

Online Roster Maintenance Guide

Last updated: May 19, 2010 – 1:00 PM CENTRAL TIME

GENERAL INFORMATION:

For the purpose of this document, “existing users” refers to those who have already completed the registration process into our Online Roster Maintenance system. Note that if you had registered in our system in previous years, your user information would still be in our system (unless you chose to remove yourself) and you would be able to log into the system with that information. It is recommended that you only register once in our system as registering a different user name for each tournament would not allow you to use the “Copy Roster To Another Tourney” function (explained later), which is a big time-saver if you have the same players playing in multiple tournaments. **Please be patient throughout the time you are accessing the Roster Maintenance system. Processing speed will vary depending on how busy the server is and which of the various options you have selected. NOTE: You will be logged out of the Roster Maintenance system automatically if you are “idle” for more than 1 hour.**

TO ACCESS THE ROSTER MAINTENANCE SYSTEM:

From the main website page at: <http://diamondsportspromotions.com> or <http://dspexposure.com> click on the Roster Maintenance link. If you are already registered in our Roster Maintenance system, click the “Login” button located on the page just below the website menu on the left side of the screen. Type in your User Name and Password in the appropriate boxes and press the “Login” button (the lower one). If you are not yet registered, click the “Register” button located on the page just below the website menu on the right side of the screen. Fill in the user information as indicated. If the requested user name OR the email address you enter is already in our system, you will be notified as such at the bottom of the screen. **NOTE: Diamond Sports does NOT assign user name and/or passwords. You can use whatever you wish with the only requirements being that your user name and password do not contain any spaces or single (') or double (") quotes.**

BOTH EXISTING AND NEW USERS:

1) Email Validation

- a) If you have not previously validated an email address with us (which will be the case if you are a new user to the system), you will be required to do so. (Note that individual email addresses can only be used once within the system – i.e. – one email address cannot be used and/or verified for more than one user). **EMAIL VALIDATION IS A ONE-TIME, MANDATORY process unless you later change your email address. We require this to be done to eliminate bogus entries into our Online Roster Maintenance System. NOTE: If you are a new user or a previously registered/validated user who has changed your email address, you will have 24 hours to complete the validation process or your information will be removed from our system.**

- i) After hitting the applicable “Login” or “Register” button, you will be taken to a screen that will have a box for you to enter an Email Validation Code. The code that needs to be entered here will have been automatically emailed to you at the email address you provided so please be sure that the email address you provide is accurate. You will NOT get past this process and be able to do roster maintenance if you do not provide an email address that can be validated. **NOTE: Our system does not allow the use of “hotmail” email addresses.**
 - ii) After locating the email with the validation code in it, either copy/paste or type the code into the box on your screen. Click the submit validation code button and if you entered the proper code, you will be validated and notified on your screen that you have been as such and you will now be able to log into the system.
 - iii) If the validation code is not accurate or you never received the email with the validation code in it, you will be returned the verification screen and you’ll be notified why you could not become validated. Make sure the code was accurate and try again.
 - iv) If you did not receive the email with the code in it, more often than not this is due to a “typo” in the email address you provided. If you think this may have been the case, click the “Resubmit Valid Email Address” button and you will be returned to the Email Address entry screen where you can attempt the process again. Other possibilities for not receiving the mail could be that the email was placed automatically in your Bulk, Spam or Junk mail folder depending on your settings in your email program. Check these folders and/or the settings. After making sure the settings are correct (one of which could have been to automatically delete mails your email program thinks are Bulk, Spam or Junk), press the Resend Validation Code button and the system will again send the email to the email address you provided.
- 2) Once you are successfully logged in, you are going to see a series of boxes and buttons on the page. In most cases, all of the teams registered to you (if any) for roster maintenance should be listed in the uppermost box. If the team is there, simply select it and then hit the button on left hand side just below the box. You will be taken to the roster maintenance screen for that team.
- a) If one or more of your tournaments/teams is not listed in the uppermost box, scroll through the list in the 2nd box. Click on one of the missing team(s) from the upper box. The selected team will automatically be moved to the upper box and be registered to you for roster maintenance. **NOTE: Only one registered user is permitted for any given Team/Tournament**

GENERAL INSTRUCTIONS (ALL USERS):

Login Screen

- 1) “Retrieve Lost Login Information” button (main login screen):
 - a) If you are a registered user with a VALIDATED email address and you have either lost or cannot recall your login information we might be able to help:
 - i) If you know EITHER your user name or your VALIDATED email address, press the button and you will be taken to a screen where you can enter either of the 2 pieces of information previously stated. (If you don’t know either of them – press the “Manual User Information Reset” button and you will be taken to our Email Us screen and you can let

us know you are having a problem. If you do this please provide us the name of at least one of the tournaments/teams you are entered in.)

ii) Once you have entered one of the pieces of information, press the “Send User Information” button. You will receive an email at the **VALIDATED** email address that will contain your User Name and a **TEMPORARY** password (which we highly recommend you change as soon as possible).

iii) Login with your User Name and **TEMPORARY** password and you are all set.

