

File Import Instructions

File Format:

The uploaded file must be an .xls, .xlsx, or .csv file format. If you are having trouble uploading the file, try saving as a .csv. All spreadsheet programs can create .csv.

Each row corresponds to a person’s information.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
TOWN NAME	TEAMNAME	GRADE GROUP	PLAYER/COACH GENDER	P/C1/C2	SHIRT NUMBERS	LAST NAME	FIRST NAME	DATE OF BIRTH	GRADE ATTENDING	STREET ADDRESS	TOWN	STATE	ZIP CODE	PHONE NUMBER	COACH/PLAYER EMAIL		
1	METHUEN	KOALAS	4 B	C1		McDonald	Andrina	10/13/1979		227 Lawrence BLVD	METHUEN	MA	01844	978-807-4845	Tcoachgood@GMAIL.COM		
2	METHUEN	KOALAS	4 B	C2		Brittany	Djamila	2/1/1985		24 Chares St.	METHUEN	MA	01845	978-416-3873	Tigress@METHUENSOCCTR.ORG		
3	METHUEN	KOALAS	4 G	P		Brown	Sharlene	3/10/2010		3 37 Pleasant St	METHUEN	MA	01844	310-809-8465	Eoureness@GMAIL.COM		
4	METHUEN	KOALAS	4 B	P		Hudson	Matthew	3/7/2010		3 61 Hampshire ST	METHUEN	MA	01844	617-365-1123	Lauren@GMAIL.COM		
5	METHUEN	KOALAS	4 B	P		Gibson	Alaina	12/13/2009		4 33 High St.	METHUEN	MA	01844	978-697-9946	Wantt34@YAHOO.COM		
6	METHUEN	KOALAS	4 B	P		Stephens	Martina	8/26/2010		3 76 Union St.	METHUEN	MA	01844	978-807-1343	Losepity@GMAIL.COM		
7	METHUEN	Dingos	6 G	C1		Hayes	Khalil	6/1/1973		75 Morrison CT	METHUEN	MA	01844	978-204-9383	March@COMCAST.NET		
8	METHUEN	Dingos	6 G	P		Rivera	Daniela	11/6/2007		5 13 Forward STREET	METHUEN	MA	01844	978-682-5543	Alikitters@HOTMAIL.COM		
9	METHUEN	Dingos	6 G	P		Fisher	Islay	8/7/2007		6 67 Elm Grove	METHUEN	MA	01844	978-683-8275	HandShrimp@VERIZON.NET		

The following columns are required (even if some are left blank):

TOWN NAME – The name of your town. You must be a Town Director of this Town to upload information.

TEAMNAME – The name of the team. Please use unique team names.

GRADE GROUP—The grade group this team belongs to. Grade groups are identified by the higher grade that participates, i.e. the 3rd and 4th graders are in Grade 4.

PLAYER/COACH GENDER – The gender of the player or coach.

P-C1-C2 – The persons role on the team. C1 indicates head coach, C2 indicates assistant coach and P indicates player. There must be 1 head coach per team.

SHIRT NUMBERS – The person’s jersey number. You may leave this column blank.

LAST NAME – The person’s last name.

FIRST NAME – The person’s first name.

DATE OF BIRTH – The persons date of birth. The format is MM/DD/YYYY.

GRADE ATTENDING – The grade the player will be in at the start of the season. Coach rows can leave this column blank.

STREET ADDRESS – The person’s street address.

TOWN – The town the person lives in. This may be different than the TOWN NAME column, but if the town is not in your jurisdiction a reason submission will be required.

STATE – The state the person lives in.

