

2021

LICENCES MANUAL



Licences Manual – European Championship

2021

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PREAMBLE

Dear National Federations,

starting 2021, Softball Europe will use WBSC management system for its competitions.

For this reason, in 2021, we kindly ask you to please send us both the preliminary roster signed (download the form [here](#) – Competition Documents / For participants / Application License Form Championship 2021) in word copy via email to Softball Europe Treasurer Eddy van Straelen at licences@wbsceurope.org

and

to upload your preliminary roster to my.wbssc.org

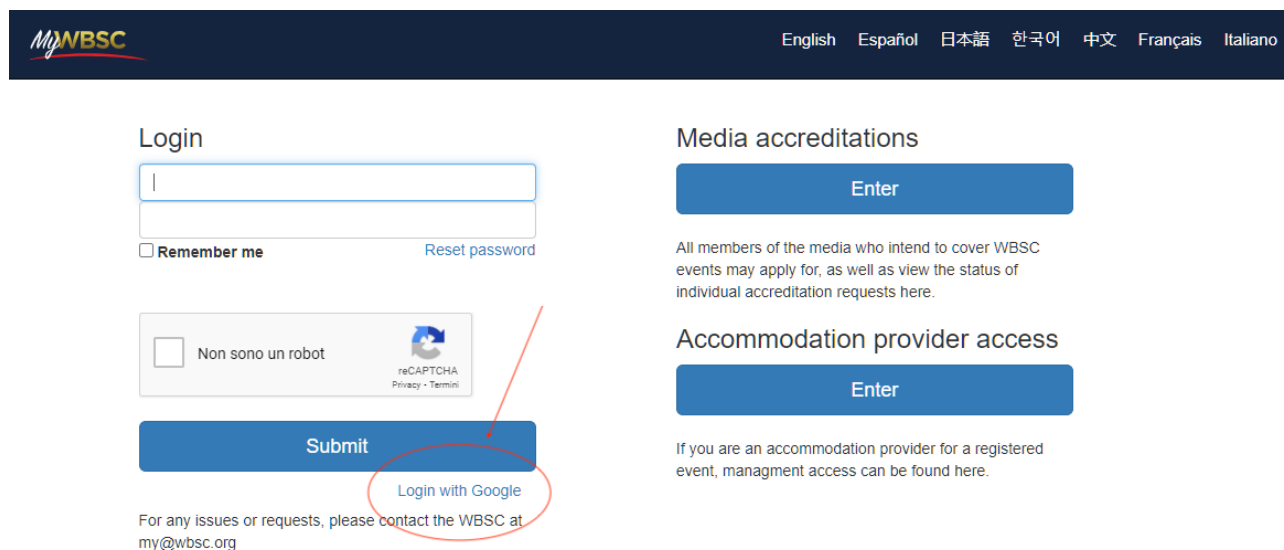
In this document, please find the instructions on how to upload your roster on the new management system. If you have issues, please contact Softball Europe Communications Director Elda Ghilardi via email at eghilardi@wbsceurope.org.

Please notice that Softball Europe Board decided that no changes will be applied to SE Competitions Regulations as for the number of players.

- *Final Team Roster consists of*
 - *Fastpitch: maximum 17 players and maximum 8 team delegates;*
 - *Slowpitch: maximum 18 players and maximum 7 team delegates.*
- *The Final Team Roster presented at Technical Meeting is final and no change is possible during the tournament.*
- *The minimum number of players available for the game is mentioned in WBSC Rule Book, which is 9 for fastpitch and 10 for slowpitch. These are also minimum numbers of the players, which each team has to have to be able to play Softball Europe competitions.*
- *SE surely will not apply any penalty to National Federations if they have to withdraw from games because of a lack of players due to COVID-19 circumstances.*

INSTRUCTIONS

- 1) Go to my.wbsc.org and select "Login with Google" option located under the "Submit" button on the login page.

