



## SCHEDULE IMPORT GUIDE

## Schedule Import Guide

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### INTRODUCTION

Importing schedules is a quick and easy way to get your schedule into your system. It's recommended that you upload one spreadsheet per division, to keep the schedules easy to manage.

In order to import the data without errors, please read this guide fully and then download the Schedule Import Template. **Do not delete or edit column headings in this file or your import will fail.**

### COLUMN NAMES AND DESCRIPTIONS

Use this section to determine which columns are mandatory, as well as the recommended values.

**Mandatory fields are in red, bolded text.**

- **EventType**
  - Valid options are **Game, Practice, Exhibition, Playoff** and **Other**.
- **Active**
  - Valid options are **Yes, No, Y, or N**.
  - Recommended value is No/N so that the scheduled may be viewed prior to publishing.
- GameNumber
  - If you'd like to include game numbers, you may list them in this field.
  - The system will not generate game numbers if left blank.
- EventName
  - If your EventType is **Other**, input the title of the event here.
- **Date**
  - Input the date as m/d/yyyy.
- **StartTime**
  - Input the start time as HH:MM AM/PM
- **Duration**
  - Length of the game in minutes.
- ResourceLocation
  - You may copy and paste the resource location from the **Resources** tab in the template.
  - If you do not have any resource locations added to the system, or if you enter resource locations incorrectly, they will be created as a custom resources.
- **Resource**
  - You may copy and paste the resource from the **Resources** tab in the template.

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- If you do not have resources added to the system, or if you enter resources incorrectly they will be created as a custom resource.
- AwayDivision
  - You may copy and paste the division from the template. The data in this field **must match the division name exactly as it appears in the system.**

Column Name	Description
AwayDivision	<p>Copy and paste the Division from the primer spreadsheet. It must match the division name exactly as it appears in the system. Not required for Practices.</p> <p><b>NOTE:</b> Teams not created within your system (write-in teams) <u>cannot</u> have a division assigned to them.</p>
AwayTeam	<p>If you have Teams in the system, copy and paste this from the primer spreadsheet.</p> <p>You can also type any team name you like here. But if they do not match a name already in the system no standings will be tracked for these teams.</p> <p><i>Not required for Practices.</i></p>
HomeDivision	<p>Copy and paste the Division from the primer spreadsheet. It must match the division name in the system exactly.</p> <p><b>NOTE:</b> Teams not created within your system (write-in teams) <u>cannot</u> have a division assigned to them.</p>
HomeTeam	<p>If you have Teams in the system, copy and paste this from the primer spreadsheet.</p> <p>You can also type any team name you like here. But if they do not match a name already in the system no standings will be tracked for these teams.</p>

