

## NYSW Clubs: How to Import data into the NYSWYSA system

**IMPORTANT: For Clubs that do *not* utilize the Demosphere Club Registration platform, you will need to first prepare your data properly, then import your file into the NYSW system**

### **NEW:** How do I match on Players and Staff Already In My Seasonal Pool

When importing players or staff into your seasonal pools, use the following guidelines to avoid creating duplicate records:

- **Players**

- Imported players will match with existing players if:
  - The first three letters of the First Name, exact Last Name, DOB, and First 4 Characters of Address Line One, City, State, Zip Code
  - Or, if First Name, Last Name, Gender, DOB (all exact matches)

- **Staff**

- Imported staff will match with existing players if:
  - First Initial of First Name, First Four Characters of a last name, and exact email address
  - Or, First Name, Last Name, Gender, DOB (all exact matches)
  - Or, Exact Address Line One, City, State, Zip, Household Name, First and Last Name (exact)

## How do I prepare my data for import?

### Player Data:

1. The following data fields are **REQUIRED**:
  - a. Player First Name
  - b. Player Last Name
  - c. Player Gender (male or female)
  - d. Player Date of Birth (MM/DD/YYYY)
  - e. Household Name (usually the last name of the family)
  - f. Household Street
  - g. Household City
  - h. Household State
  - i. Household Zipcode
2. The following data fields are **OPTIONAL**:
  - a. Player Proof of Birth (yes or no)
  - b. Player External ID (*if you have an ID from your current registration system, this helps to prevent duplicates*)
  - c. Parent 1 First Name
  - d. Parent 1 Last Name
  - e. Parent 1 Gender (male or female)
  - f. Parent 1 Date of Birth (MM/DD/YYYY)
  - g. Parent 1 Email (**must be unique to this person**)
  - h. Parent 1 Phone (XXX-XXX-XXXX)

- i. Parent 1 External ID *(if you have an ID from your current registration system, this helps to prevent duplicates)*
- j. Parent 2 First Name
- k. Parent 2 Last Name
- l. Parent 2 Gender (male or female)
- m. Parent 2 Date of Birth (MM/DD/YYYY)
- n. Parent 2 Email **(must be unique to this person)**
- o. Parent 2 Phone (XXX-XXX-XXXX)
- p. Parent 2 External ID *(if you have an ID from your current registration system, this helps to prevent duplicates)*
- q. Household Street 2
- r. Household Country
- s. Household External ID *(if you have an ID from your current registration system, this helps to prevent duplicates)*
- t. **Team Name** - if you include the player's team name in your import file, the teams will be created on import and all players will be added to that team roster
- u. **Team Type** - if you add the team type for each player's team, your teams will import with the appropriate team type and you will *not* have to set this manually after importing
  - i. **Acceptable Team Type Values are:**
    1. Recreational
    2. Travel
    3. Tournament
- v. **Team Gender** - if you add the team gender for each player's team, your teams will import with the appropriate gender and you will *not* have to set this manually after importing
  - i. **Acceptable Gender Values are:**
    1. Male
    2. Female
- w. **Team Age Group** - if you add the team age group for each player's team, your teams will import with the appropriate age group and you will *not* have to set this manually after importing
  - i. **NOTE: The acceptable team age groups for NYSW are as follows - to avoid manual work after importing, you MUST use these values:**
    1. 2015 - 04U
    2. 2014 - 05U
    3. 2013 - 06U
    4. 2012 - 07U
    5. 2011 - 08U
    6. 2010 - 09U
    7. 2009 - 10U
    8. 2008 - 11U
    9. 2007 - 12U
    10. 2006 - 13U
    11. 2005 - 14U
    12. 2004 - 15U
    13. 2003 - 16U
    14. 2002 - 17U
    15. 2001 - 18U
    16. 2000 - 19U

**NOTE: If you do *not* include the Team Name, Team Type and/or proper Team Age Group in your import file, you WILL have to set these values manually within the NYSW system after importing your data.**

### Team Staff Data:

1. The following data fields are **REQUIRED**:
  - a. Team Staff First Name
  - b. Team Staff Last Name
  - c. Team Staff Role
    - i. **NYSW Acceptable Roles are:**
      1. **Coach**
      2. **Assistant Coach**
      3. **Team Manager**
  - d. Household Name (this is usually the last name of the person)
  - e. Household Street
  - f. Household City
  - g. Household State
  - h. Household Zipcode
2. The following data fields are **OPTIONAL**:
  - a. Team Staff Gender (male or female)
  - b. Team Staff Date of Birth (MM/DD/YYYY)
  - c. Team Staff Email (**must be unique to this person**)
  - d. Team Staff Phone (XXX-XXX-XXXX)
  - e. Team Staff External ID (*if you have an ID from your current registration system, this helps to prevent duplicates*)
  - f. Team Staff Coaching License
    - i. **US Soccer Acceptable licenses are:**
      1. **Grassroots 4v4**
      2. **Grassroots 7v7**
      3. **Grassroots 9v9**
      4. **Grassroots 11v11**
      5. **National D**
      6. **National C**
      7. **National B**
      8. **A - Youth Course**
      9. **A - Senior Course**
      10. **Pro**
  - g. Household Street 2
  - h. Household Country
  - i. Household External ID (*if you have an ID from your current registration system, this helps to prevent duplicates*)
  - j. **Team Name** - if you include the team staff's team name in your import file, the teams will be created on import and all players will be added to that team roster
  - k. **Team Type** - if you add the team type for each team staff's team, your teams will import with the appropriate team type and you will *not* have to set this manually after importing
    - i. **Acceptable Team Type Values are:**
      1. **Recreational**

