



Introduction to Rosters

For Administrators

The Rosters function within QuickScores allows you to create a Roster List of players' names for each team. But it also does much more!

- Store full contact information, a birth date and optionally a unique ID number.
- Record two emergency contacts, which may be parents for minors.
- Create custom fields to satisfy your organization's unique needs.
- Team rosters can include a player's position, jersey number and any contact information.
- Administrators can always edit and configure rosters. Optionally, let coaches enter and maintain their own rosters (with optional date limits).
- Rosters can be printed or exported to a spreadsheet.
- Rosters may optionally be shown to the public.
- Record which players were at any given game and print reports based on attendance.
- Create a waiver that must be signed by each player.

If there is a feature that we haven't already thought of, please contact us with your suggestions.

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Player Information

A player's profile only requires their name, which we refer to as "Display Name".

- A middle name or initial is optional.
- Although it isn't required, it's good practice to have every player with a unique Display Name.
- Very common names, like John Smith, are best distinguished from each other by adding a middle initial or name.

The player profile page is shown below displaying the range of contact and other helpful fields that you may want to utilize.

An optional but helpful field to some organizations is the Local ID. (Shown to the right of Display Name). This field, which may be renamed, may be used to hold a unique ID for a player. Some organizations assign their own unique IDs and some use the ID from a sanctioning body.

Display Name Bubba Gump		Local ID 	
First Name Bubba	Middle Name 	Last Name Gump	
Jersey # 	Position 	Gender ▼	Birthdate 📅
Email 		Email 2 	
Mobile Phone 	Home Phone 	Work Phone 	
Street Address 	City 	State ▼	Zip
School 			
Emergency Contact			
Name 	Phone 	Email 	
Relationship 	2nd Phone 	2nd Email 	
2nd Emergency Contact			
Name 	Phone 	Email 	
Relationship 	2nd Phone 	2nd Email 	
Picture Choose File No file chosen			

Above the player's profile is a list of the teams (if any) the player has been on, as shown in the following example.

Team List		
Rangers	8U Boys	(Winter 2018-2019 - Basketball)
Fire	7U Boys	(Winter 2018-2019 - Basketball)
Does this contain teams for different people? Split Them		

In addition to the standard player fields, the administrator can also define new custom fields for players. To setup custom fields, go to **Rosters**→**Settings**→**Custom Roster Fields**, as shown below.

Custom Roster Fields

Order	Field Label	Field Type	Width (chars)	Unique	Admin Edit Only
1	Signed Waiver	Checkbox		<input type="checkbox"/>	<input type="checkbox"/>
2	Arrest Record	Large Text		<input type="checkbox"/>	<input type="checkbox"/>
3	Date Joined League	Date	Medium (15)	<input type="checkbox"/>	<input type="checkbox"/>
4	Spouse Name	Text	Large (30)	<input type="checkbox"/>	<input type="checkbox"/>
5	Spouse Phone	Phone	Medium (15)	<input type="checkbox"/>	<input type="checkbox"/>
6	Spouse Email	Email	Medium (15)	<input type="checkbox"/>	<input type="checkbox"/>
7		Text	Medium (15)	<input type="checkbox"/>	<input type="checkbox"/>

[+ Add a field](#)

[Save Custom Roster Fields](#)

These custom fields will be added to the player profile right above the Emergency Contacts, as shown below.

Street Address	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signed Waiver	Arrest Record	Date Joined League	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Spouse Name	
		<input type="text"/>	
Spouse Phone	Spouse Email	School	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Emergency Contact			
Name	Phone	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	



Roster Information

A roster is a list of players that are part of a team. Only the player's name is required but may also contain the info below:

- Jersey Number
- Position
- Any contact info, like phone or email

An administrator on the QuickScores site can change this list of roster fields by going to **Rosters→Settings→Editable Fields on Team Roster page**, as shown below. The Full Name field will always be selected. All other fields are optional.

Editable Fields on Team Roster page

Full player information is always editable on individual player pages.

