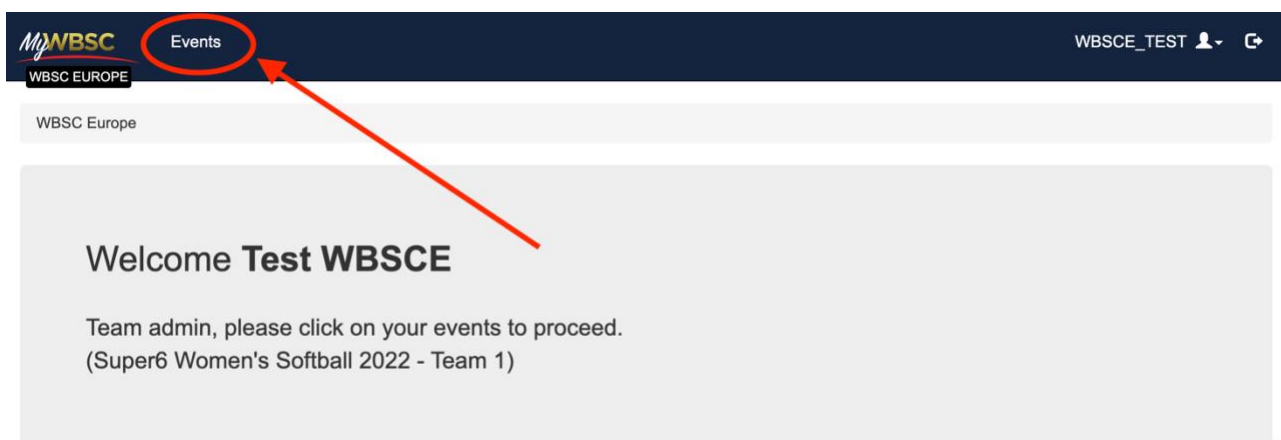*Please note that the first access password was previously sent to you.*

- *If your National Federation has **never** logged into my.wbsc.org, then you will need to change the password in order to enter.*

- *If your National Federation **already** logged onto my.wbsc.org, (f.e. for the Academy registration), your password will not be the one WBSC Europe sent you by email. Please, try to find your password within your organization. In case your National Federation does not have the password anymore, please contact **my@wbsc.org** to have your account reset.*

- *FOR SOFTBALL COMPETITIONS ONLY:*
  *If you need a person registered in my.wbsc.org to have access as **Team Admin**, the permission will be taken away from the WBSC official email address and given to the indicated person. This change can be made just before the rosters are uploaded and just once. Please indicate this change to eghilardi@wbsceurope.org*
  Please note that a Team Admin can't edit information on an existing person unless they are also Federation Admin.

3) Please select the WBSC Europe environment to insert rosters for European Competitions. Following is an example:
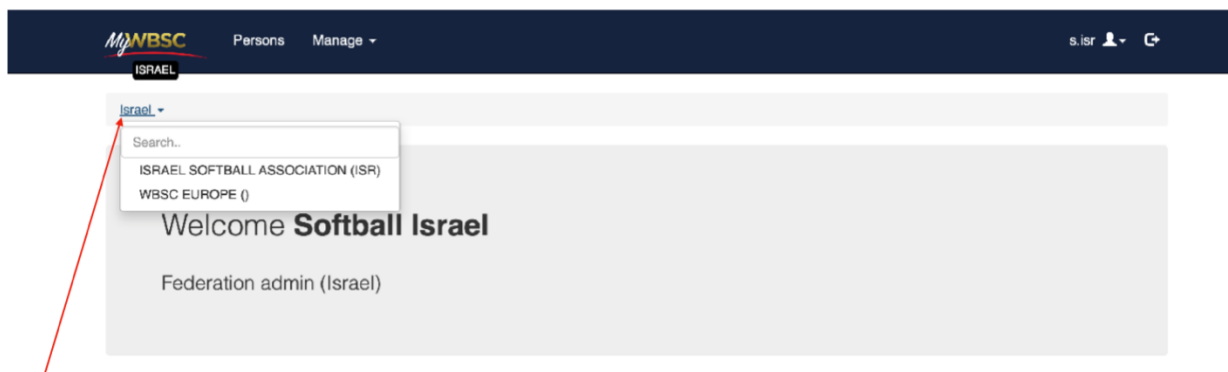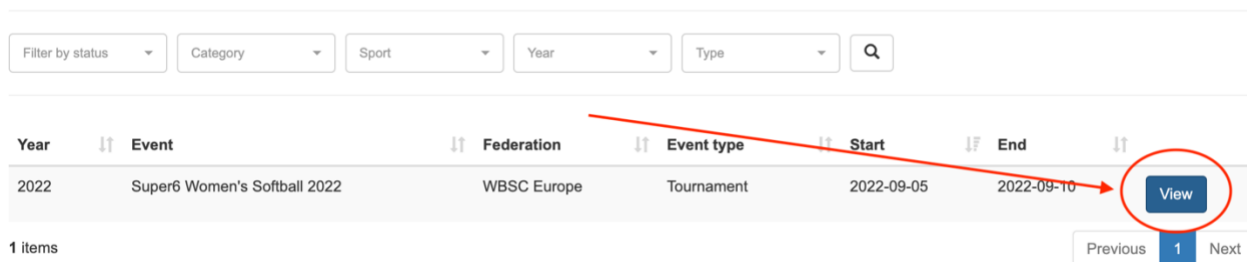