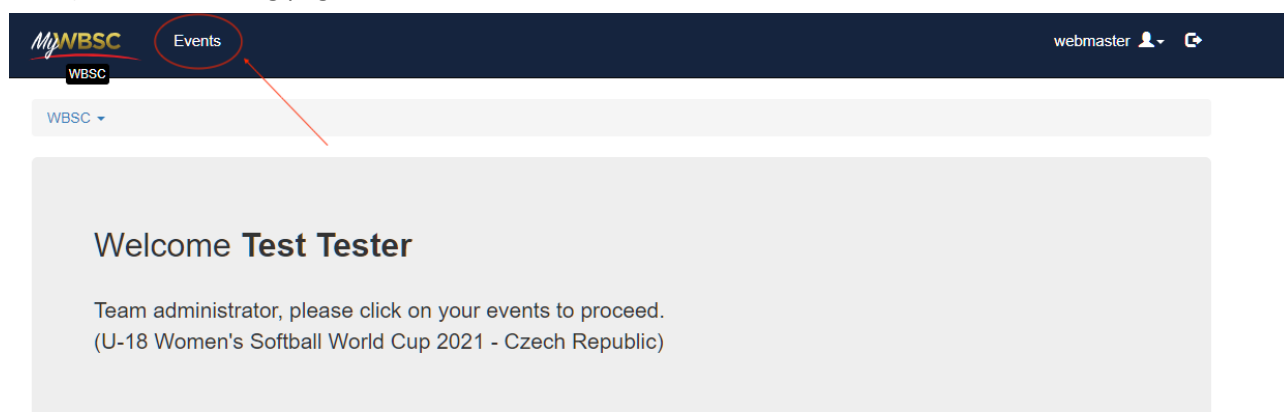


- 2) Enter with the National Federation WBSC email address (sent by email).

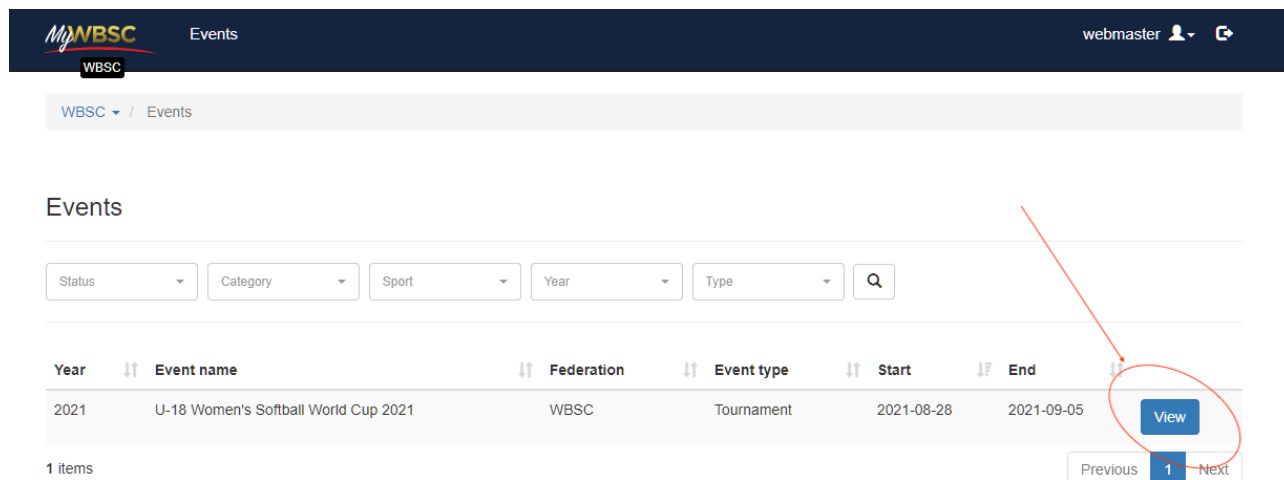
Please note that Softball Europe sent you the first access password.

- If your National Federation has **never** logged into my.wbsc.org, then you will need to change the password in order to enter.
- If your National Federation **already** logged onto my.wbsc.org, (f.e. for the Academy registration), your password will not be the one Softball Europe sent you by email. Please, try to find your password within your organization. In case your National Federation does not have the password anymore, please contact my@wbsc.org to have a new one.