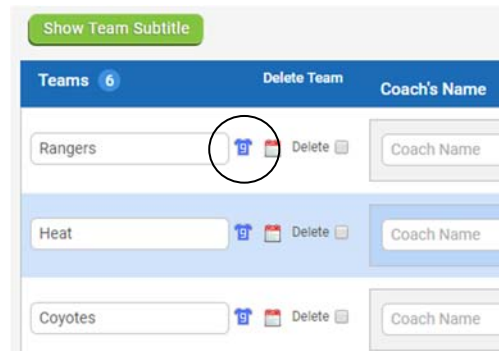
Select the fields which are editable on the Team Roster entry page:			
<input checked="" type="checkbox"/> Full Name	<input checked="" type="checkbox"/> Mobile Phone	<input type="checkbox"/> Age	<input type="checkbox"/> Signed Waiver
<input checked="" type="checkbox"/> Local ID	<input type="checkbox"/> Home Phone	<input type="checkbox"/> Birthdate	<input type="checkbox"/> Arrest Record
<input checked="" type="checkbox"/> Jersey #	<input type="checkbox"/> Work Phone	<input type="checkbox"/> School	<input type="checkbox"/> Date Joined League
<input checked="" type="checkbox"/> Position	<input type="checkbox"/> Street Address	<input type="checkbox"/> Emergency Contact 1	<input type="checkbox"/> Spouse Name
<input checked="" type="checkbox"/> Email	<input type="checkbox"/> City, State Zip	<input type="checkbox"/> Emergency Contact 2	<input type="checkbox"/> Spouse Phone
<input type="checkbox"/> Email 2	<input type="checkbox"/> Gender	<input type="checkbox"/> Player Added Log	<input type="checkbox"/> Spouse Email

Save Team Roster Fields

Create/Edit a Roster

Administrator Access

There are several ways to get to the page where a team roster can be edited. Probably the most common way is for an administrator to click on a jersey icon on a Teams page, as shown below.



Clicking on the jersey icon will take you to the roster edit page, as shown below with the default set of roster fields.

	Player Name	#	Position	Mobile Phone	Email	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕

- The player name is the only required field.
- If a row in the table has information entered, but no name, the entire row will be ignored.
- A blank roster will have room for ten players. If you need more than ten players, fill up all of the rows, click one of the Save Changes buttons (above or below this table) and the screen will be refreshed with five or more blank rows.
- An administrator has the option to set an upper limit on the number of players for a single event (**Manage Events**→**Options**→**Roster Settings**) or all events in a particular sport (**Setup** → **Sports Setup**→**Options**→ **Roster Settings**).



The **Maximum # of Players per Roster** parameter:

- Initial value is blank, which means an unlimited number of players.
- Optionally you can set an upper limit on the number of players on a team.
 - Enter that limit, or
 - Enter a zero if you do not wish to have rosters at all for this event.

After entering a player into the roster and saving the roster:

- The roster is displayed with the player names alphabetized (last name, then first name).
- Note: A player with only a single name entered will be assumed to have only a first name, like Cher or Madonna.
- An **Edit** link is displayed at the far left and a delete check box at the far right.
- The player's name is now read-only on the roster page. (The intent is to encourage good roster maintenance procedures. This will discourage users from simply editing a roster name with the intent of substituting a roster spot for a different player)

The proper way to swap out players:

1. Use the delete checkbox to delete a player no longer on this roster. (This disconnects the player from the roster but saves the player's profile and any other historical info.)
2. Add the new player on a new line.

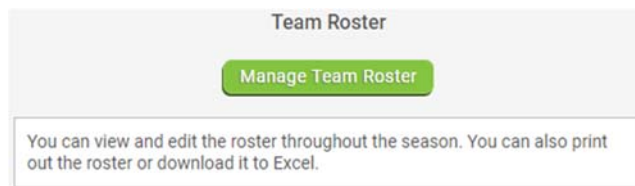
The following shows a roster with a few players added.

	Player Name	#	Position	Mobile Phone	Email	
1	Edit Aquaman	15	Super Hero	214-555-1212	king@atlantis.gov	<input type="checkbox"/>
2	Edit Popeye	2	Sailor	714-555-1212	muscles@spinach.org	<input type="checkbox"/>
3	Edit Captain Ahab	13	Captain	972-555-1212	obsessed@whale.com	<input type="checkbox"/>
4	Edit Bubba Gump	7	Shrimper	805-555-1212	bubba@shrimp.net	<input type="checkbox"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

