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# INTRODUCTION

Whether you are new to using MyWBSC or used it last year, please follow this guide to efficiently set up your team's MyWBSC to add athletes, coaches and or staff to your roster(s).

This guide shows you the screens you will see when navigating through MyWBSC - it is a fairly straightforward task to add an existing athlete assuming their details are valid. If you are unable to add the person because their date of birth is incorrect or if you notice any other inaccuracy in the 'General Info' section, you will not be able to change it so please email <u>mywbsc@ britishbaseball.org.uk</u> with the correct details and it will be cross-checked against the registration records. MyWBSC has updated the use of 'Player' to 'Athlete' throughout the site and therefore this has also been changed in this document, except the graphics e.g. for 'Edit Athlete' you will see 'Edit Player'.

**IMPORTANT**: If you have to create a new athlete then please enter the information as requested correctly and do not just make it up as this may cause duplications and importantly incorrect roster information; you will not be able to make any changes yourself after you create the athlete.

Only add someone to a roster who is registered through Sport:80. We will be crosschecking rosters against those who have registered and letting you know from time to time if there are any issues, including removing any who have not registered. If they are not registered, they are ineligible and therefore would result in forfeit loss(es) awarded if played in a game. We are cleaning up participant information including removing any duplicates and we ask that clubs, team admins and participants support this as much as possible by providing accurate data when registering.

NB: Individual Participant Registration through Sport:80 is not automatically linked to MyWBSC. This is why if the participant doesn't already exist in MyWBSC, you have to create a profile for them.

#### STEP 1: Setting or Resetting Your Team Admin Password

If you have a MyWBSC profile, go to the <u>MyWBSC login page</u> and enter your login credentials. If you have forgotten them, click on the 'Reset password' link and follow the instructions there. MyWBSC now has two-factor authentication and therefore you will need to click on the link sent to your registered email to complete login; this email is the one you or your club provided for you to be set up as a team admin.

If you do not have a MyWBSC profile, please complete <u>this form</u> and you will be notified when set up.



## STEP 2: Accessing Your Team

Once you have logged in you will see this page with your league and team name (Norwich Iceni has been used in this example).

It says on the screen, 'Team admin, please click on your events to proceed' which means click on the word 'Events' in the top navigation bar.

GREAT BRITAIN	MyWBSC 💄 - 🕞
Great Britain	
Welcome MyWBSC Test Account	
Team admin, please click on your events to proceed. (AA 2023 - Norwich Iceni)	

#### Then click 'View'

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Great Britain /	Events							
Events								
Filter by Status	▼ Categ	jory 👻 Sport	▼ Year	•	Туре	~ Q		
Year ↓↑ Ever	nt Name ↓î	Organisation	Event Type	Start 17	End ↓↑	Order Calendar	ļţ	
2023 AA 2	2023	British Baseball Federation	Season	2023-04-16	2023-09-03	3	Vie	w
1 items						Previo	us 1 N	lext



Click on 'Teams' and on the next screen the team(s) you are admin for should be shown.



16/04/2023 - 03/09/2023

On this screen you should see the team(s) you are admin for and the edit icon (square with the black pencil/pen) ready for the next step.

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Great Britain / Even	ts / AA 2023	/ Teams							
Details Teams									
Teams									
Filter by Team Label 🔻	Filter by Status	s - Q							
Export CSV 🕹									
Team Name	PTR ↓↑	FTR ↓†	Status	ĴĴ	Date Forfeited	Reason of Forfeit	Roster Deadline		
Norwich Iceni	0	0	Confirmed				15-04-2023 04:00	0:00	•
1 items								Previous 1	Next



#### STEP 3: Adding Participants To Your Team

Click on the edit icon (square with the black pencil/pen as indicated on previous page) and you will see the 'Edit team: Team name' screen – you will also see the following:

Three sections to add participants:

- o Athlete (this was Player last year and is in the position of Player in the image below)
- o Coach
- o Staff

Click the desired '+ Participant' button. On clicking the desired '+ Participant' button, you will have an option to click the 'Select one' or create a new participant.

