

14. You can also **EXPORT** out your list of players to a CSV or XLS file. Just click one of the two links above the Search Filters box and the document will be downloaded to your computer. NOTE - for those of you in states that use Logical Solutions, the CSV file can be uploaded directly into that software.



## Verifying your Player Levels for State Registration

The easiest way for a club to make certain that all of their player levels are set correctly is to first set every player in their account to “Inactive”. To do this they will first click on the “Club” tab, then click on “Players” in the blue menu bar. From there they will set their Page Size to “Infinite” and click on the “Apply Filters” button to put all of the players on the same page. Next, they will click on the word “Select” at the top of the checkbox column to select all of the players with one click. Once all of the players have been selected, they will select “Inactive” from the “Competition Level Management” drop-down menu and then click on the “Set Level” button.

Select	ID#	Level	Last, First Name	Fam.#	Family	Team#	School	Zip	Gender	DOB	Signup	Team	Team Age	State Reg. Date	State Reg. Level
<input checked="" type="checkbox"/>	06120390		abbott, Brittney	18528	abbott		Burlington	79015	F	11/5/1994	U15	GOY Lightning SS, Girls	94/95	None this season	N/A - no level
<input checked="" type="checkbox"/>	06120414		Abbruscato, Brylee	18522	Abbruscato			79121	F	12/20/2000	U9		N/A	None this season	N/A - no level
<input checked="" type="checkbox"/>	06121925		ABBRUSCATO, BRYLEE						F	1/2/2000	U10	Levy Mustangs	96/00	None this season	N/A - no level
<input checked="" type="checkbox"/>	06121208		Abram, Kristen					79109	M	1/29/1998	U12	U12 Boys	97/98	None this season	N/A - no level
<input checked="" type="checkbox"/>	06121926		ADAME, CLAYTON						M	9/2/1996	U13	U13 Boys	97/98	None this season	N/A - no level

Now, once all of the players have been set to “Inactive” they will click on “Teams” in the blue menu bar and set the Competitive Level of all their teams appropriately, as this will in turn set the Competitive Level of all the players on the teams to that of their team. To do this this they will set their Page Size to “Infinite” and then click on the “Apply Filters” button to put all of their teams on one page. Then they will go down the list and select all of the teams that compete at the same “Competition Level” by checking the appropriate checkbox. Once they have selected all of the teams at the same level, they will select the “Competitive Level” from the “Competitive Level Management” drop-down menu and then click on the “Set Level” button as this will reset the team level and it will in turn set the “Competitive Level” of all the players on that team to the teams “Competitive Level”.

Management Coaches Team Officials **Teams** Players Programs Log Out Help

View & Manage Team Builder Applications Import Team

Manage Teams

Page Size: Infinite 1 Photos: Yes 2 Filter by Upcoming Event: Apply Filters 2

Gender: Age: Coach/Manager Name: Team Name: Level: Competitive Level Management Set Level = Recreational 4

Enter Teams in an In-House League, Training Program, or other associated event

(Email Selected Teams) (Print Selected Team Contacts)

Items 1 - 154 of 154

Select	Photo	Number	Gender	Age	Years	Club	Team	Level	Coach	Manager	Players
<input checked="" type="checkbox"/>		NC0002SPORTDRIFTERS0000YS	Boys	OPEN	N/A		GetSport Drifters 90 Boys				18
<input checked="" type="checkbox"/>		NC0002SPORTDRIFTERS0000YS	Boys	OPEN	N/A		GetSport Drifters 90 Boys		David Jones		18
<input checked="" type="checkbox"/>		NC0002SPORTDRIFTERS0000YS	Boys	OPEN	N/A		GetSport Drifters 96 Boys				18
<input type="checkbox"/>		NC0002HSHOOLACADNY	Boys	OPEN	N/A		High School Academy				18
<input type="checkbox"/>		NC0002VOLUTION	Boys	U5	04/05	Vermenters.SC	Revolution				2
<input checked="" type="checkbox"/>		NC0002ROCKETS	Boys	U7	02/03	Vermenters.SC	Rockets				18
<input type="checkbox"/>		NC0002BURNER	Boys	U7	02/03	Vermenters.SC	Sidburner				1
<input checked="" type="checkbox"/>		NC0002ELECTRS	Boys	U7	02/03	Vermenters.SC	Skeeters				1
<input type="checkbox"/>		NC0002SMASH	Boys	U7	02/03	Vermenters.SC	Smash				10

Once all of the teams have had their Competitive Levels set to where they should be, the only players in the account who are set to "Inactive" will be those players who haven't yet been placed on a team, or who are currently Inactive. This method is the most effective way to verify that all of the players in the clubs account have the proper "Competition Level" and will be billed appropriately by the state.