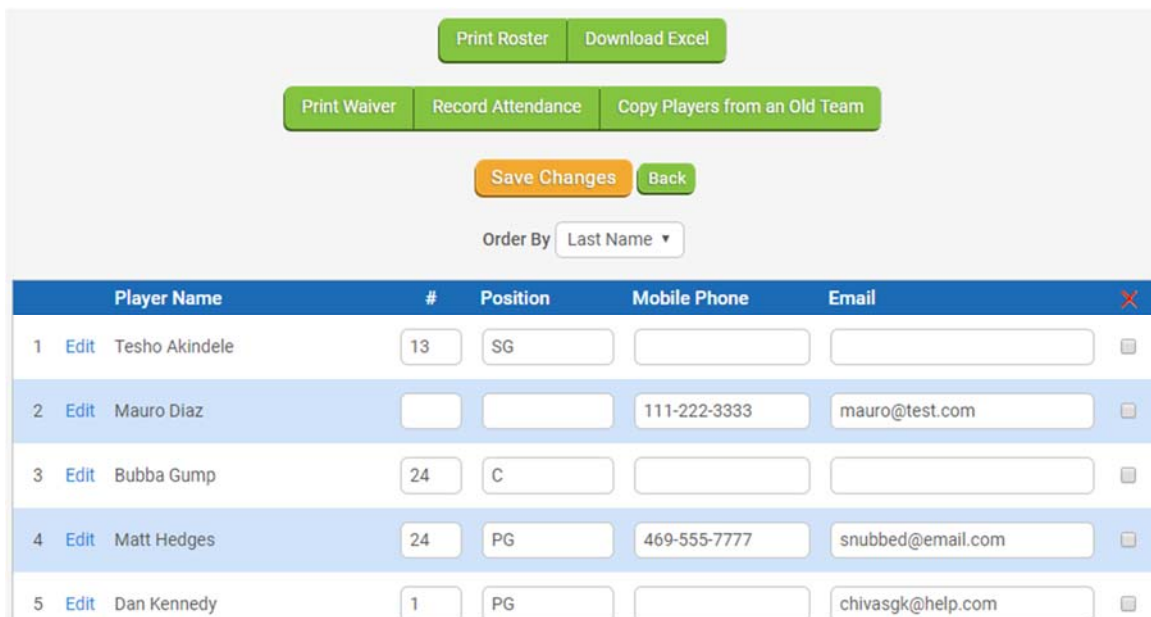
- The roster only displays a subset of information about a player.
- To view and edit all of the player info, click on the blue **Edit** link to the left of the player.
- To delete a player, click the checkbox on the far right and click the **Save Changes** button.

Coach Access

- An administrator can always edit a team roster.
- A coach can always view his own team's roster.
- By default, a coach can only view, but not edit, the roster.
- When a coach logs in and clicks **Edit** next to the team of interest, they will see a link with the following explanation.



When the coach clicks on **Manage Team Roster**, they will see an edit-only version of the roster, such as the following.



[Print Roster](#) [Download Excel](#)

[Print Waiver](#) [Record Attendance](#) [Copy Players from an Old Team](#)

[Save Changes](#) [Back](#)

Order By

	Player Name	#	Position	Mobile Phone	Email	
1	Edit Tesho Akindele	<input type="text" value="13"/>	<input type="text" value="SG"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2	Edit Mauro Diaz	<input type="text"/>	<input type="text"/>	<input type="text" value="111-222-3333"/>	<input type="text" value="mauro@test.com"/>	<input type="checkbox"/>
3	Edit Bubba Gump	<input type="text" value="24"/>	<input type="text" value="C"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4	Edit Matt Hedges	<input type="text" value="24"/>	<input type="text" value="PG"/>	<input type="text" value="469-555-7777"/>	<input type="text" value="snubbed@email.com"/>	<input type="checkbox"/>
5	Edit Dan Kennedy	<input type="text" value="1"/>	<input type="text" value="PG"/>	<input type="text"/>	<input type="text" value="chivasgk@help.com"/>	<input type="checkbox"/>

- An administrator may also allow (or require) team coaches to enter their own rosters into QuickScores.
- By default, coaches cannot edit rosters, but you may enable coach access for a single event. (**Manage Events** → **Options** → **Roster Settings**) or all events in a particular sport (**Setup** → **Sports Setup** → **Options** → **Roster Settings**). A drop-down selector allows you to choose Yes or No on coaches editing their rosters, as shown below.



Can coaches edit their team roster? No, only admins ▾

Maximum # of Players per Roster

Type of Event? Youth ▾

Track Player Attendance? Yes ▾

Display Roster to Public? No ▾

If coaches are enabled to edit rosters:

- Coaches get to their rosters by:
 1. Logging into QuickScores
 2. Clicking **Edit** for the team of interest
 3. Clicking **Manage Team Rosters**.
 4. They will arrive at the same roster editing page that administrators use.

