

DATABASE DIRECTIONS

COLUMN A,B,C- LEAGUE REGISTRAR

COLUMN D- For fall season ALL players are considered NEW.

COLUMN E- This column is used for special request (SR) Highlight SR to play up or down. Remember to play up 2 or more years needs to have a parent signature. Any player playing down needs SR and approved by the special request committee. Also you can use this column to mark BC (Birth Certificate) if the player has played in the past. Can only verify birth dates from fall 2013-present. This will give the league registrar something to go by to verify birth dates.

COLUMN F- Date player registered

COLUMN G- Players last name: First letter upper case the rest lower case

COLUMN H- Players first name: First letter upper case the rest lower case

COLUMN I- F-Female M-Male

COLUMN J- Birth date Make sure to put slashes example: 11/10/08

COLUMN K- Age group- make sure to mark player the CORRECT age group. Example: you have a player that is a true U6 player but wants to play up to U7. Put the player on the U7 team but mark them U6.

COLUMN L- ALL players marked R

COLUMN M- phone # example: XXX-XXX-XXXX Need area code and dashes.

COLUMN N- Player or Coach

COLUMN O- Street Address each word first letter upper case the rest lower case. Example: 2015 Clermont Central Soccer Association Dr.

COLUMN P- city- first letter upper case the rest lower case.

COLUMN Q- State- Ohio mark OH

COLUMN R- Zip code

COLUMN X- Parent last name- first letter upper case rest lower case

COLUMN Y- Parent first name- first letter upper case rest lower case

COLUMN AA- Parent email

COLUMN AD- District playing in

COLUMN AF- School- The school the player attends

REMINDER: LIST ALL PLAYERS IN ALPHABETICAL ORDER BY LAST NAME

ALL COLUMNS ARE TO BE IN A STRAIGHT LINE

