

# RSportz Roster Tool Guide

After having registered your club with the appropriate Level 1 or Level 2 club membership (available here if you have not done so already: <https://aaubaseball.rsportz.com/pages/baseball-club/>), you will now have access to your club as an organization on RSportz. Reference your confirmation email for a link to your club, or hover over your name in the top right of any RSportz page and choose the “My Member Dashboard” button then check the “My Organizations” section to get to your club as well.

Once you are on your club, go to the administrative section by again hovering over your name in the top right and choosing the “Manage <your club name>” selection. Once you are in the admin side of your club, click the “Rosters” option in the left admin sidebar (alternatively you can go directly to this tool at this link: <https://rosters.rsportz.com/>).

NE AAU BASEBALL

Chris Van Omen

Quick Start

Organization Setup EDIT

Add Staff VIEW

Payment Setup SETUP

Site Builder VIEW

Memberships VIEW

Event Management VIEW

Social Media SETUP

ProEmailer™ ACCESS

Help Desk ACCESS

Advanced Features VIEW

**Rosters**

**Choose "Rosters" in the left sidebar**

You will need to login again using the same email and password you used to register your club originally.

## Login with the same email/password you used for your RSpportz account



### AAU Baseball Roster Registration Tool

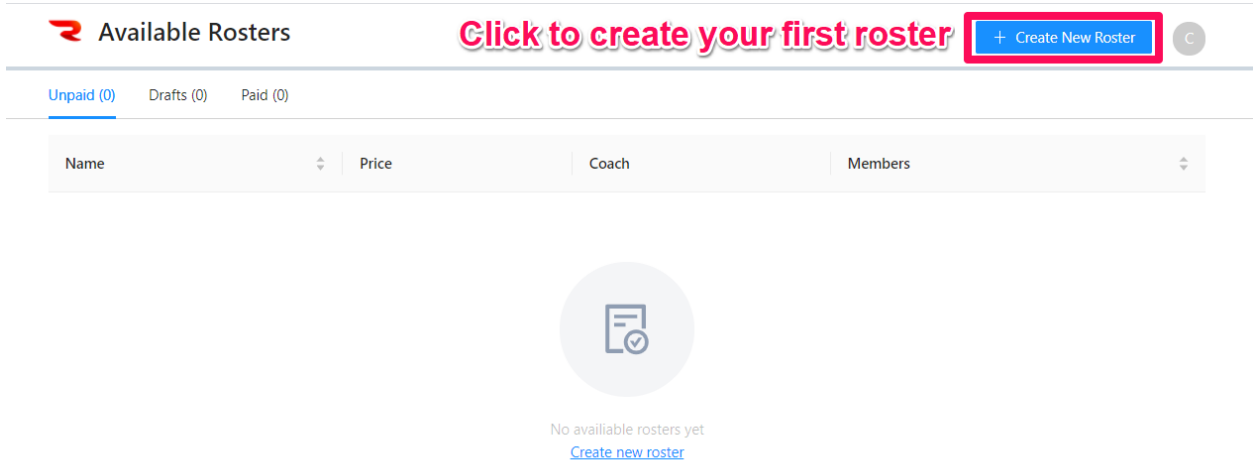
Use your Rsportz credentials

Email

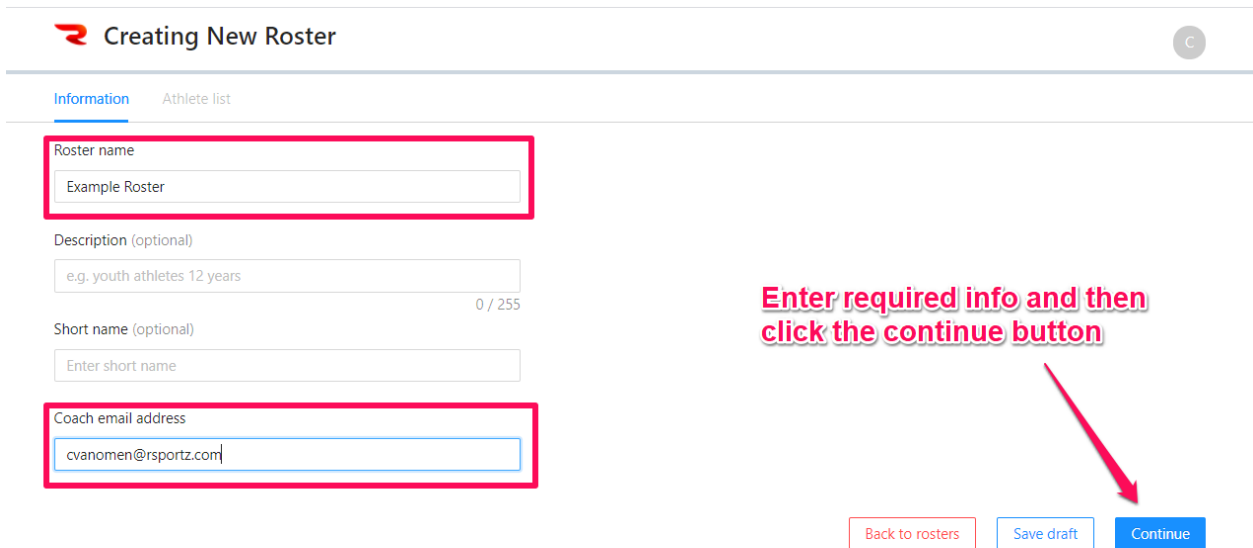
Password

In case of problems, write to [support@rsportz.com](mailto:support@rsportz.com)

Once logged into the Roster Tool you should see a fairly empty page as at first you have no rosters. Go ahead and click the “Create Roster” button either in the top right or center of the page to begin loading your first roster.



First you will need to enter the name of the roster (we recommend adding the age group for clarity, such as “Fighting Bulls 12U”) as well as the email address for the coach of the roster. Most often this will be your own email address again. Click “Continue” in the bottom right after you have filled out this page.



