


Victoria Women's Fastball League

How to Submit a Team Roster

Team Representatives have access to the Team Login database of the VWFL website:
www.victoriawomensfastball.com.

- 1) Click on the **Team Login** heading on the VWFL website.
- 2) Enter your team's **username** and **password**, and press **Submit**. If you do not have a username and password, or have forgotten your credentials, please contact the Statistician.
- 3) Click on **Team Roster**.
- 4) To add players to your team roster, click **New Player**.
- 5) Players need to be added one at a time. Enter the following information:
 - a. First name
 - b. Last name
 - c. Softball BC number (if available)
 - d. Address
 - e. City
 - f. Province
 - g. Postal code
 - h. Primary phone
 - i. Mobile phone (if available)
 - j. Email
 - k. Birthdate
- 6) To indicate the player is not a coach, enter **N**.
- 7) Click **Save**.
- 8) Repeat steps 4-7 to add each player to the roster.
- 9) To add coaches to your team roster, click **New Player**.
- 10) Repeat step 5. To indicate the player is a coach, enter **Y**.
- 11) Click **Save**. Coaches will be highlighted in blue.
- 12) To change incorrect information for a player or coach, click **Edit**.
- 13) Once changes have been made, click **Save**.
- 14) To remove an active player, click **Remove**. The player will move to the bottom of the page, highlighted in red to indicate they have been deactivated.
- 15) To reinstate a deactivated player, click **Reinstate**.



Every added or removed player to the roster will be reflected on the Team Rosters page on the VWFL website.

If you have any difficulties in entering your roster information, please contact the Statistician.