Add Players and Coaches to Your Roster by CSV File Upload

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This guide outlines the process for using the CSV file upload tool to efficiently create your team's roster. By preparing a CSV file with the required player details and uploading it to your team dashboard, you can simplify roster building and expedite the process for various events.

How to View Your Roster

1. Access Your Team's Dashboard:

- Navigate to the "Players" section.
- Alternatively, scroll down and click on "Manage Roster" to reach your team's roster page.

2. Upload a CSV File:

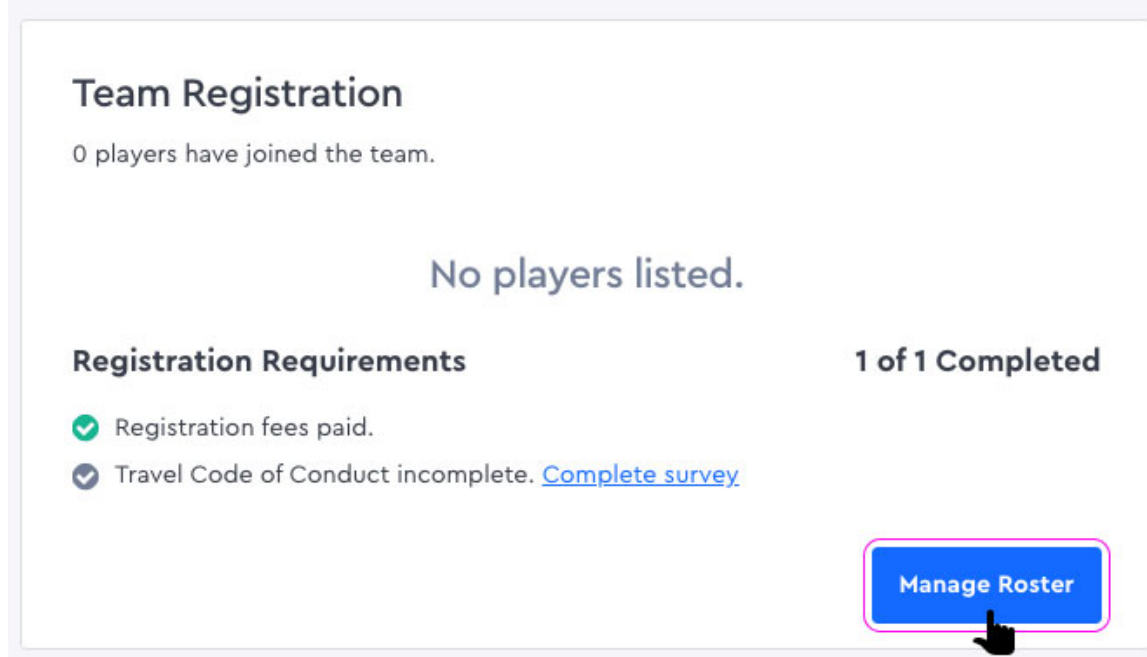- On the roster page, select the Import Team Members option.
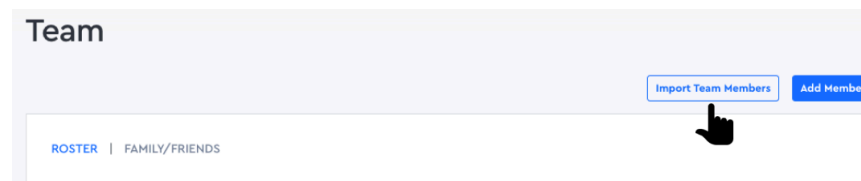
3. CSV Format Requirements

To ensure a successful upload, your CSV file must adhere to the following format criteria:

Date of Birth: Use the format yyyy-mm-dd

Gender: Specify as [male], [female], [other], or leave empty

Mobile Country: Must be either [US] or [CA]

Mobile: Format as (888) 888-8888

Jersey Number: Optional; must range between 0 - 999

4. Team Member Roles

Team Member Roles:

Every member uploaded will require a specific role ID. The supported roles are:

Role	ID
Team Manager	3
Coach	2
Player	4

5. Adding Guardian Information

If a team member requires a guardian, you must complete the following fields:

- Guardian First Name
- Guardian Last Name

Filling out these fields will automatically add the guardian to the Family & Friends list.

6. Uploading the CSV File

- **Choose File:** Once your CSV file meets all format requirements, click on "Choose File" to upload it.
- **Error Detection:** The system will check for any format errors. If the CSV does not comply with the specified instructions, the upload will be rejected.

- **Common Error:** If the system indicates that *first_name* is missing, you can fix this by inserting a new column before **Column B** ("Add column before").

After that, copy and paste the values from **Column A** into **Column B** **(first_name)**, then clear Column A. This will ensure the system removes any hidden values that may be causing errors.

After successfully completing the upload process, an email confirmation will be sent to indicate that your roster has been uploaded.

7. Reviewing Your Roster

You can review the players and coaches listed in your roster from the Team Dashboard after the upload is completed.

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