Preparing Player Data Upload File
(Club Representative)

For Clubs using a provider other than the Club Product for online registration, they will need to manually add players or admins to VYSA or submit an upload through our support center.

Helpful Hints

• No mixing of Player and Admin data. Only include Player data on the Player Template.

• No mixing or intermingling of League, Club, or Season Data. Individual templates must be completed for each club and season.

• Do not make any changes to the excel template and follow the instructions. Any modifications or failure to follow formatting instructions can result in an error and the need to redo the Excel Template and begin the upload process again.

• When saving and uploading your Excel Template to the Upload Module, you must be using Microsoft Excel 2007 or higher and save the file as an XLSX file or CSV file.

• Do not include apostrophes, trailing spaces, or spaces in blank fields.

Downloading Previous Year's Players

A great place to start is by downloading players from last year into the Upload Template HERE:

Go to:
- The previous season in the dropdown
- Players/Admins
- Player Lookup
- Select League and Select Club from the drop down
- Activation Status – select "Activated Application"
- Click "Search"
- Report – select "Player Detail/Upload Format"
- Click the printer icon to download into Excel

To use for the new seasonal year, you will need to:
- Copy and paste into the Player Template
- Remove players not returning to your club
- Update Team ID # and Team Name to the new Team for the new seasonal year
- Update any out-of-date information

From this file you can continue completing the Upload Template

Completing the Excel Template

1. **Enter the Season ID.** This code tells the system what season in which you would like to upload the data. You can find this code by logging in to your organization's instance of the State Platform, choosing Setup, choosing Config, then select the Registration tab. The example below shows the Season ID as 1097 for the 2018-2019 Travel Season and the Season ID as 1215 for the 2018-2019 Rec Season.
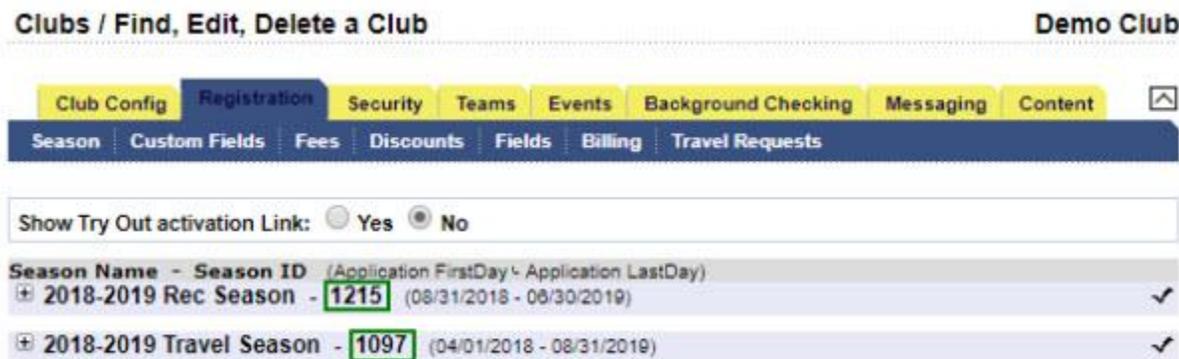
2. Enter the SID Code. This code tells the system what club the Players belong to. It is the identification code of your club. You can find this code by logging. Next, choose Setup, select Config, then select the down arrow located in the upper right-hand side of the screen.

4. Selecting this down arrow will take you to the club level. The SID Code will be a seven-digit number below your club's name. The example below shows the SID Code as 9456224.

5. Enter the Season This name will be a combination of Letters and Numbers based on the name given to the season in the State Platform. This tells the system what season to upload the data. This can only be the current or future seasons. You cannot upload data to the past season.

6. Enter the Player's Legal Last Name. This field is required.

7. Enter the Player's Legal First Name. This field is required.

8. Enter the Player's Middle Initial. This field is optional.

9. Enter the Player's Suffix. This field is optional.

10. Enter the Player's Alias. This field is optional.

11. Enter the Player's Gender. Please enter M for male and F for female or B for boy and G for girl. This field is required.

12. Enter the Player's Birthdate. The birthdate must be a valid date and be formatted correctly (m/dd/yyyy). This field is required. If the month is a single digit (i.e. May = 5). Enter as 5, not 05.

13. Enter the Player's Play Level Code. This allows us to know the play level (aka League) associated with that Player. The Play Level Code will be letter/letters.   This field is required.

     ADSL = A
     CCL = C
     EDP League = EL
     EDP Conference = EC
     NCSL = N
     Non-League Cup Teams = NL
     ODSL = O
     RECREATION = R
     SKYLINE = S
     TRAVEL = T (used as a general term in league is unknown at the time of registration)
     VSLI = V

15. Enter the Player's home address, city, state, and zip code. These fields are required.

NOTE: The address must be a unique address and actual player address. Do not enter the same address for each player or a fictitious address. When entering Zip Code enter as five digits (92101) or the full 10 digits (92101-5005). Incomplete zip codes will result in an error.

16. Enter at least one Parent or Guardian for each player including last name, first name, home phone or cell phone, and email address. At least one parent or guardian is required. At least one phone number and email address are also required.

17. Enter the Player's Alternate Player ID. This field allows you to record a Player ID number from a different system. This is not the State Platform Player ID. This field is optional.

18. Enter the Player's Team ID. This is the State Platform Team ID. Teams must already be created in the State Platform. If no Team ID is provided on excel the players will be uploaded but will not be placed on any teams. At this point, Club Reps will then need to roster players individually onto teams.

19. Enter the Player's Team Name. Teams must already be created in the State Platform. This field is optional.

20. Enter the Player's Alternate Team ID. This field is used to sync rosters with third-party applications. This field does not assign players to teams in the State Platform. A State Platform generated Team ID is also required in your template if using this field. This field is optional.

21. Enter the Player's current School Name. This field is optional.

22. Choose Save.

23. Once complete, you want to send it to the Association Support team for upload via the Help Center by choosing to Submit a Request and attach your file.

NOTE: A minimum of 10 players must be included in the upload. Spreadsheets with less than 10 players may be returned and manually entry will be suggested.

24. Check your work and confirm all information is entered correctly. Confirm your file is saved in Microsoft Excel 2007 or later as an XLSX file or CSV file.