

Directions for editing your team roster using the database

To enter the database portion on the website: www.victoriawomensfastball.com

- You must enter your team's username and password combination and press the submit button. This will take you to a page of options. From this point on, you will only see your team's information, and cannot access any other team's information.
- The Team Roster option is the only option currently active. When you select the Team Roster option you will be forwarded to a page that lists the players that are currently on your team's roster.
- It should say "There are no players on this roster", since no one has had access to it yet.

To add players to your team roster:

- All you have to do is press the "**Add Players**" button. When you press the "Add Player" button, three text fields and another button will appear.
- Players need to be entered one at a time. Please enter the player's first name; last name and BC Softball number (if you have it, leave it blank if you do not).
- Please ensure that the players name is spelt correctly, and it would be nice if everyone had a capital letter at the start of their first and last name (i.e. **Dawn Evans** – it just looks better when it's displayed).
- When the player's information is correct, press the "**Add to Roster**" button.

As soon as the "Add to Roster" button is pressed, the displayed team list should be updated with the player that you've just entered. To keep adding players, simply repeat the steps until you are finished. At anytime, you can leave the database and the information that you've submitted will be saved.

If you have entered a player incorrectly; or need to remove a player from your roster:

- Use the "**Remove Player**" button.
- When you press the "Remove Player" button, two text fields and another button will appear.
- To remove a player, the first and last names that you enter into the text fields **MUST BE IDENTICAL** to the name listed on the list.
- So, that means that "**Dawn Evan**" will not be removed if the player's name is listed as "**Dawn Evans**". When the information you've entered is correct, press the "**Remove From Roster**" button, and the list will be updated.

When you are finished editing your team roster, you can exit the database by closing the browser window, or using the "Return to Home Page" link.

** Every change that you make to your team roster in the database will be reflected on the team list page in the website (www.victoriawomensfastball.com/teams.php). Changes are immediate. Check it out once you are done editing your roster.

To update your coach, sponsor or any other information, please contact either Dawn or Val to insert the information, since it is not going to be contained in the database.