Copy a roster (usually from a previous season)

QuickScores realizes that a roster of players will often stay together from season to season or from one league to another in the same season.

We make it easy to create a new roster from an existing roster.

- On the rosters page, click on “Copy Players from an Old Team”
- A dialog box is displayed with a single field where you: Type the name of the team whose roster you wish to copy. (QuickScores uses auto-suggestion, so as you typed, likely candidates will be displayed)
- If you see the team you want, click on it. (Sample of auto-suggestion feature shown on next page)

QUICK SCORES

- Click on the name of the team you want to copy, you will be shown a list of the players on that other team, as shown below.
- Initially all players will be checked. Uncheck any players that should not be copied.
- Click the **Copy Selected Players** button.

Copy	Player Name
<input checked="" type="checkbox"/>	Tesho Akindele
<input checked="" type="checkbox"/>	Mauro Diaz
<input checked="" type="checkbox"/>	Bubba Gump
<input checked="" type="checkbox"/>	Matt Hedges
<input checked="" type="checkbox"/>	Dan Kennedy
<input checked="" type="checkbox"/>	Zach Loyd
<input checked="" type="checkbox"/>	Blas Perez
<input checked="" type="checkbox"/>	Walker Zimmerman

Copy Selected Players

Search for Past Team:

New or old players

When entering player names into a roster, the software will automatically suggest similarly named players as shown below.

	Player Name	#	Position	Mobile Phone	Email
1	Mat				
	New Player				
2	Matt Hedges	snu		469-555-7777	snu
3	Teams: Rangers - 8U Boys				
4	Matthew Turner (ID# 687ga)	a@a.com		555-555-5555	
5	Teams: No teams				
6	Matt Collins (ID# 68as4g)	a@a.com		555-555-5555	
	Teams: No teams				

- If one of the suggested players is selected:
 - The roster fields will be filled in from that player's record.
 - The new team will be added to that player's history.
- If you enter the full player name and do NOT click on a suggested name:
 - A new player is added to the database.
- If you enter the name of a player that is already in the database and don't select the suggested name:
 - A duplicate player will be added and the player's history will not be all in one place.

A later section will describe how to merge such duplicate instances of the same player.



Freeze date

If coaches are allowed to enter their own rosters:

- It may be desirable to set a date beyond which a coach can no longer make changes. (Some sneaky coaches may try to add a ringer to the roster right before the playoffs.)
- The Roster Freeze date may be set for an individual event (**Tools** → Rosters → **Settings**).
- If the Roster Freeze Date is left blank, the roster is never frozen to the coaches.

Set Roster Freeze Date for Season/Sports

The Roster Freeze Date is the point at which rosters are frozen and cannot be edited by coaches. You can set the freeze date for all leagues with a single season (as well as by sport) using the controls below.

Season	Sport	Roster Freeze Date
<input style="width: 100%;" type="text" value="--"/>	<input style="width: 100%;" type="text" value="- Optional -"/>	<input style="width: 100%;" type="text"/>

Public Rosters

By default, the public cannot see rosters. If you wish to make rosters visible to the public:

- For a SINGLE event:
 - **Manage Events → Options → Roster Settings**
- For ALL events in a sport:
 - **Setup → Sports Setup → Options → Roster Settings**. The screenshot below shows the drop-down list that controls whether rosters are visible to the public.

Can coaches edit their team roster? Yes ▾

Maximum # of Players per Roster

Type of Event? Youth ▾

Track Player Attendance? Yes ▾

Display Roster to Public? No ▾

Save for future events Save for future and change all existing events

When that drop-down is changed to Yes, a new window appears that allows you to choose which fields are shown to the public, as shown below.

Select the fields that you wish to display to the public:

<input checked="" type="checkbox"/> Display Name	<input type="checkbox"/> Email	<input type="checkbox"/> Gender	<input type="checkbox"/> Signed Waiver
<input type="checkbox"/> First Name	<input type="checkbox"/> Email 2	<input type="checkbox"/> Age	<input type="checkbox"/> Arrest Record
<input type="checkbox"/> Middle Name	<input type="checkbox"/> Mobile Phone	<input checked="" type="checkbox"/> Birthdate	<input checked="" type="checkbox"/> Date Joined League
<input type="checkbox"/> Last Name	<input type="checkbox"/> Home Phone	<input type="checkbox"/> School	<input type="checkbox"/> Spouse Name
<input type="checkbox"/> Local ID	<input type="checkbox"/> Work Phone	<input type="checkbox"/> Emergency Contact 1	<input type="checkbox"/> Spouse Phone
<input checked="" type="checkbox"/> Jersey Number	<input type="checkbox"/> Street Address	<input type="checkbox"/> Emergency Contact 2	<input type="checkbox"/> Spouse Email
<input type="checkbox"/> Position	<input type="checkbox"/> City, State Zip	<input type="checkbox"/> Player Added Log	
		<input type="checkbox"/> Games Played	

Save for future events Save for future and change all existing events



If rosters are set to display to the public, league standings will include a roster jersey icon in the rightmost column, as shown below.