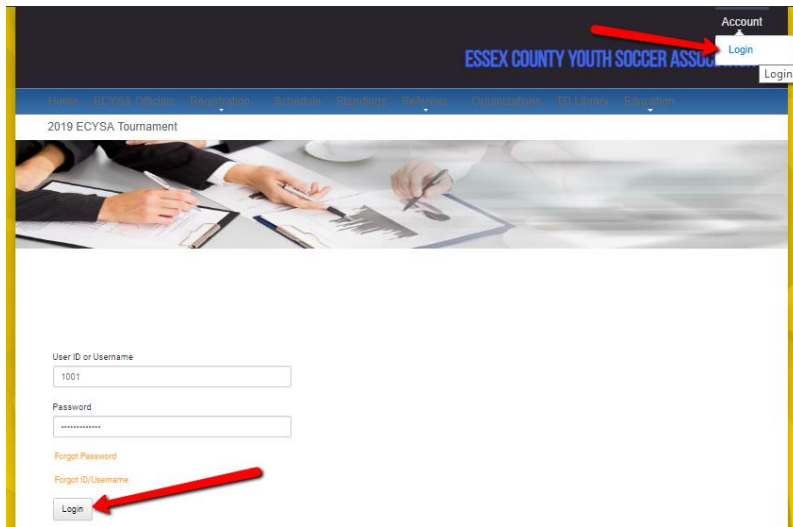
ZIP CODE – The person’s Zip code.

PHONE NUMBER – the person’s phone number.

COACH-PLAYER EMAIL – The person’s email address.

Basic Instructions:

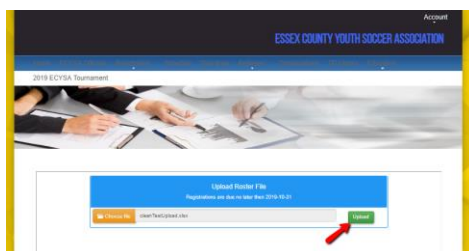
1.) Login to your account.



2.) Click on the Import Roster item in the Town Director menu.

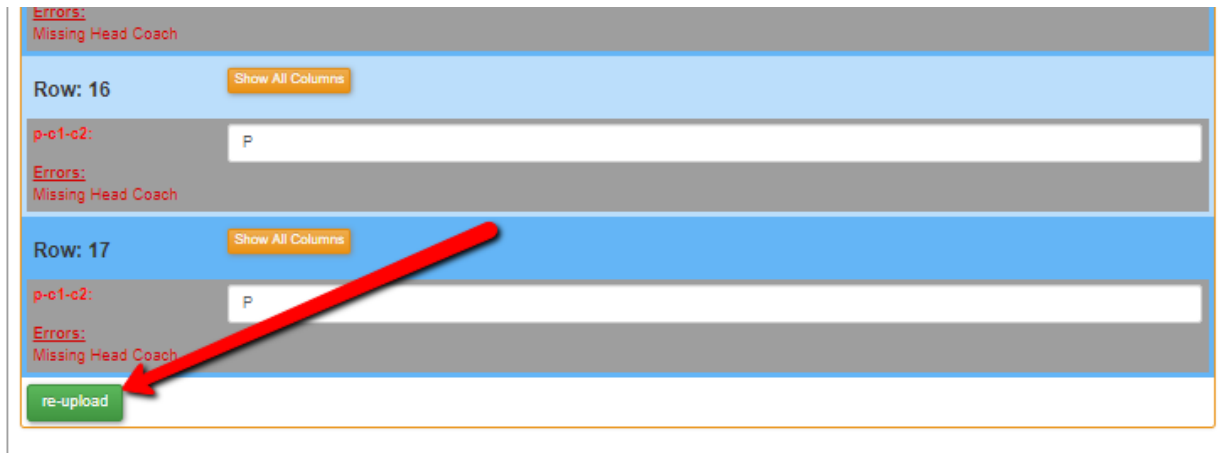


3.) Select the file and click “Upload”.

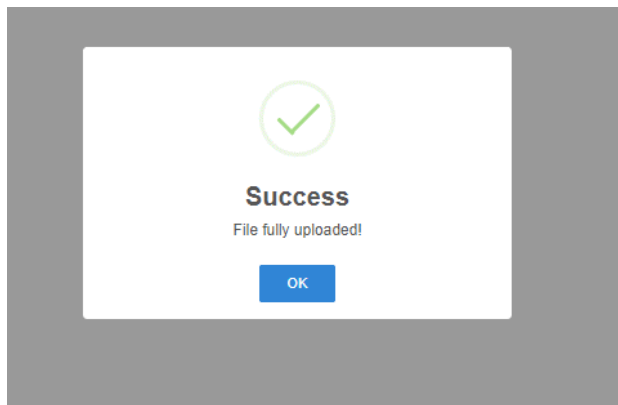


4.) If there are errors in your upload, you can correct them directly from the upload screen.

