

ICL SPORTS WEBSITE PROCEDURES (TEAM ROSTER)

Purpose of the form:

- 1) Required by ICL, USSSA organizations.
- 2) To add clarity, legibility, organization and communication with ICL representatives.
- 3) Internet filing is the primary means of notifying ICL of your team's roster for the current year. (Exceptions: No computer or internet access.....Then use of manual form is acceptable)

Process for reporting:

- 1) Type in www.iclsports.org on your internet browser address line or if saved as a favorite, click on that hyperlink. Open the website up to the homepage.
- 2) On the left side of the homepage, click on the TEAM ROSTER hyperlink button.
- 3) After opening up the TEAM ROSTER homepage, begin by filling in the NAME of your Church Team.
- 4) Next, type in the COACHES NAME.
- 5) Next, select the type of LEAGUE you are playing in. (Softball, Volleyball or Dodgeball)
- 6) Next, begin to type in PLAYERS NAME in the number space provided on the form.
- 7) Next, select a gender for that player. (M=Male / F=Female)
- 8) Next, if the player is between the ages of 13-17, then type in their actual age. (NOTE: if they are between the age of 13-17 a YOUTH WAIVER FORM must be filed with ICL)
- 9) Next, if the player is between the ages of 18-99, click on this box.
- 10) Next, fill in all remaining blanks to complete your roster.
- 11) Next, if you have any special instructions or comments about a player or team, type them in the COMMENTS section at the bottom of the form.
- 12) Next, type in the NAME of who is submitting the information to ICL.
- 13) Next, type in today's date.
- 14) After completion of providing all the necessary information on the form, review your information for accuracy.
- 15) Next, at the bottom of the form is a PRINT PAGE hyperlink. Click on the hyperlink and print the completed form. ICL requires one (1) copy of this form at the 2nd meeting for that sport season and if you want to keep a copy for your records then print two (2).
- 16) Next, after printing the desired number of copies you need, click on the SUBMIT button at the bottom of the form. This will send the form electronically to the ICL.
- 17) You will get a confirmation message that will inform you that you have sent the information entered to the ICL.
- 18) If any information was entered in error prior to sending it to the Web Manager, you can click on the "Reset" button and all the previously entered information will be deleted. Repeat steps 3-16 to re-submit.