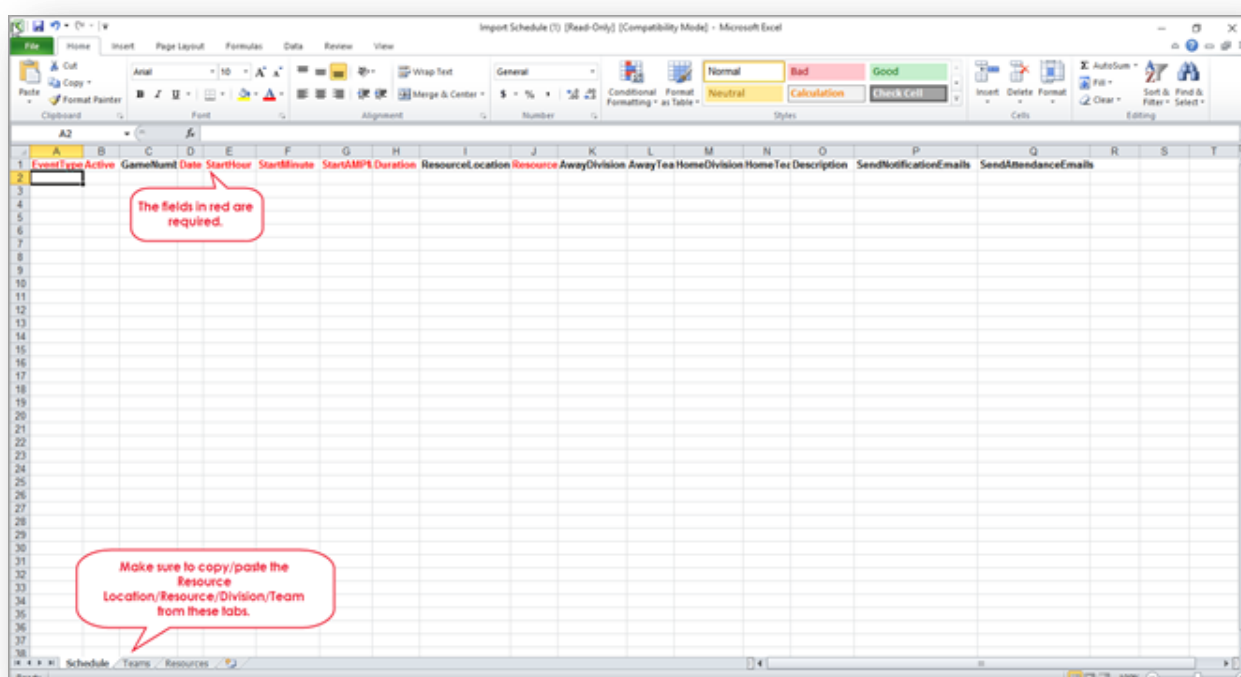
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# CREATING THE SPREADSHEET

It's recommended that you create your Locations, Resources, and Teams in the system, so that when you download the Example Excel Spreadsheet, they will be pulled over into a "Teams" and "Resources" tab in Excel.

To retrieve your Schedule Import Template:

1. Go to **Scheduling & Scoring > Manage > Schedules**.
2. Click **Import**.
3. Select your **Session**.
4. Click **Download Schedule Import Template**.
5. Your downloaded spreadsheet will look like this:



