



November 1, 2023

Athletic Scheduler Pro 2024 Contest Import Update 3

In the Function Menu in the lower right hand corner of the Contest layout, click on the Import Contest button. It will display a pop-up with 3 buttons: Guide, Go To Import, and Import. The guide shows you this guide, the Go To Import button takes you to the Contest Import layout, and the Import button runs an import script with several pop-up instructions that will walk you through the process. On the Contest Import layout you can Import a contest spreadsheet, export a sample contest spreadsheet, delete contest that you have imported but don't want, and view the Contest Import Guide.

Id#	Date	Classes	Start Time	Place	Team Abbrev	Team Name	Opponent 1	Vehicle Source	Vehicle Abbreviation	Travel With	Oppnet Level	Type
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When you are ready to import your contest spreadsheet, click on the Import button. A pop-up will appear for you to select the import file.

1. Click OK, then the import mapping box will appear. Check to see that the import fields map to the Schedule field correctly. If they don't it is most likely due to the field names not being the same. If this is so, Cancel and correct your import field names.
2. Records are Imported.
3. "Click OK, then Set Team Name order to match your import if it doesn't already. Click on any yellow's Team Names or Abbreviations to reset them and once they are no longer yellow, then click Continue."
4. Click on the Continue button or press the Enter key.
5. "Did you import Team Names or Team Abbreviations?" Select Abbreviations or Names
6. "Do you want to set all the locations or use the ones in this import?" If you don't use imported locations select "Team Locations" and the script will enter the team on site locations as set in the Backroom.
7. "This Found Set are the contests with Opponents whose imported abbreviations don't match your Opponent Abbreviations. Click OK, then click in each yellow Opponent field and select this Opponent"
8. Your Import is now completed.

Import Spreadsheet column headings

Importing Contests is a little tricky. It works best if the column headings in your import spreadsheet match the Contest field names exactly. Use the accompanying sample spreadsheet for more complete reference, but here is a look at it what you import should look like.

Season	Start Date	Start Time Text	Place	Team Name	Team Abbreviation	Contest Type	Opponent 1	Opponent Level	Vehicle Abbreviation Input	Travel With	Opponent 2	Opponent 3	Opponent 4	Opponent 5	Opponent 6	Opponent 7	Opponent 8	Opponent 9	Location On Site Abbreviation	Location Off Site Abbreviation		
Fall 2020	9/15/20	10:00 AM	Home	Field Hockey - Varsity	UHL	Game	Milton	JV												Alumni Field		
Fall 2020	9/15/20	1:00 PM	Away	Soccer - Boys JV	SJVSec	Game	NHS		Ford 88												Alumni Field	
Fall 2020	9/15/20	11:00 AM	Away	Soccer - Girls Varsity	GVSec	Sommage	BBAN														Parents Field	
Season*	Date*	Start Time*	Place*	Team Name* (must match Team Name in Athletic Scheduler)	Team Abbreviation* (if it is a contest it can be left blank)	Contest Type*	Opponent 1* (must match Opponent 1 in Athletic Scheduler)	Opponent Level* (if it is different than level CD's team level)	Vehicle Abbreviation Input* (For multiple vehicles double click into the field and do as all Enter after each vehicle)	Travel With* (must match team abbreviation in Athletic Scheduler)	Opponent 2* (must match Opponent 2 in Athletic Scheduler)	Opponent 3* (must match Opponent 3 in Athletic Scheduler)	Opponent 4* (must match Opponent 4 in Athletic Scheduler)	Opponent 5* (must match Opponent 5 in Athletic Scheduler)	Opponent 6* (must match Opponent 6 in Athletic Scheduler)	Opponent 7* (must match Opponent 7 in Athletic Scheduler)	Opponent 8* (must match Opponent 8 in Athletic Scheduler)	Opponent 9* (must match Opponent 9 in Athletic Scheduler)	Location On Site Abbreviation*	Location Off Site Abbreviation*		

- Use the column headers used in this sample
- All Fields should be text fields
- * Indicates a required value, other fields can be left blank
- Field order from left to right does not matter, just the header names must be the ones here.

Import Fields

Season* (must match Season in the Athletic Scheduler (Spring 2023, Fall 2023, or Winter 2023-2024)

Start Date* mm/dd/yyyy

Start Time Text* (must have AM or PM) as shown above.

Place * (Home or Away)

Team Name* or Team Abbreviation(- Use can use the Team Name or the Team Abbreviation as long as it matches the Team Name or Team Abbreviation in the Athletic Scheduler. The column heading should match what you are using.

Contest Type If is it a contest it can be left blank. You can use abbreviations such as DH for double header, or Tri for tri-meet.

Opponent 1* primary opponent if there are more than one

Opponent Level if it is different than your team's level

Opponent 2, Opponent 3, Opponent 4, Opponent 5, Opponent 6, Opponent 7, Opponent 8, Opponent 9 - all opponent abbreviations

Location On Site - On site field or court name (must match the locations in the Backroom) or can be left blank if you just want the school name

Location Off Site - Off site location (must match the locations in the Backroom) such as a golf course or a neutral site or can be left blank if you just want the opponent name

Vehicle Abbreviation Input - Multiple vehicles must be separated by a carriage return as shown in the example above. In the spreadsheet, double click into the field and Press Alt+↵ Enter (PC) or Control+↵ Option+↵ Return on a Mac after each vehicle.

Travel With - The Travel With field holds the team abbreviation of the team that shares a vehicle for an away contest. It doesn't matter which sharing team abbreviation you use just as long as it is the same team for all contests using the same vehicle(s).

Contest Canceled - If you want to keep cancelled contest in the database as cancelled enter Yes

You can add other fields from here on if you want the information included in contests records but it needs to match a field in the athletic scheduler