Regular Season Standings						
Team	Win	Loss	PCT	HTH	APDiff	
Rangers	2	0	1.000		6.50	
Falcons	1	0	1.000		2.00	
Bulldogs	0	0	0.000		0.00	
Tigers	0	1	0.000	--	-2.00	
Coyotes	0	1	0.000	--	-5.00	
Heat	0	1	0.000	--	-8.00	

PCT = Winning Percentage | HTH = Head-To-Head | APDiff = Average Point Differential

Clicking on one of the jersey icons:

- Displays a roster with only the fields that were selected to be shown to the public.
- If the Player "Added Log" selected for display, a blue circle with a question mark will appear. Hovering the mouse over the circle will reveal who added the player and when.

"Rangers" Team Roster

[Print Roster](#)

[View Attendance](#)

#	Player Name
13	Tesho Akindele
	Mauro Diaz
24	Bubba Gump
24	Matt Hedges
1	Dan Kennedy
17	Zach Loyd
7	Blas Perez
25	Walker Zimmerman

Player Attendance

You can track which players participate in which games by recording attendance. There are two ways to get to a team's attendance page. One is via the team roster page as shown below.

"Rangers" Team Roster

[Print Roster](#)

[View Attendance](#)

#	Player Name
13	Tesho Akindele
	Mauro Diaz
24	Bubba Gump
24	Matt Hedges
1	Dan Kennedy
17	Zach Loyd
7	Blas Perez
25	Walker Zimmerman

The alternative is to click on Tools → Rosters in the menu and then select the Settings tab.

Manage Rosters

League:

8U Boys		Export League Attendance	League Settings
Bulldogs	View Roster Attendance	Copy Players from Old Team Print Roster (Custom)	Roster Event Log Print Waiver
Coyotes	View Roster Attendance	Copy Players from Old Team Print Roster (Custom)	Roster Event Log Print Waiver
Falcons	View Roster Attendance	Copy Players from Old Team Print Roster (Custom)	Roster Event Log Print Waiver

QUICK
SCORES

Below is a sample of the attendance page. There will be a checkbox for every player for every game.

Name		Sat, Oct 20 6:00 PM vs. Heat	Sat, Oct 20 8:00 PM vs. Coyotes	Total
#13	Tesho Akindele	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/2
	Mauro Diaz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/2
#24	Bubba Gump	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/2
#24	Matt Hedges	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/2
#1	Dan Kennedy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/2
#17	Zach Loyd	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/2
#7	Blas Perez	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/2
#25	Walker Zimmerman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/2
Check All		<input type="checkbox"/>	<input type="checkbox"/>	

All Players Report

To search or view players across multiple teams or leagues or sports:

- Click on **Tools** → **Rosters**, and then click on **All Players Report**.
- Search by player name or team

Search By Name

Player

Team

[Search](#)

Filter By League

All

Winter 2018-2019 - Basketball

8U Boys

Gold Bracket

Silver Bracket

Bronze Bracket

7U Boys

Winter 2018-2019 - Soccer

Hold CTRL + click to select multiple

[Filter](#)

[Select Report Fields](#)

Sort By:

[Printer Friendly](#)

[Download Excel](#)

