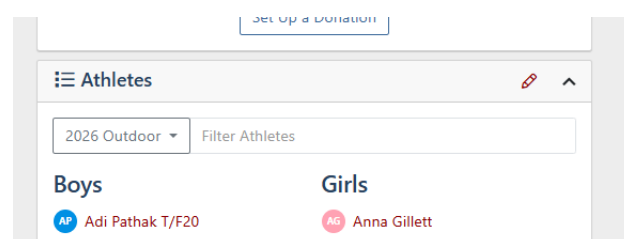


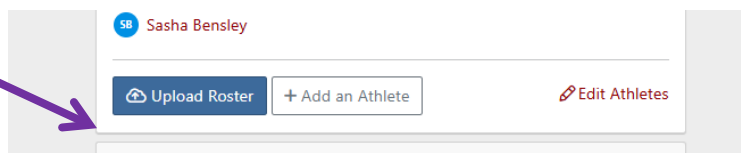
Bulk Upload of NAMES (ROSTER) into AthleticNET:

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

- 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*)
- Having prepared the Excel Spreadsheet ROSTER, **login** to your **AthleticNET School account**.
- Scroll down** the right-hand side to **ATHLETES** and look for **Upload Roster**.



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



- This window will open.

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

• 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, TFRRS, ID or Registration#

[Step-by-Step Instructions](#)

- 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).**

[Upload Roster File](#)

OR

[Paste Athlete Roster](#)

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

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.

Refresh the page to see the added names.


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.



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

Manage Papanui High School

Athletes

Coaches

Info

Donations

← Papanui High School

Athletes

Roster Fees Contacts **Upload**

Team Code: **LLKMRTSUK** [Share](#)

Upload History