- 3) On the landing page click on **Events**



4) Select the event for which you want to load the roster



MyWBSC Events webmaster

WBSC / Events

Events

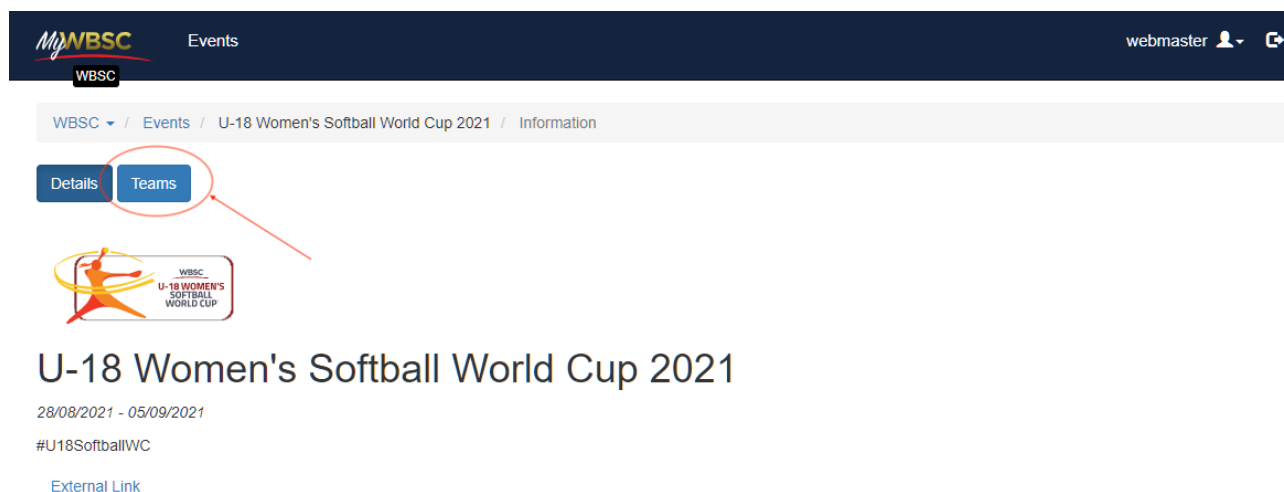
Status Category Sport Year Type

Year	Event name	Federation	Event type	Start	End
2021	U-18 Women's Softball World Cup 2021	WBSC	Tournament	2021-08-28	2021-09-05

1 items

Previous 1 Next

5) Click on Teams



MyWBSC Events webmaster

WBSC / Events / U-18 Women's Softball World Cup 2021 / Information

Details Teams

WBSC U-18 WOMEN'S SOFTBALL WORLD CUP

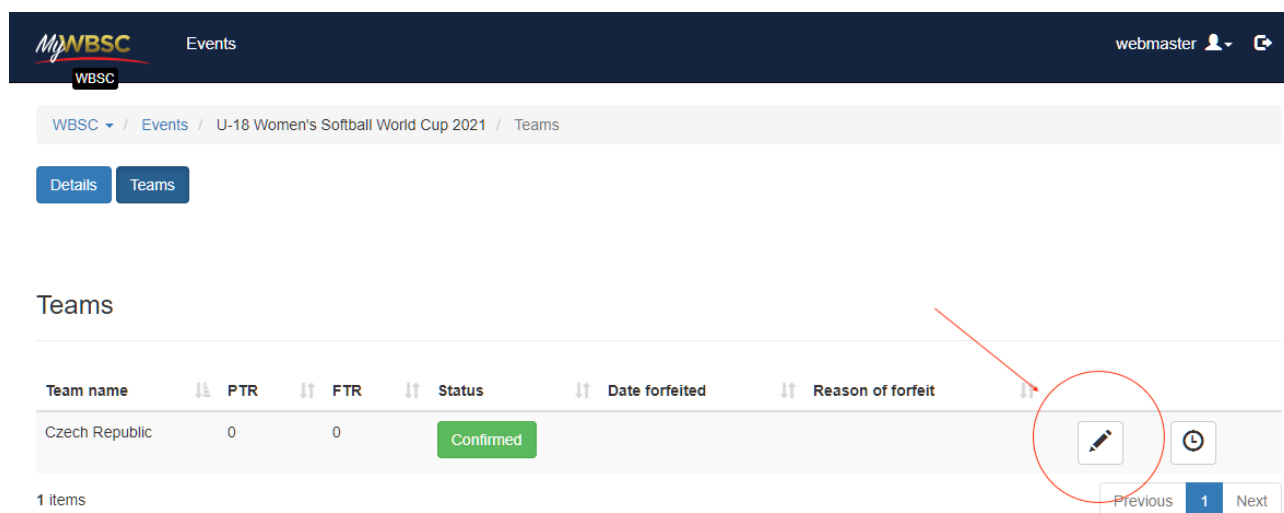
U-18 Women's Softball World Cup 2021

28/08/2021 - 05/09/2021

#U18SoftballWC

[External Link](#)

6) Select the pencil to edit the roster of your team



MyWBSC Events webmaster

WBSC / Events / U-18 Women's Softball World Cup 2021 / Teams

Details Teams

Teams

Team name	PTR	FTR	Status	Date forfeited	Reason of forfeit
Czech Republic	0	0	Confirmed		