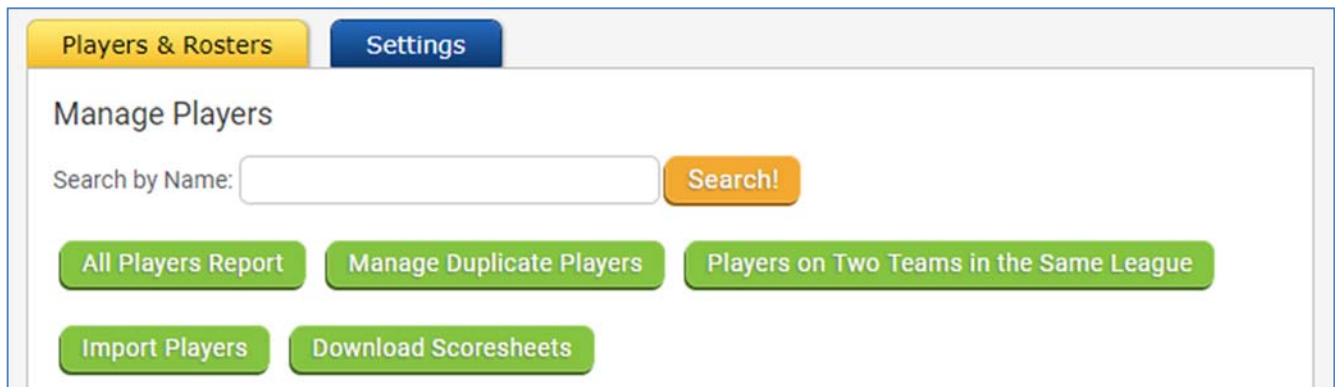
	Player Name	Email	Phone	Teams
1	Aquaman	king@atlantis.gov	M: 214-555-1212	Heat - 8U Boys (Winter 2018-2019 - Basketball)
2	B			Bulldogs - 8U Boys (Winter 2018-2019 - Basketball) Tigers - 8U Boys (Winter 2018-2019 - Basketball) Falcons - 8U Boys (Winter 2018-2019 - Basketball) Coyotes - 8U Boys (Winter 2018-2019 - Basketball)
3	Popeye	muscles@spinach.org	M: 714-555-1212	Heat - 8U Boys (Winter 2018-2019 - Basketball)
4	Captain Ahab	obsessed@whale.com	M: 972-555-1212	Heat - 8U Boys (Winter 2018-2019 - Basketball)
5	Tesho Akindole			Rangers - 8U Boys (Winter 2018-2019 - Basketball)

- Click on the blue player's name to edit the player's profile.
- Click on the blue league name to view that league's roster.

Import Players

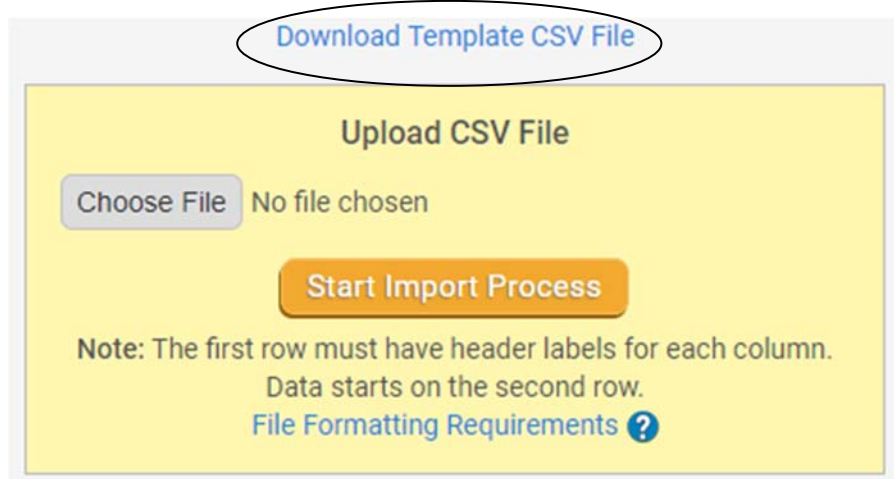
QuickScores allows player info to be imported from a CSV (comma separated values) file, commonly referred to as a spreadsheet file. This file typically comes from a registration system. Players and their profiles may be imported either stand-alone or into rosters.

- To import players:
 1. Click on **Tools** → **Rosters** in the menu
 2. Click the **Import Players** button as shown below.



After clicking the **Import Players** button:

1. The screen below will be displayed.
2. Select a CSV file to import. Important! The CSV file must have column titles in the first row
3. Depending on how many columns you have populated in the CSV file, you may:
 - a. Import just players, or
 - b. Import players to a single team roster, or
 - c. Import players for multiple team rosters in multiple leagues in multiple sports.





Next Step: Start Import Process

QuickScores will initially read in only the first two lines of the CSV – the line with the column titles and the first line of player info. A form will be displayed, as shown below, where you will specify which columns in the imported CSV file match up with the database fields in QuickScores.

