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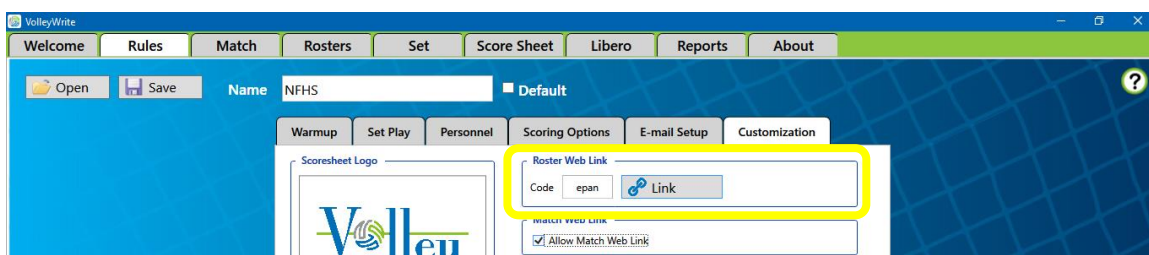
2. Once you enter a four-character code, the Link button to the right of the code becomes active. When you click on the Link button, a message appears while your request is processed.

3. When you are connected, the Link button becomes an Unlink button and the name of your school appears next to it.
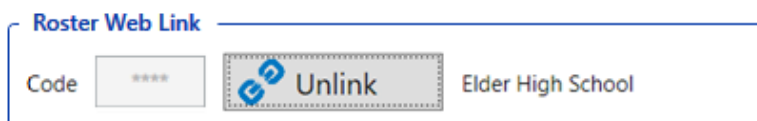
4. When you no longer need to upload or download rosters, turn off this feature by clicking the Unlink button.

   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.

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

6. 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.

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.
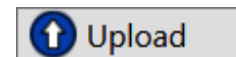
You must select a level from the dropdown list.

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.

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

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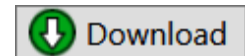
8. You can download one or multiple rosters from either side of the Rosters tab.

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
☐	Elder High School	Freshmen
☐	LaSalle	Varsity
☑	Oak Hills High School	Varsity
☐	Oak Hills High School	JV
☐	Oak Hills High School	Freshmen
☐	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
☑	Elder High School	Freshmen
☑	LaSalle	Varsity
☑	Oak Hills High School	Varsity
☑	Oak Hills High School	JV
☑	Oak Hills High School	Freshmen
☑	St. Xavier	Varsity

Clear All   Download   Cancel

Once the Select All button is clicked, it becomes a Clear All button for your convenience.

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!