1 items

Previous 1 Next

7) Add player/coach/staff clicking in the blue buttons "+Player" / "+Coach" / "+Staff"

MyWBSC
Events
webmaster

[WBSC](#) /
 [Events](#) /
 U-18 Women's Softball World Cup 2021 /
 [Teams](#) /
 Czech Republic

Details
Teams

Edit team: Czech Republic

Rosters
Contacts

Roster status: Open

Roster deadline: 11/08/2021 23:59:00 (America/Los Angeles)

FTR players: 0/17 ✖
Required for FTR status ✨

FTR coaches: 0/5 ✖

FTR staff: 0/5 ✖

+ Player

→

Player
<div style="display: flex; justify-content: space-between;"> Uniform N° Legal surname Legal name Position Bats Throws DOB Status Headshot ID </div>
No matching records found

Previous
Next

0 Selected

PTR ▼
 All items

Print ▼
 All items

+ Coach

→

Coach
<div style="display: flex; justify-content: space-between;"> Uniform N° Legal surname Legal name Position Status Headshot ID </div>
No matching records found

Previous
Next

0 Selected

PTR ▼
 All items

Print ▼
 All items

+ Staff

→

Staff
<div style="display: flex; justify-content: space-between;"> Legal surname Legal name Position Status Headshot ID </div>
No matching records found

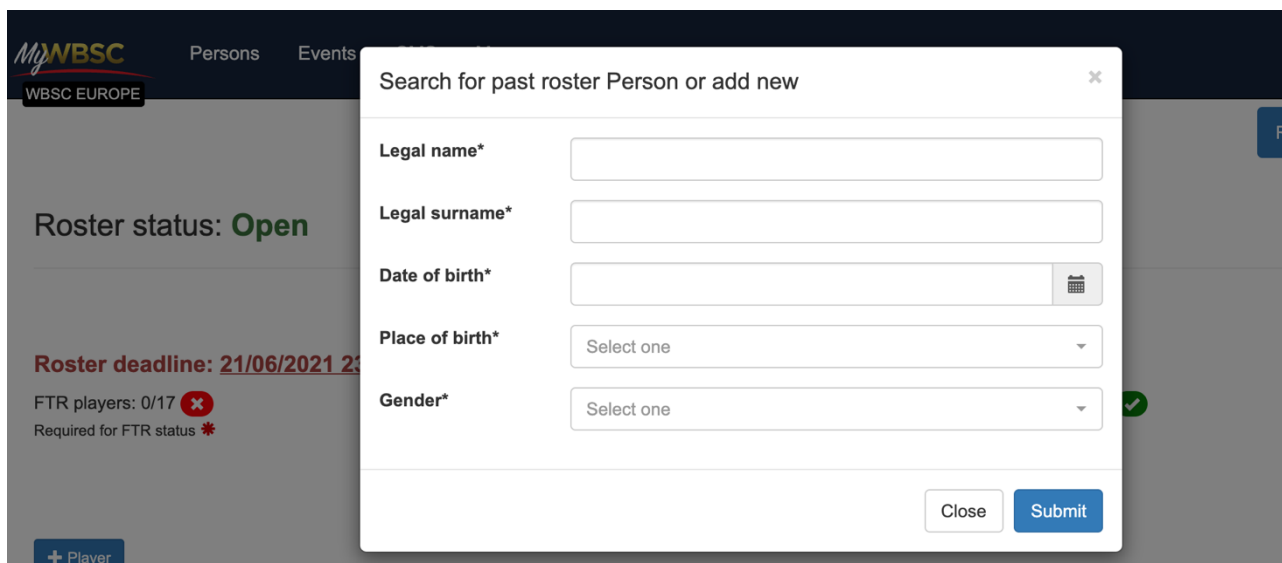
Previous
Next

0 Selected

PTR ▼
 All items

Print ▼
 All items

- 8) **Add** the requested information (Legal name, Legal surname, Date of birth, Place of birth, and Gender) and submit. Then, add all the other requested info and save.