2. Travel
3. Tournament

### I. Team Gender

- i. Acceptable Team Genders are:
  1. Male
  2. Female
- m. **Team Age Group** - if you add the team age group for each team staff's team, your teams will import with the appropriate age group and you will *not* have to set this manually after importing
  - i. **NOTE: The acceptable team types for NYSW are as follows - to avoid manual work after importing, you MUST use these values:**
    1. 2015 - 04U
    2. 2014 - 05U
    3. 2013 - 06U
    4. 2012 - 07U
    5. 2011 - 08U
    6. 2010 - 09U
    7. 2009 - 10U
    8. 2008 - 11U
    9. 2007 - 12U
    10. 2006 - 13U
    11. 2005 - 14U
    12. 2004 - 15U
    13. 2003 - 16U
    14. 2002 - 17U
    15. 2001 - 18U
    16. 2000 - 19U
- n. Team External ID (*if you have an ID from your current registration system, this helps to prevent duplicates*)

## Now that my file is ready, how do I import my data?

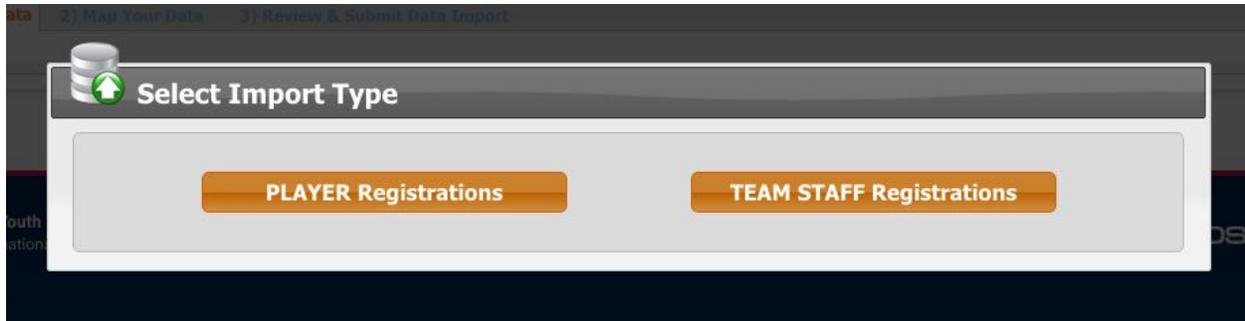
1. **Step 1:** Login to the NYSW system: <http://www.nyswysa.org/admin>
2. **Step 2:** Click on the **Data Import** tab.

The screenshot shows the NYSW system interface for Corning United Soccer Club. The top navigation bar includes a logo, the club name, and the season 2018-2019. Below this is a menu with tabs for Club Information, Seasonal Teams, Player Pool, Team Staff Pool, Club Officials, Risk Management, Invoices, and Data Import. The Data Import tab is highlighted. Below the navigation menu, there is a section for Manual Data Imports with a table header and a 'Create New Import' button. A red arrow points to the 'Data Import' tab.

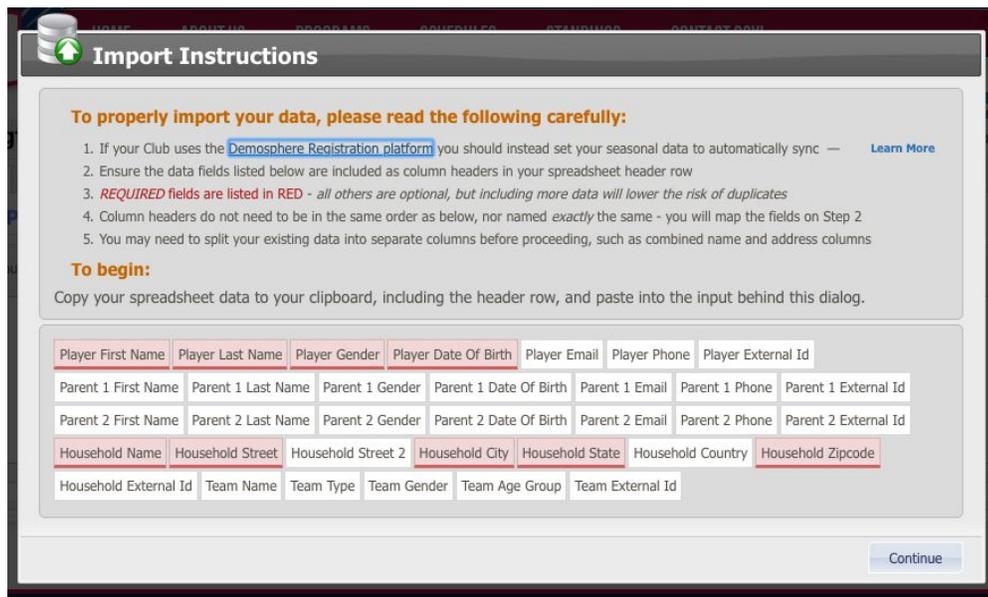
#	Import Name	Type	Import Date/Time	Status	% Completed	Total Rows	Imported By
No Data Found							

3. **Step 3:** Click on the **Create New Import** button on the right.

