

Instructions: Please follow the format in the excel sheet attached and use the guidelines below to submit your team rosters.

Sr No.	Fields	Requirements
1	Team Name	Mandatory. Please use your club name as part of the team name (i.e. Green Mountain SC U12 Boys)
2	Level	Mandatory. Must say Travel Division 1 or Travel Division 2 or Travel Division 3
3	Age Group	Mandatory. Must match the Age Group. (i.e. U12 Boys or U14 Girls)
4	State ID	NOT Mandatory. Leave this blank. The Blue Sombrero System will generate the player ID number.
5	First Name	Mandatory. Please use the name on player's birth certificate
6	Last Name	Mandatory
7	Middle Initial	NOT Mandatory
8	Person Type	<p>Mandatory. Each team <i>must have</i> at least one Team Primary Contact Person.</p> <ul style="list-style-type: none"> • 0 for Player • -1 for Team Primary Contact person • 1 for Team Manager • 2 for Head Coach • 3 for Assistant Coach <p>If the primary contact is a person already listed on the roster, such as the Team Manager, they must be listed twice on the spreadsheet. Once as 1 for the team manager, and again as -1 for the Team Primary Contact.</p>
9	Gender	This field IS Mandatory for Players and NOT Mandatory for personnel. It should be either M (male) or F (female)
10	BirthDate	This field IS Mandatory for Players AND for Personnel. It should be in mm/dd/yyyy format. No dashes or spaces allowed. (i.e. 01/01/1992)
11	SSN and Driving Licenses	These fields are NOT Mandatory.
12	Street	Mandatory
13	Unit	NOT Mandatory
14	City	Mandatory
15	Zip	Mandatory. This should be a five digit number without dashes or spaces.
16	State	Mandatory. It should contain full name of the state. (i.e. Vermont NOT VT)
17	Country	Mandatory. Needs to be spelled out United States
18	Phone	Mandatory. Ten digit phone number without dashes or spaces. (8025551234)
19	Email	Mandatory.