

How to Use the Roster Upload/Download Feature

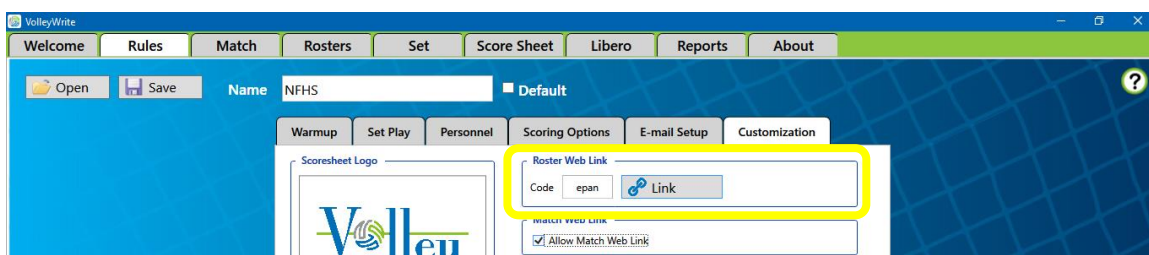
VolleyWrite allows schools to upload their rosters to a private web page and download the rosters for other teams.

NOTE: Although you can score without using the internet, the Roster Upload/Download feature requires internet access!!

To make this work, each school is assigned an exclusive four-character code. This code allows a school to upload the rosters for that school only. Schools will not be able to change or upload a roster for any other school.

ENABLE ROSTER UPLOAD/DOWNLOAD FEATURE AND LINK

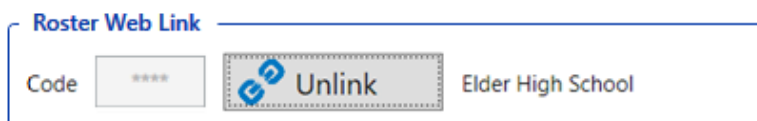
1. The roster upload/download feature is enabled on the Customization page of the Rules tab in the Roster Web Link section.



2. Once you enter a four-character code, the [Link](#) button to the right of the code becomes active. When you click on the [Link](#) button, a message appears while your request is processed.

Connecting to Web Link

3. When you are connected, the [Link](#) button becomes an [Unlink](#) button and the name of your school appears next to it.



4. When you no longer need to upload or download rosters, turn off this feature by clicking the [Unlink](#) button.

VolleyWrite removes the school name and clears the previous code to allow a new code to be entered. The [Unlink](#) button changes back to a [Link](#) button (which is disabled until a four-character code is entered).

5. With the Roster Web Link connected for your school, VolleyWrite includes [Upload](#) and [Download](#) buttons on the Rosters tab, as well as a Team ID field for each team.

You can only upload from the **Home** team side of the Rosters tab, but you may download to both sides.

The screenshot shows the VolleyWrite web application interface. At the top, there are four tabs: 'Welcome', 'Rules', 'Match', and 'Rosters'. The 'Rosters' tab is selected and highlighted. Below the tabs, the main content area is titled 'Home'. On the left side of the 'Home' section, there is a vertical sidebar with five buttons: 'Clear' (with a document icon), 'Open' (with a folder icon), 'Save' (with a floppy disk icon), 'Roster PDF' (with a PDF icon), and 'Download' (with a green arrow pointing down). Below these buttons is an 'Upload' button (with a blue arrow pointing up). On the right side of the 'Home' section, there is a form for team information. It includes three input fields: 'Team Name', 'Coach (opt.)', and 'Assistant (opt.)'. Below these fields is a table with three columns: 'Present', '#', and 'Name (optional)'. The 'Present' column contains a series of checkboxes. The '#' column contains a series of empty boxes for numbers. The 'Name (optional)' column contains a series of empty boxes for names. The table has 10 rows.

When you have both the Roster Web Link and the Match Web Link features active, the [Open](#), [Clear](#) and [Download](#) buttons are disabled while you are linked to a **tournament** and a match is in progress.