#	CSV Column	QuickScores Field	Example Data
1.	League Name	League/Division Name ▾	Sophomore League
2.	Season	Season ▾	Winter 2018-2019
3.	Sport	Sport ▾	Basketball - Youth
4.	Team Name	Team Name ▾	Wifi's
5.	Player Full Name	Player Name ▾	Castillo, Santiago
6.	Email	Player Email ▾	juisga89@gmail.com
7.	Email2	Player Email2 ▾	
8.	Mobile Phone	Player Mobile Phone ▾	
9.	Home Phone	Player Home Phone ▾	
10.	Work Phone	Player Work Phone ▾	
11.	Street Address	Player Street Address ▾	

- The left column has the column headers read from the imported file
- The middle column has drop-down lists of database fields
- The right column has sample data from the first data row of the imported file.

The first time you import a particular type of CSV file:

QuickScores will try to be helpful and guess at which columns go with which database fields. You should review all of the guesses and make corrections as needed. After you have imported a CSV file with a particular set of columns, QuickScores will remember and apply the same field mapping the next time you import the same type of CSV file.

Once you have finalized the field mapping:

- Click the **Go to Next Step** button at the bottom of the page.
- The next screen will report the results of the import, as shown below.



Step 3 - Import Complete!

Row	Player Name	Import Status
1	Bubba Gump	Player added. Added to the roster of Dodgers (SSF league/Spring 2015)
2	Aussie Guy	Player updated. Added to the roster of Dodgers (SSF league/Spring 2015)
3	Babe Ruth	Player updated. Added to the roster of Dodgers (SSF league/Spring 2015)
4	Pele	Player updated. Added to the roster of Dodgers (SSF league/Spring 2015)
5	Prince Fielder	Player updated. Added to the roster of Dodgers (SSF league/Spring 2015)

Roster Waiver

Many leagues require each player to sign a waiver before participating. QuickScores allows you to define the waiver text, and then print a waiver signing sheet for each team roster. You write the waiver by going to **Tools → Rosters → Settings → Roster Waiver Setup**, as shown below.

Roster Waiver Setup

If your organization has a Player Waiver form, enter the waiver text below. Then, when viewing any Team Roster, you can print out a waiver form that will list this waiver text at the top and all of the player's names on the bottom along with space to sign their names.

Edit ▾ Insert ▾ Format ▾ Table ▾ Tools ▾

11pt ▾
B
I
U
☰
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A ▾
A ▾

✂
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🔗
🔗
🖼
-
☰ ▾
☷ ▾
☷ ▾
↶
↷
*I*x
<>

This waiver is a whole lot of legal mumbo-jumbo that boils down to this - you are voluntarily playing this game, and you understand there are some risks involved, so you cannot sue us unless we are incredibly and knowingly negligent, which we are not.

Powered by TinyMCE

Select the fields which should be printed on the Waiver Form:

- | | | | |
|--|--|---|---|
| <input checked="" type="checkbox"/> Full Name
<input checked="" type="checkbox"/> Signature
<input checked="" type="checkbox"/> Date Signed
<input type="checkbox"/> City, State
<input type="checkbox"/> Local ID
<input type="checkbox"/> Jersey #
<input type="checkbox"/> Position | <input type="checkbox"/> Email
<input type="checkbox"/> Email 2
<input type="checkbox"/> Mobile Phone
<input type="checkbox"/> Home Phone
<input type="checkbox"/> Work Phone
<input type="checkbox"/> Street Address
<input type="checkbox"/> City, State Zip | <input type="checkbox"/> Gender
<input type="checkbox"/> Age
<input type="checkbox"/> Birthdate
<input type="checkbox"/> School
<input type="checkbox"/> Emergency Contact 1
<input type="checkbox"/> Emergency Contact 2
<input type="checkbox"/> Player Added Log | <input type="checkbox"/> Signed Waiver
<input type="checkbox"/> Arrest Record
<input type="checkbox"/> Date Joined League
<input type="checkbox"/> Spouse Name
<input type="checkbox"/> Spouse Phone
<input type="checkbox"/> Spouse Email |
|--|--|---|---|

Save Waiver Info



There are two places to print waiver forms:

1. Go to a team roster page and click on the **Print Roster Waiver** link near the top.
2. Click on **Rosters** in the menu.
 - a. Select a league under **Manage Rosters**.
 - b. Click on a **Print Waiver** link for a team.
 - c. The waiver will be downloaded as a PDF file and look something like the following.