The next page is where you may begin filling in your roster with athletes. You can go ahead and enter them into the Members List section one by one (please note the horizontal scroll bar at the bottom as there is more information required to the right), or alternatively upload the roster in bulk via CSV. Please use the provided template file on this page (available just to the left of the import button) and fill out all the fields, otherwise the import may fail to load. If you have players over the 14 limit, you can add more by clicking the “+ Add additional member” option near the bottom of the page. Once all your athletes are loaded, click the “Create Roster” button in the bottom right. Also note that you can click the “Save Draft” button also in the bottom right to come back to this roster later, useful if for example you are missing a piece of required information for an athlete.

Roster "Example Roster" C

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Information Athlete list  
**Select the Baseball - Youth Athlete option in this dropdown**

Membership type  
Baseball - Youth Athlete [Exten...]

[Download Bulk Template](#) [+ Import Bulk CSV](#)

**Roster info**  
Members count: 0/14  
Standard athlete price: \$14.00  
Extra athlete price: \$16.00

**Members list**

#	First Name	Middle Name	Last Name	DoB (mm/dd/yyyy)	Gender	Graduation Year	Address
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

**Begin entering athlete information here, or use the Import Bulk CSV option above to load your athletes into the roster.**

[+ Add additional member \(+\\$16.00 per member\)](#)

**Click create roster when all your athletes are added to finish with the roster**

[Back to rosters](#) [Save draft](#) [Create Roster](#)

Once you click “Create Roster” on the previous page you will be taken back to the first page you land on after having logged in. If you are going to be loading more than one roster, go ahead and click the “+ Create New Roster” button in the right again and begin loading your next roster. Once you have loaded all the rosters you have, make sure they are all selected and then click the green “Pay” button in the bottom right of the page. You will be prompted to enter your credit card information and once payment is complete your rosters and all their members will be loaded to RSpportz and sent to the AAU.

Available Rosters

If you are doing more than one roster, click to add another + Create New Roster

Unpaid (1) Drafts (0) Paid (0)

Name	Price	Coach	Members
Example Roster	196.00	cvanomen@rspportz.com	1

Unpaid Rosters Total: \$212.27

When you are done, click the pay button to pay for the selected rosters Pay

If you encounter any issues during this process, or require assistance, please contact RSpportz by emailing [support@rspportz.com](mailto:support@rspportz.com) and we will help with whatever you need!