High Street Solutions
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Athletic Scheduler Pro 2023 Imports

Imports

If you have existing databases of your teams, players, coaches, officials and/or contests, you can import this information into the Athletic Scheduler. Importing data requires mapping the fields of the import file with the fields of the Athletic Scheduler. The best and easiest way to do this mapping is to have the field names of the import file match the names of the Athletic Scheduler table exactly. In the field specifications below, an Asterisk denotes required fields with information. If you don't have an existing database, then you must enter this data by hand, instead of importing.

Teams

have one import, name your import file "Team Import" and place it on your desktop.

- Team Fields: Sport*, Gender, Level, SubLevel Name, Sub2Level Name, Abbreviations, School Division(US, MS, etc), Miss Class, Location Off Site Contest, Location Off Site Practice, Location On Site Contest, Location On Site Practice, Season Played* (Fall, Winter, Spring)

  - In the Backroom on the Team>List tab click on the "Edit" tab.

  - If you are importing your own team list, you will most likely want to delete the existing teams and start fresh. You can do this by clicking on the "Select All" button atop the far left column and then click on the "Delete" button.

 - Now click on the "Import" button and your team records will be imported.

Players

have two types of imports,

- General information such as name, grade, gender, address, phone, parent names & email addresses, etc, and is imported just once for each player

- Sports signup including role (player, captain, manager) for each season and is imported each season or they can be combined as one import for the year. Import button is found in Backroom
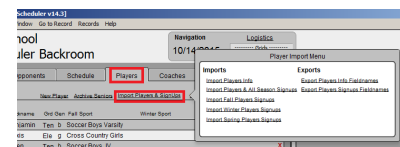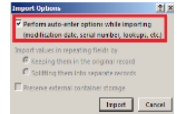
Player General Info fields: PlayerID#(ID# will be used when importing sports signups to match each player correctly), Firstname*, Lastname*, Nickname*, Gender, Campus Phone, Cell Phone, Email Address, Home Phone, Street, City, State, Zip, Parent 1 Full Name, Parent 2 Full Name.
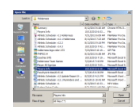
- After clicking on the Import button, find your import file and click open. The import window will pop up. There are three settings you need to pay attention to

- Check the Don't Import First Record,

- Select Add or Update Matching Records (whichever you are doing) in the Import Action setting,
- Select Matching Names in the Arrange by setting.
- You only want one record for each player, so only select Add when you are importing Players for the first time. After that, use Update Matching Records with Add Remaining Data as New Records checked.
- The Import Options window will pop up and be sure to check Perform Auto Enter.

Player Sports Signups fields: PlayerID#(ID# must match each player general information ID# identically), Firstname*, Lastname*, Grade*, Season*(with year matching the season in the Athletic Scheduler), Sport*(as in the Athletic Scheduler), Role, Position, White Jersey Number, Color Jersey Number

- After clicking on the Import button, find your import file and click open. The import window will pop up. There are three settings you need to pay attention to
- Check the Don't Import First Record,
- Select Add in the Import Action setting,
- Select Matching Names in the Arrange by setting.
- The Import Options window will pop up and be sure to check Perform Auto Enter.

Coaches

also have two types of imports

- First, General information such as name, gender, phone, etc, and is imported just once for each coach
- Second, coaching assignments including the role (Head Coach, Assistant Coach, Timer, Score Keeper) for each season and is imported each year.
- Import button found in Backroom.

  - Coach General Info fields: Firstname*, Lastname*, Nickname*, Gender, Campus Phone Home, Campus Phone Office, Cell Phone, Email Address.

  - Coach Sports Assignments fields: Firstname*, Lastname*, Fall Sport, Fall Sport Role, Winter Sport, Winter Sport Role, Spring Sport, Spring Sport Role.

Officials

have one import for each sport or officials organization. Before importing the officials, you must create an officials organization record for these officials.

- Click on the Officials tab in the Backroom, then the Organizations List tab. Click in the Organization Name field and enter the information you have.
- Now click on the School icon at the far left of the record you just created and it should take you to the Organization Detail tab for this organization.
- There you will find an "Import Officials" button. When you are ready to import your officials, you will click on this button. Make sure the field names of your file to import match the ones below.

- Officials Info fields: Last Name*, Middle Name, First Name*, Personal Title, Business Name, Business Street, Business City, Business State, Business Zip Code, Business Title, Home Street, Home City, Home State, Home Zip Code, Phone Number, Phone Type, Email Address*

Contests

have one import for each season.

- Contests fields: Season*(must match Season in the Athletic Scheduler), Date*, Start Time Text*(must have AM or PM, either Team Name* or Team Abbreviation*(must match Team Name or Abbreviation in Athletic Scheduler), Opponent*(must match Opponent Abbreviation in Athletic Scheduler, Place *(Home or Away), Opponent Level, Location, Off Campus Site

  - Import by clicking on the Import button found on the function menu in Contest layout.
  - Approve mapping when the mapping window appears
  - New Contest records will be imported to the Contest table.
  - Set Team Name Order to match your preferred order, if not already set.
  - Any fields with a yellow background indicate that the Opponent does not match the Opponent Abbreviation in the Opponent table or it does not exist in the Opponent table. Either correct the name to match or add the Opponent to the Opponent table, then check back and see that they are not yellow any more.

(See Contest Import guide for more specific instructions)