Roster Waiver for Rangers		
8U Boys		
Winter 2018-2019 - Basketball		
This waiver is a whole lot of legal mumbo-jumbo that boils down to this - you are voluntarily playing this game, and you understand there are some risks involved, so you cannot sue us unless we are incredibly and knowingly negligent, which we are not.		
Name	Signature	Date
Tesho Akindede	_____	_____
Mauro Diaz	_____	_____
Bubba Gump	_____	_____

Duplicate Players

As described earlier in this document, when entering names into a roster:

- QuickScores will automatically scan the database for similarly named players and suggest them right below the name field.
- If the user stops typing the player name partway through and clicks on one of the suggestions:
 - The player remains the same in the database and that player is simply recorded as playing on another team.
- Alternatively, if the user types in a player name and IGNORES any autosuggestions that appear:
 - The software will create a new Player record in the database.
 - The result will be two or more player records in the database with the same name.
 - Those two records might be for the same person or not:
 - If they are the same person the records should be MERGED together



QuickScores provides a report that shows player records that might be duplicates:

- Allows you to decide whether to merge them OR
- Ignore their similarity.

Navigate to the report by:

1. Click on **Tools** in the top menu, then **Rosters**.
2. Click on the **Manage Duplicate Players** button.

There are two reasons that two players are considered potential duplicates:

1. They have the same first and last names.
2. They have the same last name and the same birth date.

The Duplicate Players Report is split into two sections, one for each reason:

- While all players will have names, few players will have a birth date in the database.
- If an organization has no player with a birth date, the report for last-name/birth date duplicates will not appear.

Each section of the report represents a group of player records that are potential duplicates:

- In the Merge column, there is a checkbox for each player.
- In the Ignore column, there is a single checkbox per group.
- If two or more players in a group are really the same person:
 1. Check all of their Merge checkboxes
 2. Click the **Save Changes** button.
- If all of the players in a group are actually separate people:
 1. Click the Ignore checkbox for the group
 2. Click **Save Changes**.

[Save Changes](#)

Players with Matching First and Last Names					
Merge	Ignore	Name	Email	Phone	Teams
<input type="checkbox"/>	<input type="checkbox"/>	Alex Collins	a@a.com	555-555-5555	
<input type="checkbox"/>	<input type="checkbox"/>	Alex Collins	elliott@quickscores.com	214-229-2578	
<input type="checkbox"/>	<input type="checkbox"/>	Elliott Collins	a@a.com	555-555-5555	
<input type="checkbox"/>	<input type="checkbox"/>	Elliott Collins	elliott@collins.org	555-555-5555	
<input type="checkbox"/>	<input type="checkbox"/>	Van Dubay	a@a.com	555-555-5555	
<input type="checkbox"/>	<input type="checkbox"/>	Van Dubay	van@dubay.org	555-555-5555	
<input type="checkbox"/>	<input type="checkbox"/>	Bubba Gump			Rangers - 8U Boys (Winter 2018-2019 - Basketball)
<input type="checkbox"/>	<input type="checkbox"/>	Bubba Gump	bubba@shrimp.net	805-555-1212	Heat - 8U Boys (Winter 2018-2019 - Basketball)

Players on Two Teams in Same League

Some organizations are interested in identifying players that play on two teams in the same season-sport. For example, they may disallow a player being on an A-level soccer team in the same season that they are also playing on a D-level soccer team.

QuickScores provides a report of all players that are on the rosters for two or more teams in the same season and sport, as shown below.

- Click on **Tools** → **Rosters** in the menu
- Click on the link for **Players listed on two Teams in the same League**.

Filter By:

Only Show Same League Duplicates

[Save Changes](#)

Player Name	Split	Ignore	Edit Roster	Leagues
Bubba Gump	Split Player	<input type="checkbox"/>	Tigers	8U Boys (Winter 2018-2019 - Basketball)
			Falcons	8U Boys (Winter 2018-2019 - Basketball)
			Coyotes	8U Boys (Winter 2018-2019 - Basketball)
			Bulldogs	8U Boys (Winter 2018-2019 - Basketball)

[Save Changes](#)



Emailing Players

In the menu, click **Tools** → **Email/Texting**. This page has long allowed an administrator to send an email or text message to numerous team contacts, such as coaches and assistant coaches.

With the introduction of rosters, that same page now allows an administrator to send email to players as easily as coaches.

At the top of the **Email/Texting** page is a drop-down list that allows you to select Contacts Only, Players Only, or Contacts and Players.