You may have more than one environment and different roles: make sure you are in the right environment to be able to edit/create the roster you are interested in.

4) Once logged in, you can check whether you are in the right environment by looking under myWBSC logo on the top left ("WBSC EUROPE").
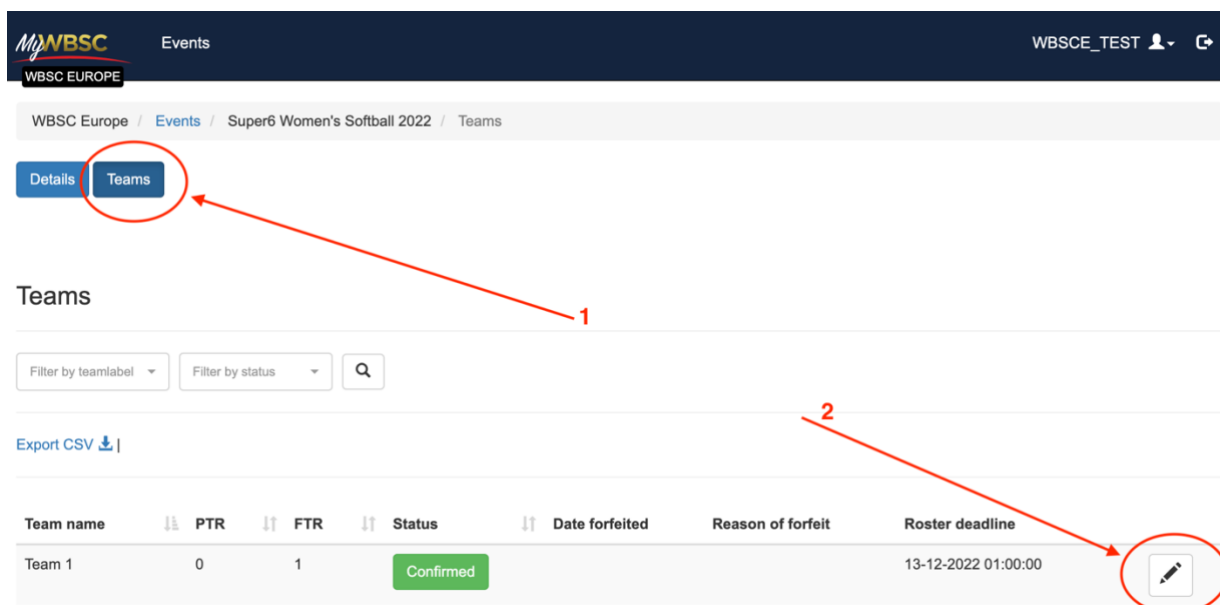
5) Click on Events.

6) Select the event you are interested in by clicking on "view".

