

PRE-SEASON UPLOAD OF ROSTER DATA

Use our Excel template to provide your team roster before the first A meet (no later than June 15). These rosters are used to populate the online score reporting system. By using a consistent, centralized roster, we have an accurate picture of league participation for insurance purposes and we can validate Divisionals and Cracker Jack eligibility.

This roster must include **all team members** for which the team rep has a signed NVSL waiver on file. It can only include team members for which the team rep has a signed NVSL waiver.

!!IMPORTANT!!

There is a common misconception that this is only for divers who will compete in A meets. This is for every diver on your roster, even those not planning to compete in meets. Notify us of all additional divers added to your team throughout the season.

Please follow the steps below to provide your initial roster

1. Download the excel file from the folder on the NVSL website here:
https://dive.mynvsl.com/documents?folder_id=26943
2. At the top please select your team name from the drop-down menu.
3. For each diver, please provide the following:
 - a. First name
 - b. Last name
 - c. Diver age group category (F, J, I, or S) (You must use the drop-down to select)
 - d. Gender (G/B) (You must use the drop-down to select)
 - e. Age as of June 1.
 - f. Date of birth (*the date of birth will not show anywhere on the internet and is only used to verify that the age of 6-1-26 is computed correctly*).
4. As you add entries, your values for age will be checked for accuracy. Before submitting, please review and correct any entries that turn red.
5. Save the file as an Excel Spreadsheet, making sure to include your team name in the file name.
6. Email the file to nvsldivescor@gmail.com

Two sample divers have been entered already. Please delete those before submitting.

New Divers: When new divers join the team, follow the same instructions, but only include new divers. Please do not re-send the entire roster. It may be helpful to you to save a history of the files you have already sent for the season.

Removing Divers: Please understand that for insurance reasons, we cannot remove divers from the roster. If there are any errors in spelling or birthdays, please contact us at nvsldivescor@gmail.com.

2022 NVSL Diving Roster									
Enter Team from Drop Down Menu		A-Annandale							
Last Updated									
Team Abbr.	First Name	Last Name	Dive Event F = Freshman J = Junior I = Intermediate S = Senior	Gender G/B G = Girl B = Boy	Age 6/1/2022	Date of Birth	Event Based on Age	Dive UP+1 Event Based on Age	Cross-Check Dive Age
A	John	Doe	J	B	11	10/1/10	J	I	11
A	Jane	Doe	I	G	12	10/1/07	J	I	14
A									
A									
A									
A									
A									

You will enter data in the light blue fields above. The orange columns are not editable. They are there to show you the calculated age group, dive-up age group and age for the birthdate provided. If any of the blue fields turn red, you have an error. In this case, the diver with the birthdate of 10/1/07 should be 14, not 12.