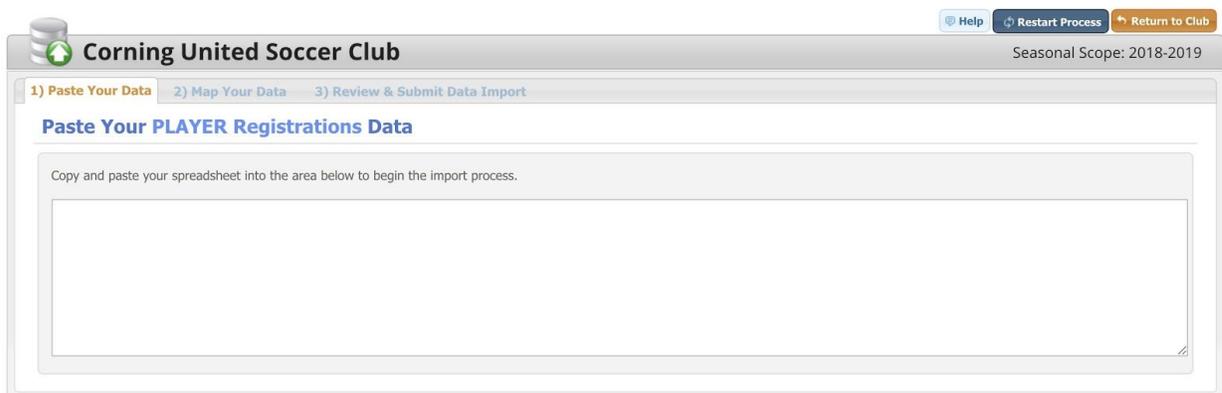
4. **Step 4:** Select whether you would like to import **Player Registrations** or **Team Staff Registrations**



5. **Step 5:** Review the import instructions, note the required fields, and click **Continue**.



6. **Step 6:** Copy and paste your information into the import box.



7. **Step 7:** Map the fields to the data you are importing and click **Proceed to Next Step**.

1) Paste Your Data 2) **Map Your Data** 3) Review & Submit Data Import

### Map Your PLAYER Registrations Data

The data provided has been matched against RosterPro® fields. You can map your data manually to identify any unmatched fields. Note that you cannot move to the next step if rows flagged with an invalid in format or missing values for required fields.

Detected 9 fields and 14 registrations to import.  
 Your data has been automatically pre-mapped to available fields. *Please review the mappings carefully and make changes to any unmapped or improperly mapped fields.*  
 Note that you cannot proceed to the final step if any rows are flagged containing invalid values, or missing data for required fields.

**PLAYER INFORMATION**

Standard	Excel Item	Empty	Errors
FIRST NAME	FIRSTNAME	0	0
LAST NAME	LASTNAME	0	0
GENDER	Gender	0	0
DATE OF BIRTH	BIRTHDATE	0	0
EMAIL	--	14 Blank	0
PHONE	--	14 Blank	0
EXTERNAL ID	--	14 Blank	0

**PARENT ONE INFORMATION**

8. **Step 8:** Review the summary of your information and click **Yes, Submit Your Data Import Now**. You also have the option to return to mapping the data or to restart the process.

1) Paste Your Data 2) Map Your Data 3) **Review & Submit Data Import**

### Review and Submit Your PLAYER Registrations Data Import

Import Name: Jul 2 PLAYER Registrations *(you may rename as needed)*

Please review the table below which contains a data sample of the first 10 rows you are about to import.  
 You may have to scroll horizontally to view all data in the table.

#	Player First Name	Player Last Name	Player Gender	Player Date Of Birth	Player Email	Player Phone	Player External Id	Parent 1 First Name	Parent 1 Last Name	Parent 1 External Id
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

Once your data has been submitted, **THE PROCESS CANNOT BE UNDONE.**

If there are any adjustments to make, you may either [Return to previous Mapping Step](#) or [Restart the Process](#)

Have you **REVIEWED & VERIFIED** the table above containing a sample of the data you are about to import?

**YES, Submit Your Data Import Now**

9. **Step 9:** Once you submit your data, the system will begin the import. You will receive an email once the import is complete and the import status will show in the import data grid for your reference.

**Covington Catholic** 2018-19

Club Information Seasonal Teams Player Pool Team Staff Pool Club Officials Invoices **Data Import**

**Manual Data Imports** [HELP](#) [Create New Import](#)

#	Import Name	Type	Import Date/Time	Status	% Completed	Total Rows	Imported By
1.	Jun 26 PLAYER Registrations	Player	Jun 26, 2018 - 2:26pm	finished	100%	150	