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Great Britain / Events / AA 2023 / Teams / Norwich Iceni		
Defails Teams		
≮ Edit Team: Norwich Iceni		
		Rosters Contacts
Roster Status: Open		
Next game: - NOI vs EXC 16/04/2023 12:00:00 (Europe/London) Rester Deadline: 15/04/2023 12:00:00 (Europe/London)		
Blocked Until: 16/04/2023 18:00:00 (Europe/London) FTR Players: 00	FTR Staff: 0/0 🗸	
Required for FTR status 🗣		
+ Player		
Uniform Legal Legal Note		
N°    Sumame    Name    Position    Bats    Inrows    UUB    Status    Unavailability    Headshot    No matching records found.		
		Previous Next
0 Selected	PTR V All Items	Excel Export V All Items
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		Previous Next
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Sun		
Legal Surname    Legal Name    Position    Status    Note Unavailability    Headshot		
No matching records found.		Previous Next
0 Selected	PTR V All Items	Excel Export V All Items



#### STEP 4: Selecting an Already Created Participant Profile

On clicking the desired '+ Participant' button, you will have an option to click the 'Select one' or create a new participant. Look for existing record as necessary first by just typing the participant's name and it will return the options with their dates of birth. You will either be able to select the desired participant (see first screenshot below), or you will see the message 'Not compatible for event' (see second of screenshots below) which is either because they are too young to play or do not have a valid registration. If you see:

- 'Not compatible for event'; or
- A date which does not match what you expect and you are certain that is the correct person; or
- An entry you think is correct but not sur

then **DO NOT CREATE a new entry** as this may create a duplicate in the system; instead, please email <u>mywbsc@ britishbaseball.org.uk</u> for clarification – please send only one email if you have multiple incidences of this issue.

	Search for past	×		
s / Norwich Iceni	Select Person	Select One mxwbsd MYWBSCBBF Scorer1 - 0001-01-01 TEST ACCOUNT MyWBSC - 0001-01-01		
		Currently Selected	_	

	_		
	Search for past ros	ter person or add new.	×
3 / Teams / Norwich Iceni	Select Person	Select One	
		test	
		TEST Age - 2018-01-31 Not compatible for event	
		TEST ACCOUNT MyWBSC - 0001-01-01	
Iceni		TESTER Tester - 2000-01-01	
		Currently Selected	
			_
16/04/2023 12:00:00 (Europe/ 23 12:00:00 (Europe/London) 18:00:00 (Europe/London)	London)		
	FTR Coaches: 0/0	Ø	FTR Staff: 0/0 🕑



Select the participant to add to the roster and then click 'Submit' and you should see the following and click 'Select Person'

MANBSC Events GREAT BRITAIN	Search for past roster person or add new.			MyWBSC 🌡 - 🕞
Great Britain / Events / AA 2023 / Teams / Norwich Iceni Details Teams	Select Person	Select One Create Tester Tester (Great Britain) AFG (2000-01-01)	* Select Person	
Ceni Ceni			Close	Rosters Contacts
Roster Status: Open				

The next screen shows the 'Roster Person's' profile split into 'General info' and 'Information Athlete Roster' sections.

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Great Britain / Events / A	AA 2023 / Teams / Norwich Iceni				
Details Teams					
Roster Status: Op	en				
Next game: - NOI vs E) Roster Deadline: <u>15/04</u> Blocked Until: <u>16/04/20</u> FTR Players: 0/0 🕑 Required for FTR status 👻	KC 16/04/2023_12:00:00 (Europe/Lond /2023_12:00:00 (Europe/London) 123_18:00:00 (Europe/London)	on) FTR Coaches: 0/0 🕑		FTR Staff: 0/0 🥑	
Roster Person				G	eneral Info Documents
General Info			Information Player R	oster	
Biological Gender *	Female	*	Status*	PTR	•
Player type			Team branded headshot		
Legal Name *	Tester				
Legal Surname *	Tester				
Preferred Name				Choose Image	
Preferred Surname				Maximum Allowed File Size 1MB	
DOB *	2000-01-01				
Birth Country *	Afghanistan	•			
Nationality *	Australia	•	Position*	Select One	*
			Uniform N°*	0	
			2nd Uniform N°		
			Bats*	L	•
			Throws*	R	•
			Height	0	cm
			Weight	0	kg
					Sava
					Save

In the 'Information Athlete Roster' section, there is one mandatory field which must be completed (if it isn't already) otherwise you will not be able to save the athlete and that is 'Position'. Please also change the 'Uniform No', 'Bats' and 'Throws' which are mandated but filled by default with '0', 'R' and 'R' respectively; leave 'Status' as 'PTR'. You can add a team branded headshot on this page too. Then click 'Save'.



