



SUBMITTING RECREATIONAL PLAYER DATA

Getting Started

Use the "Player Upload Template" file found at www.VYSA.com > Registration > Templates

Make sure you have set up the new season in Affinity. The instructions are found on page 13 in the *Affinity: Getting Started Guide*. This guide is found on the Registration page of the VYSA website.

Helpful Hints

NOTE: Be sure to confirm you are using the correct template.

- 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 each season.
- ***Please 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 apostrophe's, trailing spaces, or spaces in blank fields.

Template Data Fields

Player's Last Name – full legal last name. This field is required.

Player's First Name – full legal first name. This field is required.

Player's Middle Initial, Suffix and Alias - these fields are optional.

Player's Gender - M for male and F for female or B for boy and G for girl. This field is required.

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

Player's Play Level Code – "R" for Recreational.

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

NOTE: 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.

Parent or Guardian - At least one parent or guardian is required. At least one phone number and email address is also required.

Player's Alternate Player ID - this field allows you to record a Player ID number from a different system. This field is optional.

Player's Team ID - this is the Affinity Team ID. This field is NOT used for Recreation.

Player's Team Name - this field is optional.

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 Affinity System. This field is optional.

Player's current School Name - this field is optional.

Final Step: Email Rec Data file to Krista@vysa.com