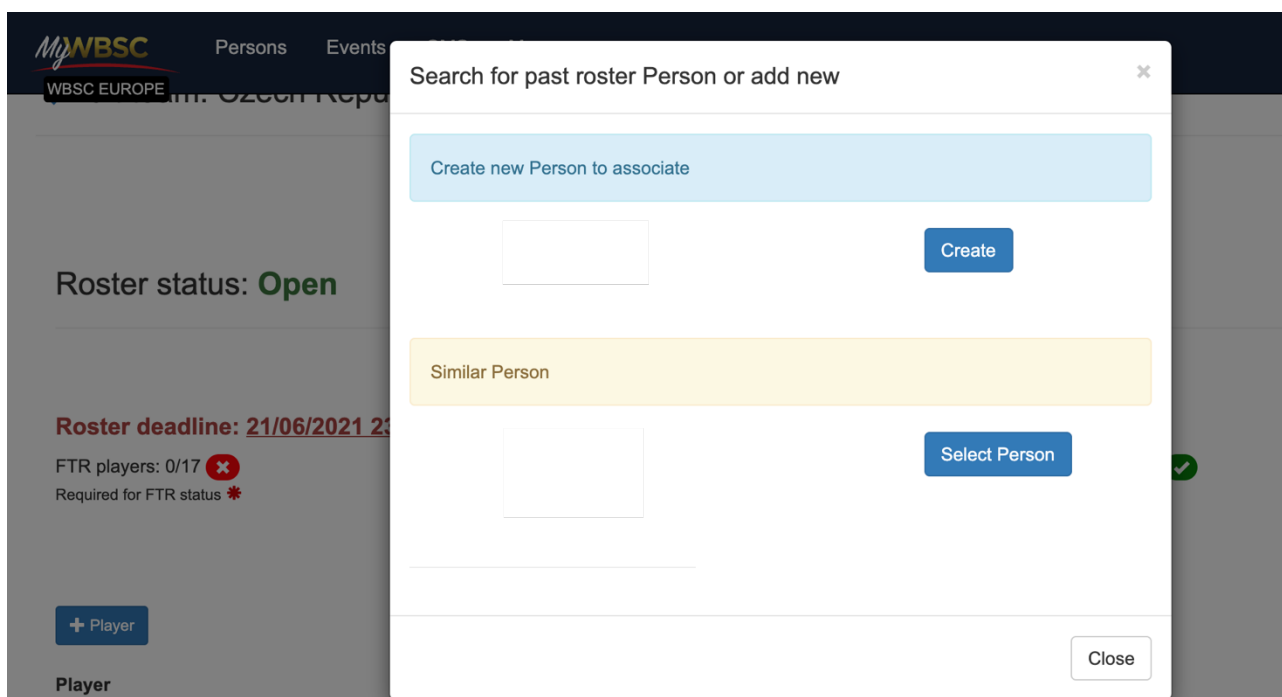
The screenshot shows the 'MyWBSC EUROPE' interface with a modal form titled 'Search for past roster Person or add new'. The form contains the following fields:

- Legal name*
- Legal surname*
- Date of birth* (with a calendar icon)
- Place of birth* (dropdown menu with 'Select one' text)
- Gender* (dropdown menu with 'Select one' text)

At the bottom of the modal, there are 'Close' and 'Submit' buttons. The background interface shows 'Roster status: Open', 'Roster deadline: 21/06/2021 23:59', 'FTR players: 0/17', and a '+ Player' button.

Please note that in case of mistakes, you can edit the information on the person you created in the system.

Please note that the person you are trying to add might already be in the system. In that case, please select the person.



The screenshot shows the same 'MyWBSC EUROPE' interface with the modal form. In this view, the modal has two main sections:

- Create new Person to associate:** A light blue box containing a text input field and a 'Create' button.
- Similar Person:** A light yellow box containing a text input field and a 'Select Person' button.

At the bottom right of the modal, there is a 'Close' button. The background interface remains the same as in the previous screenshot.

9) Add all the necessary info that you have not added before:

- Status (PTR = preliminary roster, FTR = final roster)

◀ Edit player

General Info

Biography

Media

General info

Status*

PTR

Select one

PTR

FTR

FTR (approved)

Male

Player type*

Gender*

- Position (Pitcher, Catcher, first base, ...)
- Bats (L = left, R = right)
- Throws (L = left, R = right)

10) SAVE

Roster Info

Uniform N**

0

2nd Uniform N*

Position*

IF

Bats*

R

Throws*

R

Height*

0

cm

Weight*

0

kg

Delete


Save

11) Go back clicking on "edit player"

Roster status: **Open**

Roster deadline: 31/05/2021 23:59:00 (Europe/Rome)

FTR players: 0/17 

Required for FTR status 

FTR coaches: 0/0 

FTR staff: 0/0 

◀ Edit player

General Info

Biography

Media

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