



## Uploading Recreational Coaches

1. Save the **Admin Template** as a XLSX or .CSV file
  - Do not make formatting changes to the upload template
  - Make sure you are using Excel 2007 and higher
2. Input necessary information into the spreadsheet
  - Columns in **RED** are required fields
  - Additional columns are optional

### TEAM ROLE CODE

- Team Parent/Manager = TM
- Head Coach = HC
- Assistant Coach = AC

**GENDER:** Male = M or B (for boy) and Female = F or G (for girl)

### DOB

- Date of birth must be formatted correctly – M/DD/YYYY
- If the month is a single digit (i.e. May = 5) enter as 5 not 05

**PLAY LEVEL CODE:** R = Rec

### RISK STATUS:

- A = an approved background check
- Batch background checks can be run through Trusted Employees using their upload template. All Recreational Admins need to have an approved background check.

### RISK EXPIRE DATE

- *VYSA is moving to a singular expiration date of August 31 for all background checks.* This will make it easier for clubs to manage the background checks if their club knowing all adults expire on 8/31. **Background checks remain valid for 2 years.**
- Enter 8/31/2019 for all Admins that expire AFTER 8/31/2019 or 8/31/20 for those that expire AFTER 8/31/20

**TEAM ID:** Recreation teams are not built in Affinity so no Team ID is used

Completed Admin Templates are emailed to VYSA's Manager of Member Services, Krista Lenzmeier at [krista@vysa.com](mailto:krista@vysa.com). No not email the Admin spreadsheets to Affinity or Blue Sombrero. The Risk Management status for all uploaded Admin's will be confirmed by VYSA