



## Athletic Scheduler Pro 2024 Player & Assignment Import Guide

Note: Players should have been archived, graduating seniors and promoting underclasses, before importing for the upcoming year, unless this is the very first time you are importing player information.

### Players have two types of imports.

1) General information such as name, grade, gender, address, phone, parent names & email addresses, etc, and is imported before the start of each year. It is an update so based on matching First Name and Last Name, data will be updated for returning students and new player records will be created for new students.

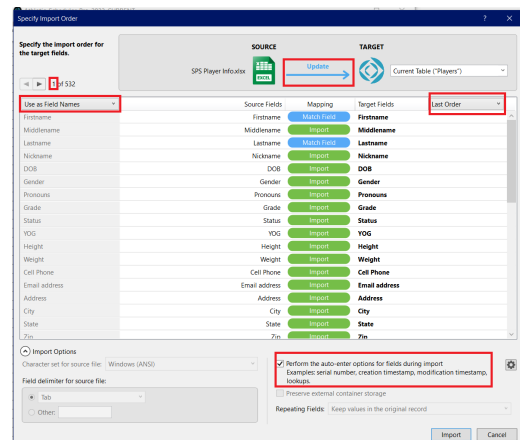
Player General Info fields: (\* indicates required Fields, but order doesn't matter – don't include the \* in the headings)

First Name\*, Last Name\*, Nickname\*, Gender, Cell Phone, Email Address, Street, City, State, Zip, Lives With Family, Family 1 Phone, Family 1 Parent Full Name, Family 1 Parent Email Address, Family 1 Parent Phone, Family 1 Spouse Full Name, Family 1 Spouse Email Address, Family 1 Spouse Phone, Family 2 Phone, Family 2 Parent Full Name, Family 2 Parent Email Address, Family 2 Parent Phone, Family 2 Spouse Full Name, Family 2 Spouse Email Address, Family 2 Spouse Phone

### Sample Import Record

First Name*	Last Name*	Nickname*	Gender	Cell Phone	Email Address	Street	City	State	Zip	Lives With Family
Mark	Perkins	Gus	Male	555-555-5555	<a href="mailto:markbperkins@gmail.com">markbperkins@gmail.com</a>	20 High Street	Woodstock	VT	05091	Family 1
Family 1 Phone	Family 1 Parent Full Name	Family 1 Parent Email Address	Family 1 Parent Phone	Family 1 Spouse Full Name						
555-555-5555	William Perkins	<a href="mailto:wperkins@gmail.com">wperkins@gmail.com</a>	555-555-5555	Phoebe Perkins						
Family 1 Spouse Email Address	Family 1 Spouse Phone									
<a href="mailto:pperkins@gmail.com">pperkins@gmail.com</a>	555-555-5555									
Family 2 Phone	Family 2 Parent Full Name	Family 2 Parent Email Address	Family 2 Parent Phone	Family 2 Spouse Full Name						
555-555-5555	Judy Perkins	<a href="mailto:jperkins@gmail.com">jperkins@gmail.com</a>	555-555-5555							
Family 2 Spouse Email Address	Family 2 Spouse Phone									

- After clicking on the Import button, you will get a message that the file can't be found. Find your import file and click open. The import window will pop up with default settings.
- They should be:
  - The first record set as use as Field Names,
  - Update and Remaining Data as New Records checked.
  - First Name, Last Name are your Match Fields
  - Be sure to check Perform Auto Enter.
  - Click on "Import"



2) Sports sign-ups for each season and is imported each season. You must include one record for each student for each season, you can't combine all three sign-ups in one record. You could make 3 sheets in the main spreadsheet file, one for each season, and have only one season's team, season on each copy. Then you could run the import 3 times. Import button is found in Backroom or on the Player Assignment Import layout.

• Player Sports Signups fields: (\* indicates required Fields, but order doesn't matter – don't include the \* in the headings)

- First Name\*, Last Name\*, Grade\*, Team Name \*(Full team name matching those in the Athletic Scheduler), Team Name Waitlist, Season\*(with year matching the season in the Athletic Scheduler), Role (Player, Captain, Manager, etc), Position (Forward, Guard, Center, etc), White Jersey Number, Color Jersey Number

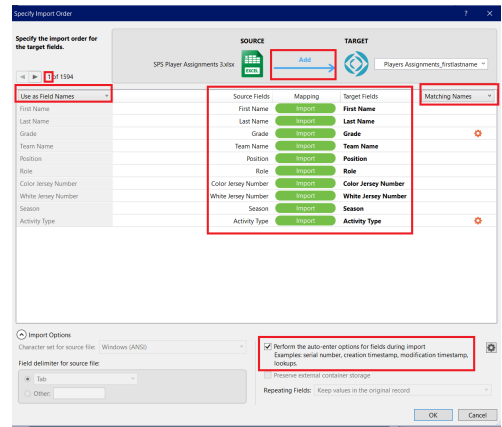
(Note: use White Jersey Number if you want to use just one Jersey Number field)

Sample Import Record:

First Name	Last Name	Grade	Team Name	Season	Role	Position	White Jersey Number	Color Jersey Number	Team Name Waitlist
Mark	Perkins	10	Varsity Football	Fall 2023	Player	RB/HB	24	24	Dance

- After clicking on the Import button, you will get a message that the file can't be found. Find your import file and click open. The import window will pop up with default settings.
- They should be:

  - The first record should be Use as Field Names,
  - Import Action setting should be Add
  - Fields should be by Matching Names.
  - Be sure to check Perform Auto Enter.



- Click on "Import"
- The records will be imported and you will be on the Player Assignment Import layout shown on the right.
- A red highlighted team indicates that the team name doesn't exist in the Team table in the Backroom. Click on it to select the correct team name. If the team you want doesn't exist, then go to the backroom and add it.
- You can return to this layout by clicking on the Edit Import button on the Players>School tab.