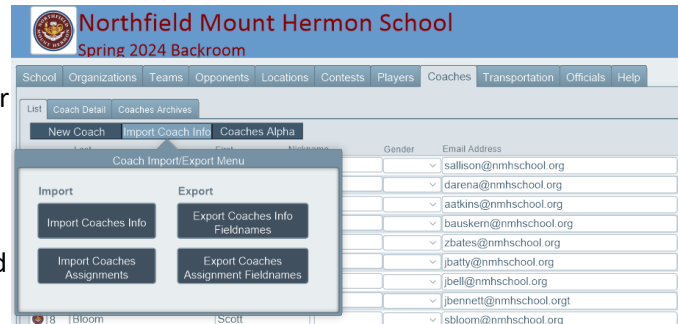




## Athletic Scheduler Pro 2024 Coaches Import Guide

Coaches have two types of imports:

- First, General information such as name, gender, phone, etc, and can be imported as new or updated for each coach.
  - Second, coaching assignments including the team name, coach role (Head Coach, Assistant Coach, Timer, Score Keeper), season, school year and is imported each year. You will need a separate record for each team each coach is coaching.



The Import buttons are found in Backroom on the Coaches>List>Import Coach Info tab. You can export both Coaches Info and Assignment import templates by clicking on the “Export Coaches Info Fieldnames” or “Export Coaches Assignment Fieldnames” button. These will provide you with spreadsheets containing the necessary field headers for importing.

The header and field information must match the data in the Athletic Scheduler in order to update existing information. Required fields are marked with an \* and must be included.

Examples of what your import spreadsheet should look like:

Coaches General Info fields & headers: **Firstname\***, **Lastname\***, **Nickname**, **Gender**, **Campus Phone**, **Home**, **Campus Phone Office**, **Cell Phone**, **Email Address**.

Title	Firstname	Lastname	Nickname	Gender	Email address	Phone Home	Phone Office	Cell Phone
Mr.	Mark	Perkins	Gus	Male	markbperkins@gmail.com	555-555-5555	666-666-6666	777-777-7777

Coaches Sports Assignments fields & headers: **Coach\_Name\_Last\***, **Coach\_Role\***, **Team\_Name\***, **Team\_Season\***, **School\_Year\***.

Coach Name First	Coach Name Last	Team Name	Coach Role	Team Season	School Year
Mark	Perkins	Girls' JV Field Hockey	Head Coach	Fall	2023-2024

Note that the first and last names of the coach in the assignment import must match the names in the existing coaches' information table. (Coaches: Mark = Assignments: Mark & Coaches: Perkins = Assignments: Perkins) Similarly, team names must match the team names in the Teams table. (Teams: Team Name = Assignment: Team Name. Otherwise, each assignment will not link properly.

Once you have created your Import spreadsheets with the proper headers and info, you can process the imports. Obviously, the coaches general information must be imported before any assignments can be imported.

- For Coaches General Info – click on the “Import Coaches Info” button.
- For Coaches Sports Assignments – Click on the “Import Coaches Assignments” button.