Once you have resolved all errors click on the “re-upload” button.

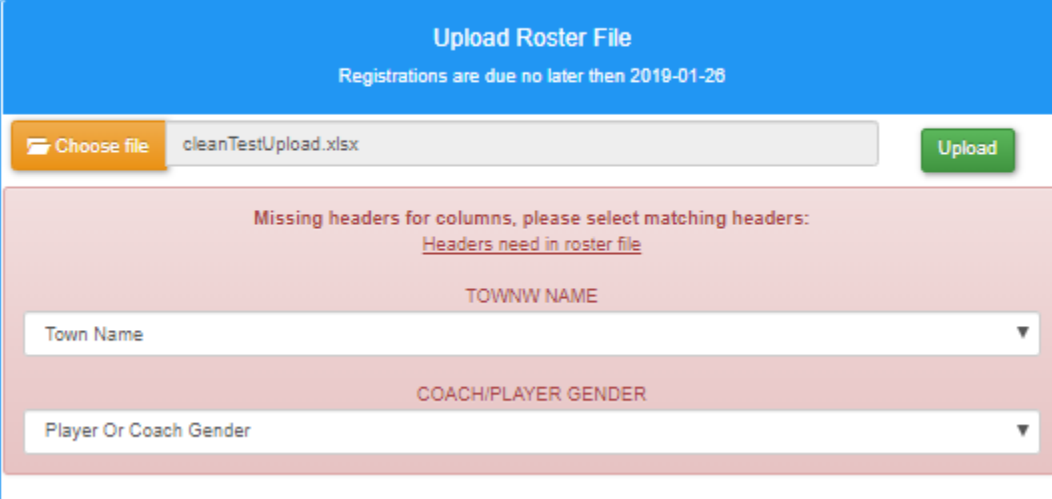


A successful file upload will look like this:



Here is a list of possible errors are warning you might encounter. WARNING: YOU MUST RESOLVE ALL ISSUES BEFORE LEAVING THE PAGE OR YOU MAY HAVE TO REDO THE ENTIRE PROCESS!

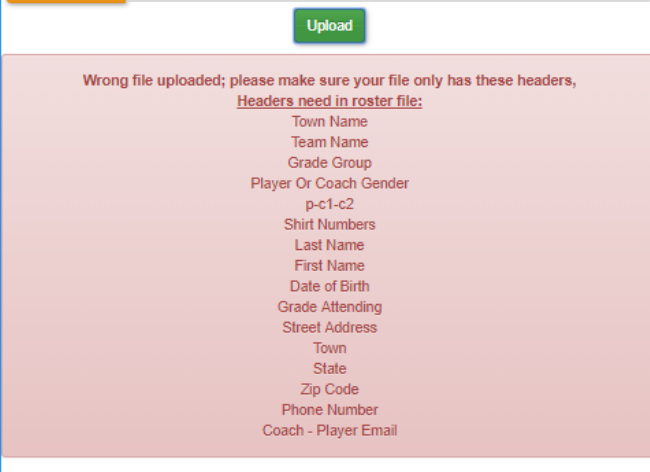
Missing headers for columns:



The screenshot shows a web interface titled "Upload Roster File" with a blue header. Below the header, it states "Registrations are due no later than 2019-01-26". There is a file selection area with a "Choose file" button and a text box containing "cleanTestUpload.xlsx", followed by an "Upload" button. A red error message box is displayed, stating "Missing headers for columns, please select matching headers:" followed by a link "Headers need in roster file". Below this, there are two dropdown menus. The first is labeled "TOWNW NAME" and has "Town Name" selected. The second is labeled "COACH/PLAYER GENDER" and has "Player Or Coach Gender" selected.

If the column names are not recognized, you will have to specify which column corresponds to which category.