Events

Year	Event	Federation	Event type	Start	End	
2022	Super6 Women's Softball 2022	WBSC Europe	Tournament	2022-09-05	2022-09-10	View

1 items

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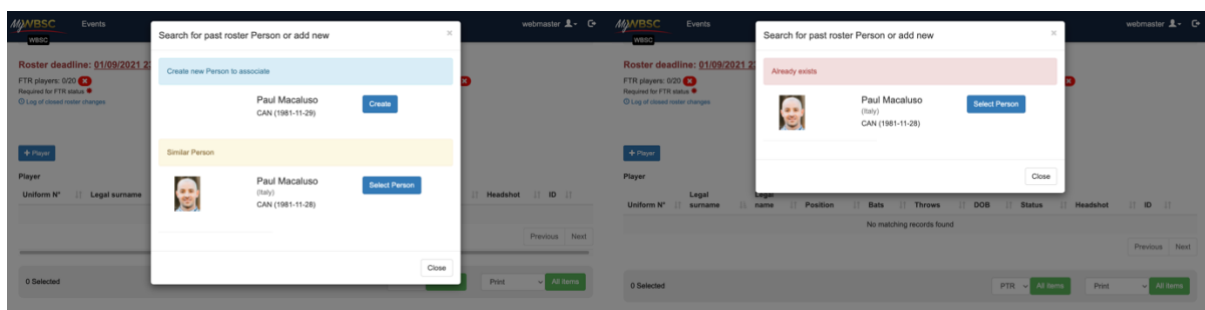**7)** Click on "Teams" and edit your team clicking on the pencil.

8) Click on **+ Player** if you want to add a new player to your roster.

Click on **+ Coach** if you want to add a new coach/head coach/manager to your roster.

Click on **+ Staff** if you want to add staff to your roster.

If this person was already present on a past roster or was registered on my.wbsc.org, you just have to type the name and select the person.

Please note that the person needs to be registered in your environment (f.e. if the player previously played in other countries, they might be registered under that country environment).
When this were to happen, you will not be able to find the person just by typing the name, but you will need to enter their data in +create **⊕ Create** *and then select the existing profile.*
If the person exists in our system, you will be notified as one of the options below; you can add them, otherwise it will appear the only option to create them.

If the person is not registered, you will have to create a new person.
Please select your National Federation environment to enter new Persons (otherwise you will add them onto the WBSC Europe environment), clicking on "Persons" and then "Create".
Follow this manual to edit/create a new Person:
*https://docs.google.com/document/d/1BA91IVsLlcSlnxYi37pLKXFRqZImVFaw/edit*

It's very important you insert the correct data of the person, as written on their official IDs. If a person has more than one legal name/surname, they must be indicated. Accented characters should not be substituted by apostrophes; apostrophes should be used only if part of the legal name/surname. E.g. José Luis Navarro, Conan O'Brian.

9) **Add** all the necessary info that you have not added before:
   a. Status (PTR = preliminary roster, FTR = final roster)
   b. Position (Pitcher, Catcher, first base, ...)
   c. Bats (L = left, R = right)
   d. Throws (L = left, R = right)

10) Save!
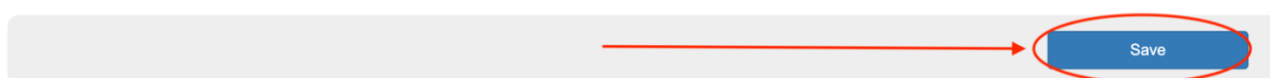
11) If you wish to add the teams headshot, this change can be done only before the validation of the players by the Technical Commission, and always before the TC meeting.

12) To change the status of players/coach/staff from PTR to FTR, select the players on the list and click on FTR and "Only selected items".

Alternately, you can click on the pencil on each player/coach/staff and select FTR, and then save!

*Please note that you will need to add the **uniform numbers** in the FTR.*

13) To print the FTR for the TC Meeting, on the list of players/coaches/staff click on status

Status ⬍ . Once the FTRs are on top and the PTRs in the bottom, print (Ctrl p or Command + P).

14) Click on print and print the excel document.

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