**IMPORT ANT**: If you notice any inaccuracy in the 'General Info' section, you will not be able to change it so please email <u>myw bsc@ britishbaseballorg.uk</u> with the correct details and it will be cross checked against the registration records. Please make sure the 'Legal Name' and 'Legal Surname' are the full, proper legal names for the person. If they wish to be known by other names then these can be entered in the 'Preferred Name' and or 'Preferred Surname' fields but only by MyW BSC Federation Admins; please ask them to email <u>myw bsc@ britishbaseball.org.uk</u> with their details using the email address they supplied during registration. If this has been done and the information is still not showing, please click the "Get Information from Person Button" at the bottom of the screen and this should update the information.

You will now see 'Roster Person' has changed to 'Edit Athlete' and there is a green bar at the top saying 'Ok'. If you have added this person by mistake, you can simply delete them from your roster by clicking 'Delete' on the 'Edit Athlete' page. Click the blue left arrow to the left of the 'Edit Athlete' to return to your 'Edit team' page to repeat the process for the next athlete to add.

GREAT BRITAIN	ints				MyWBSC 💄 - 🕞
Great Britain / Events	AA 2023 / Teams / Norwich Iceni / Roster Per	son			
Ok					×
Details Teams					
Roster Status:	Open				
Next game: - NOI v Roster Deadline: <u>1</u> Blocked Until: <u>16/0</u>	s EXC <u>16/04/2023 12:00:00 (Europe/Lond</u> 5/04/2023 12:00:00 (Europe/London) 4/2023 18:00:00 (Europe/London)	<u>on)</u>			
FTR Players: 0/0 🕑 Required for FTR status 🏶		FTR Coaches: 0/0 ✔		FTR Staff: 0/0 🕜	
< Edit Player				Get	neral Info Documents
General Info			Information Player R	oster	
Biological Gender *	Female	~	Team branded headshot		
Player type					
Legal Name *	Tester				
Legal Surname *	Tester			Choose Image	
Preferred Name				Maximum Allowed File Size 1MB	
Preferred Surname					
DOB *	2000-01-01				
Birth Country *	Afghanistan	•	Status*	PTR	•
Nationality *	Australia	*	Position*	P	•
			Uniform N <sup>ea</sup>	0	
			2nd Uniform N°		
			Bats*	L	•
			Throws*	R	•
			Height	0	cm
			Weight	0	kg
Edit Person	Get Information from Person Delete				Save



#### STEP 5: Creating A New Participant Profile

If you do need to create a new participant, click on 'Create' and you will see the following 'New Person' screen. Once completed accurately (using the names the participant used in their Individual Participation registration which you have been notified of, unless incorrect in some way then please let us know), click 'Submit' and the next screen will say 'Person created' in green and then click 'Select Person'. Click 'Submit' and then 'Select Person' on the next screens. As per the Step 4 for adding a profile that already exists, you will then be taken to the 'Roster Person' screen where you need to select 'Position' and can update 'Uniform No', 'Bats' and 'Throws' before clicking 'Save' which takes you to the 'Edit Person' screen. You can return to the 'Edit team' page and continue creating your roster.

If the person already exists (and you didn't see it before now), it will tell you when you click 'Submit' having entered the person's details and will let you select them to be added to the roster. If the details are similar to another person, it will also show you in case the existing is correct. You will then follow the procedure above of adding the person to the roster.

MANBSC Events GREAT BRITAIN	New Person		×		MyWBSC 👤 -
Great Britain / Events / AA2023 / Teams / Norwich Iceni	Legal Name*				
Details Teams	Legal Surname*				
	Date of Birth*		i		
< Edit Team: Norwich Iceni	Place of Birth*	Select One	*		
	Biological Gender*	Select One	•		
	Nationality*	Select One	Ŧ		Rosters Contac
Roster Status: Open			Close Submit		
			Close		
Next game: - NOI vs EXC <u>16/04/2023 12:00:00 (Europe/L</u> Roster Deadline: 15/04/2023 12:00:00 (Europe/London) Blocked Until: <u>16/04/2023 18:00:00 (Europe/London)</u>					
FTR Players: 0/0 💽 Required for FTR status 🏶	FTR Coaches: 0/0		FTF	R Staff: 0/0 🕜	

### Needing Assistance?

If you have any questions or feedback, please email <u>mywbsc@britishbaseball.org.uk</u> or message MyWBSC in Spond in the first instance, and we'll revert to as soon as possible.