Wrong file uploaded:

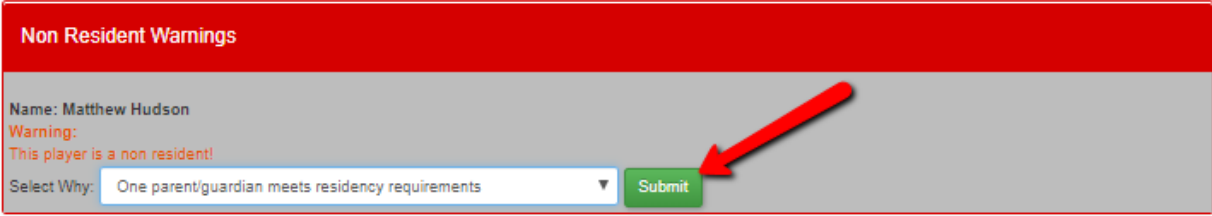


The screenshot shows a web interface with a green "Upload" button at the top. Below it, a red error message box states "Wrong file uploaded; please make sure your file only has these headers," followed by a link "Headers need in roster file:". A list of required headers is displayed below the link:

- Town Name
- Team Name
- Grade Group
- Player Or Coach Gender
- p-c1-c2
- Shirt Numbers
- Last Name
- First Name
- Date of Birth
- Grade Attending
- Street Address
- Town
- State
- Zip Code
- Phone Number
- Coach - Player Email

This means the file is not a properly formatted excel file. Please check that you have selected the correct file and try again. You will also see this error if the wrong number of columns are present in the file.

Non-Resident Warnings:



Non Resident Warnings

Name: Matthew Hudson

Warning:
This player is a non resident!

Select Why: One parent/guardian meets residency requirements

If a player is not a resident of your town, you must provide a reason. This will generate a request for a non-resident waiver for the league administrators to approve. The player information will be added to the system, but they will not be added to the team until an administrator approves.

Age/Grade Warnings:



Age/Grade Warnings

Name: Alessandra Cunningham

Warning:
Player's age is above Grade 8 G's cutoff, sending waiver

If a player's age or grade does not match the cutoff for the division a warning appears. The import will continue but a waiver request will be generated and sent to the administrator. The player information will be added to the system, but they will not be added to the team until an administrator approves.

Failed Teams:

Failed Teams

Warning:
Team Dingos is missing a head coach, please add a C1 row before trying again. - (Failed Rows: 3)
Grade Group: Grade 6 G
Coaches: 0
Players: 3

To create a team the system must have a head coach. There must be a person with the C1 (head coach) designation in the P/C1/C2 column in the spreadsheet.

The people assigned to that team will appear in the Failed Rows section:

Row: 8	Show All Columns
p-c1-c2:	C
Errors:	Invalid format, looking for P or C1 or C2
Row: 9	Show All Columns
p-c1-c2:	P
Errors:	Missing Head Coach
Row: 10	Show All Columns
p-c1-c2:	P
Errors:	Missing Head Coach
Row: 11	Show All Columns
p-c1-c2:	P
Errors:	Missing Head Coach

You can click on the “Show All columns” button next to the person who should be head coach and enter C1 in the p-c1-c2 column:

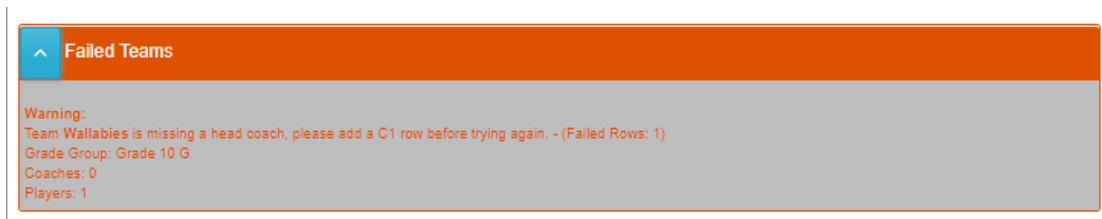
Row: 8	Show All Columns
Town Name:	METHUEN
Team Name:	Dingos
Grade Group:	6
p-c1-c2:	C1
Errors:	Invalid format, looking for P or C1 or C2
Shirt Numbers:	
Last Name:	Hayes
First Name:	Khalil
Date of Birth:	06-01-73

The system will attempt to place each player on the team that matches the team name, grade group and team gender in that player's information. (Team gender and player gender may be different, e.g. a girl who plays on a boys' team.) The system will create new teams for each head coach seen.

