

QuickScores Roster Team Manager Instructions

How to Upload & Manage Your Team's Official Roster

This is designed specifically for **team managers**. It explains **how to enter, upload, and maintain your official team roster in QuickScores**.

Your league may control which options you see. If you cannot edit a roster, contact your league administrator.

1. Getting to Your Team Roster

1. Log into **QuickScores**
2. Click **Edit** next to your team
3. Click **Manage Team Rosters**

You'll arrive at the roster page where players can be added, copied, or imported.

2. Roster Size Rules

Minimum of 6 players must be added

- **Max of 20 players**
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3. Adding Players Manually

How to Enter a Player

- Complete all fields provided. Full name, **EMAIL**, phone number and gender
- Type the player's **full name** into a new line
- As you type, QuickScores may show **suggested players**. Please check that the information is current and correct

VERY IMPORTANT

-  **DO**
 - **Click the suggested name** if it is the same player

- **Spell names and emails correctly** how they are written on official identification and enter all information required
- **Players email** is very important. They will not receive the waiver if their email is not added
- **✗ Do NOT**
 - **DON'T ignore suggestions** for existing players
 - **DON'T enter single names** (e.g. Cher, Madonna, Prince, etc), please include first and last

Ignoring suggestions creates **duplicate player records**, which will cause issues later.

4. Saving Your Roster & What Changes After

After saving:

- Players are listed **alphabetically** (last name, then first name)
 - Player names become **read-only**
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5. How to Replace a Player (Do NOT Edit Names)

If a player leaves and another joins:

1. Check the **Delete** box next to the player leaving
2. Save the roster
3. Add the new player on a **new line**

Do not change an existing player's name to represent someone else.

- Roster Freeze Date- League Admins will set a roster freeze date. Rosters can be edited up until this date. After the Freeze date, rosters cannot be changed.
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6. Importing Players from a Spreadsheet (CSV)

If your league allows imports, you may upload players from a spreadsheet.

CSV Requirements

- Must be **CSV format**
- First row must contain **column headers**

Import Steps

1. Go to **Tools → Rosters**
2. Click **Import Players**
3. Select your CSV file
4. Review how columns map to QuickScores fields
5. Adjust if needed
6. Click **Go to Next Step**
7. Review the import results

QuickScores remembers column mappings for future imports.

8. Public Roster Visibility

By default, **rosters are not visible to the public.**

Rosters are only visible to the league administrators, managers and league directors

9. Avoiding Duplicate Players

Duplicates occur when a coach types a name but **does not select a suggested player.**

Why this matters:

- Player history may be split
- Waivers and reports may be incorrect

If you think duplicates exist, notify your league administrator.

10. Waivers

All players on the roster will receive an email once you have submitted the roster. (Please make sure you have all your players' email addresses before submitting). In this email there will be the league waiver, it is the same waiver listed on the old paper rosters. **ALL players must sign this waiver.** Players that have signed the waiver will have a blue **W** next to their name on the roster. **NO player will be eligible to play until the waiver is signed.**

Coach Best Practices (Quick Checklist)

- ✓ Add players early
 - ✓ Always select suggested names
 - ✓ Never edit names to swap players
 - ✓ Remove players properly using Delete
 - ✓ Check your roster frequently to make sure all players are ready and eligible to play
 - ✓ Confirm roster accuracy before games
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Questions or issues? Contact your league administrator for assistance.

- ✓ Accurate rosters help with scheduling, waivers, communication, and compliance.