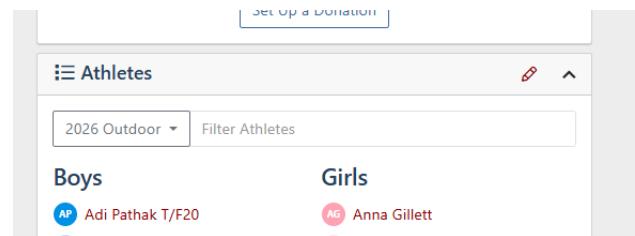


Bulk Upload of NAMES (ROSTER) into AthleticNET:

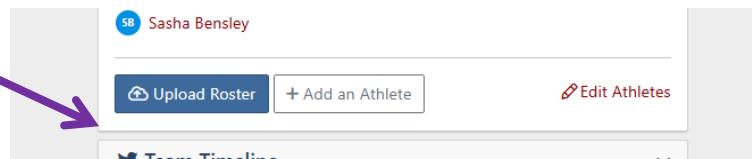
A bulk upload on names (called a **Roster**) into your AthleticNET School page uses an Excel Spreadsheet.

1. Hopefully, this information can be easily extracted from your school database system. **Create an Excel Spreadsheet**, with the following data columns.
 - **First** (name)
 - **Last** (name)
 - **Grade** (Year 9 = Grade 9 or this can be a question mark).
 - **Gender** (M & F only)
 - **Birthdate** (**USA format, mm/dd/yyyy, Example: 20th Oct 2008 = 10/20/2008**)
2. Having prepared the Excel Spreadsheet ROSTER, **login** to your **AthleticNET School account**.
3. **Scroll down** the right-hand side to **ATHLETES** and look for **Upload Roster**.



The screenshot shows the 'Athletes' section of the AthleticNET interface. At the top, there's a 'Set Up a Duration' button. Below it, a search bar says 'Athletes' and '2026 Outdoor'. There are 'Boys' and 'Girls' sections, each with a profile picture and name: 'Adi Pathak T/F20' and 'Anna Gillett'. At the bottom of this section is a blue button labeled 'Upload Roster'.

4. **Select Upload Roster**. This is also where you can **add an Athlete** or **edit Athletes**.



The screenshot shows the 'Upload Roster' window. It has a table with columns: Gender, First, Last, Grade, and Registration #. The data is as follows:

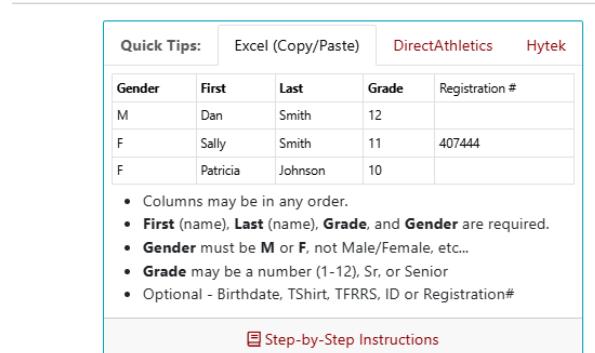
Gender	First	Last	Grade	Registration #
M	Dan	Smith	12	
F	Sally	Smith	11	407444
F	Patricia	Johnson	10	

Below the table are some instructions:

- Columns may be in any order.
- **First** (name), **Last** (name), **Grade**, and **Gender** are required.
- **Gender** must be **M** or **F**, not Male/Female, etc...
- **Grade** may be a number (1-12), Sr, or Senior
- Optional - Birthdate, Tshirt, TFRS, ID or Registration#

At the bottom are buttons for 'Step-by-Step Instructions', 'Upload Roster File', and 'Edit Athletes'.

5. This window will open.

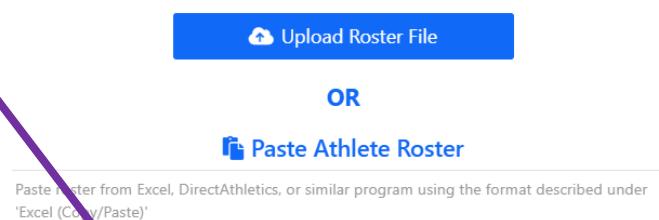


The screenshot shows the 'Upload Roster File' window. It has a table with the same data as the previous screenshot. Below the table are instructions:

- Columns may be in any order.
- **First** (name), **Last** (name), **Grade**, and **Gender** are required.
- **Gender** must be **M** or **F**, not Male/Female, etc...
- **Grade** may be a number (1-12), Sr, or Senior
- Optional - Birthdate, Tshirt, TFRS, ID or Registration#

At the bottom are buttons for 'Step-by-Step Instructions', 'Upload Roster File', and 'Edit Athletes'.

6. **Copy and paste** the **Excel Spreadsheet** data in this box. **Make sure you have the correct column headings AND Birthdate is in USA format (mm/dd/yyyy)**.



The screenshot shows the 'Paste Athlete Roster' window. It has a text area with the following text:

Paste Roster from Excel, DirectAthletics, or similar program using the format described under 'Excel (Copy/Paste)'

Below the text area are two buttons: 'Upload Roster File' and 'Paste Athlete Roster'.

7. In this example, James has a ? instead of a grade or year group. Competitors in All Secondary School events are added to events based on their age, as at 31st December in the year of the meeting.

OR

Paste Athlete Roster

Gender	First	Last	Grade	Birthdate
M	Monty	Bovendeerd	13	06/22/2009
M	James	Knaggs	?	12/16/2008
F	Anna	Gillett	13	10/22/2009

8. Select **Process Pasted Roster**. 

Process Pasted Roster >

9. If the student's name is in the Team already, then the word MATCH appears. NEW for all new names.

10. Select **Publish Roster** 

← Upload a New File

Publish Roster

Match?	Gender	First	Last	Grade	Birthdate
Match	♂	Monty	Bovendeerd	13th Grade	6/22/09
Match	♂	James	Knaggs	?	12/16/08
Match	♀	Anna	Gillett	13th Grade	10/22/09

Select + Add to Roster. 

← Upload a New File

Publish Roster

+ Add to Roster

Replace Current Roster

Gender

Match

Match

Select YES to complete the process.

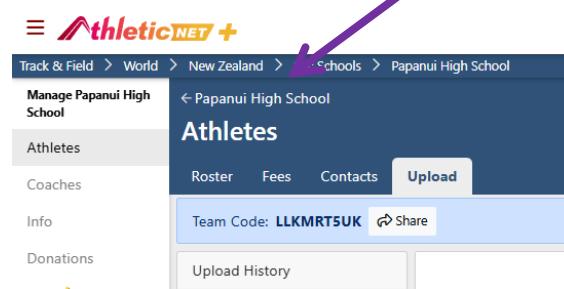
Add to Roster

Are you sure you want to add the athletes in this file to your roster?

Yes

No

11. To return to the HOME page for your school, **select** your **school name**. You are now ready to add competitors to an event.



AthleticNET+

Track & Field > World > New Zealand > Schools > Papanui High School

Athletes

Roster Fees Contacts Upload

Team Code: LLKMR5UK Share

Upload History