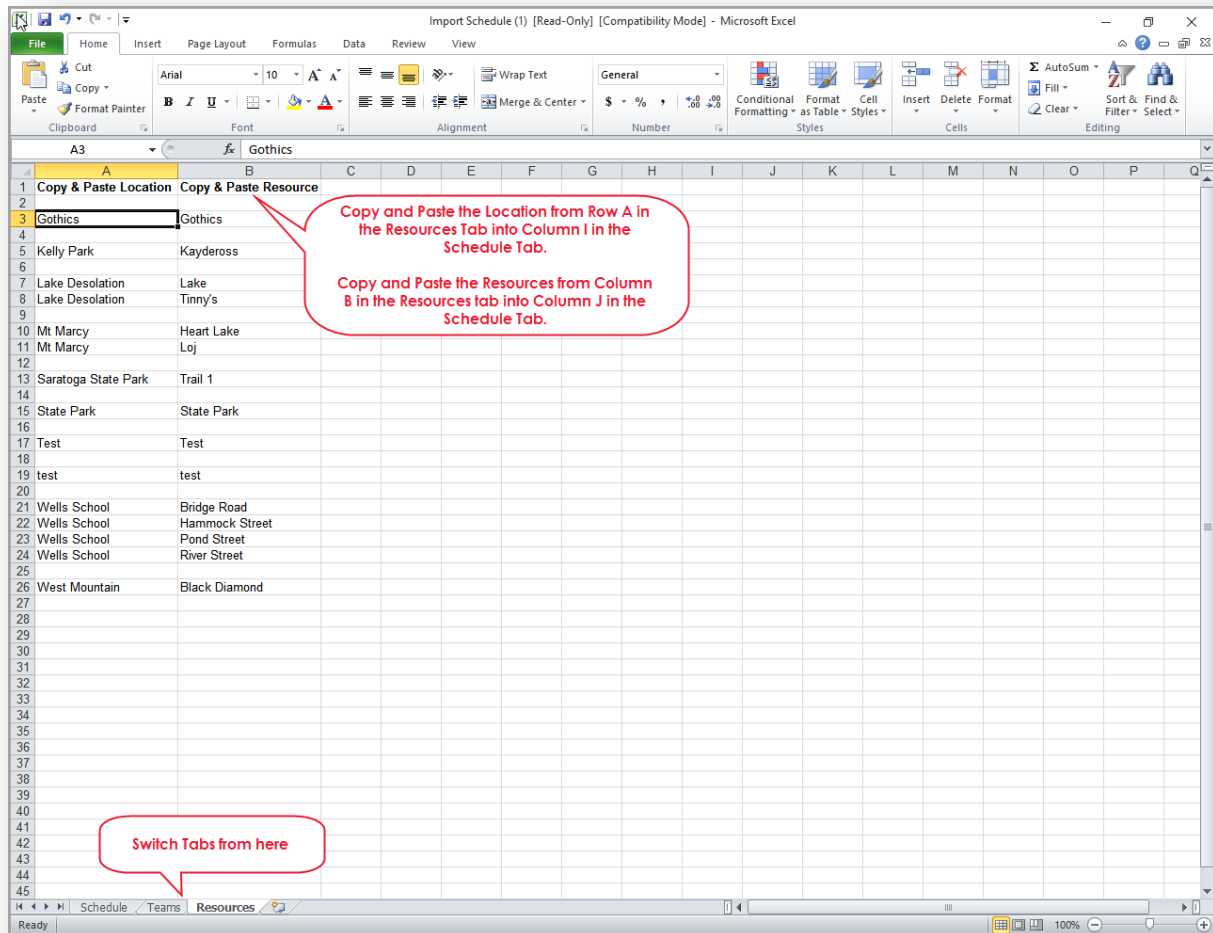
## Columns A-H

Use the "Terms and Definitions" section of this guide to help you fill out columns A-H.

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### Columns I-J

Columns I-J can be copied and pasted into the Spreadsheet from the Resources Tab, as seen below:



### Saving the File

When you have completed adding all of the Events to your schedule, you will want to be sure that you save the file as **.XLSX**. This is the only file type that will work with the Uploader. You will want to be sure that you use a descriptive file name for ease of finding the file later when uploading.

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### STEPS TO UPLOAD

1. Go to **Scheduling & Scoring > Manage > Schedules**.
2. Select your session, and click **Import**.
3. In Step 2, select your **Session**.
4. In Step 4, **Name your Schedule**.
  - **NOTE:** We recommend importing a schedule for each division. When naming your schedule, include the division name of the schedule you're uploading for easy identification.
5. In Step 5, **Choose your file** from where it is saved on your computer.
6. Click **Validate Spreadsheet** to upload your Schedule.

### COMMON QUESTIONS

#### Q. What if I don't have information for EVERY column?

A. At a minimum you only have to have information for the required fields. The other fields are optional, but the more information the better.

#### Q. Can I import schedules for Practices or Other events?

A. Yes! With the EventType column you can specify which type of event to import. We currently support Game, Exhibition, Practice, Playoff, and Other event types.

#### Q. Can I import more than one schedule?

A. Yes, you can import as many schedules as you like. We recommend importing a different schedule for EACH division, to keep your schedule organized.

#### Q. Can I make changes to the schedule after it's imported?

A. Yes. You are able edit events just as you would be able to if you added the events manually.

#### Q. Does the import check for scheduling conflicts?

A. No. If you are importing a schedule we assume you already have taken the time to not have scheduling conflicts.

#### Q. Are there any fees for importing schedules?

A. No. The schedule importer is included with your yearly league fees.