2) “Unassign Team (selected team)” button:

a) If you no longer wish to be the maintenance person for a particular tournament/team, you can highlight the team in the uppermost box on your screen and hit this button. You will be removed as the registered roster maintenance person for the selected tournament/team.

3) “Change User Information” button:

a) You can change **EITHER** your user password or your email address here (Note that User Names are **NOT** changeable) If you change either your user password or your email address, you will be automatically logged out of the system and returned to the login screen.

b) After hitting the button, you will see 3 boxes for information:

i) **Current Password (REQUIRED):** - In order to change your user information, you will need to provide us with your current user password (if you are changing your password due to a temporary one being issued to you as a result of either an automated or manual reset-type in your **TEMPORARY** password here).

ii) **New Password (only if changing it):** - If you are going to change your password, type your **NEW** password in the appropriate boxes. **DO NOT** put anything in these boxes if you are not changing your password.

iii) **Current/New Email (only if changing it):** - As above, if you are changing your email address, type it in this box. **DO NOT** change what is in the box (which will be your current **VALIDATED** email address) if you are not changing it. **NOTE:** If you change your email address, you will be required to go through the email validation process again.

4) “Logout” button:

a) This button is located on the right side of the page just above the white “status/message” line and clicking it logs you out of the roster maintenance system. Note that if you are “idle” on the roster maintenance system for one hour, you are automatically logged out.

5) “Remove My Account Information” button:

a) If you press this button, you will be removed as a registered user **WITHOUT** any further confirmation. This option does not remove any roster information you may have entered.

b) Any player information you have entered prior to pressing this button will **NOT** be removed. It removes you personally as a roster maintenance person from our database for **ALL** of the tournaments/teams that were registered to you for maintenance **NOTE:** If you only have a particular team you want to be removed from **DO NOT USE** this button Instead, use the “Remove Me From Roster Maintenance (selected team)” button as previously explained.”

c) After pressing this button, you will be logged out of the system and returned to the login screen.

Roster Maintenance Screen

All of the following descriptions are for options available after you reach the Roster Maintenance Screen:

- 1) Add Player (new entry) – Clicking this option will open the form for you to enter information for a NEW (not previously entered) player. After “filling in the blanks” and making the selections in the dropdown boxes, click the “Submit” button and the player will be added to the team roster. Without going into detail, there is a lot of information that appears on this screen that is REQUIRED to successfully add a player to a roster. Each of the items on the form has an indication below it to let you know if it is required information or not. You will get an error message if any required information is missing. Once you have successfully added a player, you will see that they will now appear in the dropdown box located in the options section. If you need to edit any player information later, you can simply click on the player name and you’ll be taken to the edit screen. Note that the system will not permit you to edit information that would cause required information to not be present.**
- 2) Print Roster (landscape orientation recommended) - This option is only enabled if you have entered at least 9 players to the roster. Selecting this option will open and display your roster in a new browser window as well as a “Print Options” box that will vary depending on what browser/printer you are using.**
- 3) User Options Page – This option will return you to the user options screen where you can select a different team for maintenance, change your user information, etc.**
- 4) Roster Complete - This option is only available after you have entered and/or transferred a minimum of 9 players to the roster. This option simply notifies Diamond Sports that you have completed your roster. It does NOT prevent you from making changes or adding more players. Accordingly, we ask that you do not select this option unless you are (or believe you are) finished with the roster.**
- 5) Copy Roster To Another Tourney – This option is also only available after you have a minimum of 9 players on your roster. You can use this option to copy the information you have entered for this team roster to another tournament/team that is assigned to you. To prevent duplication, please note that only players who are not already on the roster you are copying to or are not already on a roster within the tournament you select after clicking this option will be copied.**
- 6) Delete Selected Player – Once you select a player in the dropdown box to the left of this option, this option will be enabled and you can remove the player from the roster.**
- 7) Delete Entire Roster – Selecting this option will remove all of the players currently listed on the roster. WARNING: this action is not reversible and you will NOT be prompted again for confirmation.**

THANK YOU AND GOOD LUCK !