



## Preparing Your Player Import File

If your club is NOT using Connect's registration tools to register and roster players, a CSV import can be done to import your players and teams.

*Note: If you are using Stack Sports Connect or are in the process of starting with Stack Sports Connect - contact your Stack Sports Support Representative with any questions.*

To download a copy of the Sample Import File, click the link below. If opening using Google Sheets, you can download as a CSV or "make a copy" that you can edit directly in Google Sheets. Note that the first row is a title/header row (keep this in the file). The second row is sample data to use as a guide (this should be removed from your completed file).

[Sample Import File - Demonstration Document](#)

Once you have your file, give your file a name that identifies your club and the season. For example, "My Club Name - 2019-20" saved as a CSV formatted file.

### Special Notes:

- Check with your District as to if they will be collecting all your imports or you will submit them to Stack direct.
- Your BCSA Import file is acceptable to submit - if all fields are complete.
- CSV (Comma Separated Values) files are not compatible with special characters. If needed, remove any special characters (accents, for example) before saving your completed file.
- If not using a PC, export your file as a CSV Windows file.

Why do we ask for all this information?

Your import into Stack will ...

- Create your BC Coastal season event for your Club/District
- Organize it by age/gender
- Place players in the correct age gender
- Create the teams in the correct age/gender
- Assign the players to the teams.

When done, your teams will be ready for you to assign a coach and register to the league.

#### Fields in Import File

Field Label	Required?	Sample Data	Notes
Club	Yes	Velutini Football Club	
Player First Name*	<b>Yes</b>	Jane	
Player Last Name*	<b>Yes</b>	Doe	
Player Gender*	<b>Yes</b>	Female	“Male” or “Female” are accepted.
Player Date of Birth*	<b>Yes</b>	12/31/2006	Accepted date format is MM/DD/YYYY. All dates must be consistently formatted.
Player Address*	<b>Yes</b>	123 Fake Street	
Player Address 2	No	Apartment 2	
Player City*	<b>Yes</b>	Vancouver	
Player State/Province*	<b>Yes</b>	BC	Two (2) letter abbreviation, uppercase.
Player Zip/Postal Code*	<b>Yes</b>	H0H0H0	No spaces, uppercase letters.
Player Email*	<b>Yes</b>	valid@email.address	Email address must be valid.
Player Phone*	<b>Yes</b>	6041234567	Digits only (no spaces, hyphens, or parentheses).
Age Level/ Category*	<b>Yes</b>	U13 Female	
Team Name*	<b>Yes</b>	VCFC Galaxy 2006G	Must have a team name, recommend 25 characters or less and include club acronym and age/gender