A common error is to have a player with the wrong grade group. This will result in the failed team message since there is no team in the grade group with a head coach. Consider the following example.

METHUEN	Wallabies	8	G	C1		Dennis	Coleman
METHUEN	Wallabies	10	G	P		Cunningham	Alessandra

The system will create an 8G - Wallabies team since Dennis Coleman is listed as the head coach. However, it will try to place Alessandra Cunningham on the 10G - Wallabies team, but since there is no head coach for the 10G-Wallabies team, you will see the Failed Team message.



Keep in mind that a failed team message can result from incorrect information from a player, even though the team they were supposed to be assigned to was created without error.

Invalid P/C1/C2 format:

Row: 4	Show All Columns
p-c1-c2:	<input type="text" value="0"/>
Errors:	Invalid format, looking for P or C1 or C2

A person must be labeled C1(head coach) C2(assistant coach) or P(player). Click on the "Show All Columns" button. Enter the correct label for that field.

Row: 4	Show All Columns
Town Name:	<input type="text" value="METHUEN"/>
Team Name:	<input type="text" value="KOOALAS"/>
Grade Group:	<input type="text" value="4"/>
p-c1-c2:	<input type="text" value="P"/>
Errors:	Invalid format, looking for P or C1 or C2
Shirt Numbers:	<input type="text"/>
Last Name:	<input type="text" value="Brown"/>
First Name:	<input type="text" value="Sharlene"/>

Invalid Zip format:

Row: 6	Show All Columns
Zip Code:	<input type="text" value="716-555-5555"/>
Errors:	Invalid zip format

Click on the “Show All Columns” button. Enter the correct value for that field.

Row: 6	Show All Columns
Town Name:	<input type="text" value="METHUEN"/>
Team Name:	<input type="text" value="KOOALAS"/>
Grade Group:	<input type="text" value="4"/>
p-e1-e2:	<input type="text" value="P"/>
Shirt Numbers:	<input type="text"/>
Last Name:	<input type="text" value="Gibson"/>
First Name:	<input type="text" value="Alaina"/>
Date of Birth:	<input type="text" value="12-13-00"/>
Grade Attending:	<input type="text" value="8"/>
Street Address:	<input type="text" value="33 High St."/>
Town:	<input type="text" value="METHUEN"/>
State:	<input type="text" value="MA"/>
Zip Code:	<input type="text" value="10267"/>
Errors:	Invalid zip format
Phone Number:	<input type="text" value="978-997-9946"/>

Invalid email format:

Row: 14	Show All Columns
Coach - Player Email:	<input type="text" value="Pasdeg@YAHOO.COM"/>
Errors: Invalid email format	

Emails must be correctly formatted. Click on the “Show All Columns” button. Enter the correct value for that field.

Row: 14	Show All Columns
Town Name:	<input type="text" value="METHUEN"/>
Team Name:	<input type="text" value="Wallabies"/>
Grade Group:	<input type="text" value="8"/>
p-01-02:	<input type="text" value="P"/>
Shirt Numbers:	<input type="text"/>
Last Name:	<input type="text" value="Cunningham"/>
First Name:	<input type="text" value="Alessandra"/>
Date of Birth:	<input type="text" value="07-31-13"/>
Grade Attending:	<input type="text" value="8"/>
Street Address:	<input type="text" value="67 Zahn park"/>
Town:	<input type="text" value="METHUEN"/>
State:	<input type="text" value="MA"/>
Zip Code:	<input type="text" value="1844"/>
Phone Number:	<input type="text" value="978-688-9800"/>
Coach - Player Email:	<input type="text" value="Pasdeg@YAHOO.COM"/>
Errors: Invalid email format	

Level not Found:

The screenshot shows a table with a header 'Failed Rows' in an orange bar. Below the header, the first row is highlighted in light blue and contains the text 'Row: 122' and a button labeled 'Show All Columns'. The second row is highlighted in light grey and contains the text 'Grade Group: 9' in a text input field. Below the input field, the text 'Errors: Level not found' is displayed in red.

This means there is no division that matches the team grade group. Remember grade groups are identified by the highest grade in that group. So, the 3-4th grade division is the grade 4 division, the 9-10 grade division is the 10th grade division etc.