UPLOAD A ROSTER

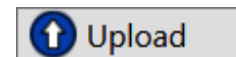
- After you have entered at least the team name and one player number, the [Upload](#) button on the left side (Home team) of the screen becomes active.

The [Upload](#) button remains active as long as there is a team name on the left side of the Rosters tab.

Present	#	Name (optional)
<input checked="" type="checkbox"/>	1	
<input checked="" type="checkbox"/>	2	
<input checked="" type="checkbox"/>	3	
<input checked="" type="checkbox"/>	4	
<input checked="" type="checkbox"/>	5	
<input checked="" type="checkbox"/>	6	
<input type="checkbox"/>		
<input type="checkbox"/>		

Player names are optional (but we do recommend entering the names of all players).

When all of the desired information has been entered, click the [Upload](#) button on the left side of the screen.



You must select a level from the dropdown list.

Upload Elder High School Roster

Level: Varsity

Varsity
JV
JVA
JVB
Freshmen

Cancel

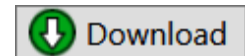
VolleyWrite forces the school name in the title of the uploaded roster. No matter what name you enter, the name in the roster when it is uploaded is the name established on the web site followed by the level you chose (VAR, JV, JVA, JVB, or FR).

7. Click the green [Upload](#) button to finish.

Upload Elder High School Roster
Level JV
Upload Cancel

NOTE: When you upload a roster, it over-writes any roster by the same name already on the web without warning!

DOWNLOAD A ROSTER



8. You can download one or multiple rosters from either side of the Rosters tab.

Gathering Roster Information

The [Download](#) buttons are available until the teams are loaded onto the Set tab with the [Start](#) button.

You can filter by level if you would like.

Download Roster
Filter By:
Level All
Rosters

Download	School	Level
<input type="checkbox"/>	Elder High School	Freshmen
<input type="checkbox"/>	LaSalle	Varsity
<input type="checkbox"/>	Oak Hills High School	Varsity
<input type="checkbox"/>	Oak Hills High School	JV
<input type="checkbox"/>	Oak Hills High School	Freshmen
<input type="checkbox"/>	St. Xavier	Varsity

Select All Download Cancel

Select a single roster by clicking on its check box.

Download the rosters for all listed schools by clicking on the [Select All](#) button.

Download Roster

Filter By:

Level All

Rosters

Download	School	Level
<input type="checkbox"/>	Elder High School	Freshmen
<input type="checkbox"/>	LaSalle	Varsity
<input checked="" type="checkbox"/>	Oak Hills High School	Varsity
<input type="checkbox"/>	Oak Hills High School	JV
<input type="checkbox"/>	Oak Hills High School	Freshmen
<input type="checkbox"/>	St. Xavier	Varsity

[Select All](#) [Download](#) [Cancel](#)

Once the [Select All](#) button is clicked, it becomes a [Clear All](#) button for your convenience.

Download Roster

Filter By:

Level All

Rosters

Download	School	Level
<input checked="" type="checkbox"/>	Elder High School	Freshmen
<input checked="" type="checkbox"/>	LaSalle	Varsity
<input checked="" type="checkbox"/>	Oak Hills High School	Varsity
<input checked="" type="checkbox"/>	Oak Hills High School	JV
<input checked="" type="checkbox"/>	Oak Hills High School	Freshmen
<input checked="" type="checkbox"/>	St. Xavier	Varsity

[Clear All](#) [Download](#) [Cancel](#)

Once a box is checked, the [Download](#) button becomes active, as indicated by its green color.

When you click the [Download](#) button, you will see a message confirming the action.

Downloading Roster(s)

- When you select only one roster, VolleyWrite downloads it, then opens it on the Rosters tab.
- When you select more than one roster, VolleyWrite downloads them into the Rosters folder so you can select one using the [Open](#) button.

NOTE: When you download a roster from the web, if you already have a roster of the same name in your rosters folder, it will be over-written without warning!