

## Preparing and Uploading your Player Data file

### Getting Started

1. To begin using the Affinity System Upload Module, download and save the appropriate Excel Template from your organization's online Help Center. There are two templates. One for Admin uploads and one for Player Uploads.
2. Review the instructions for completing the Excel Template included with the Help Center article.

### Helpful Hints

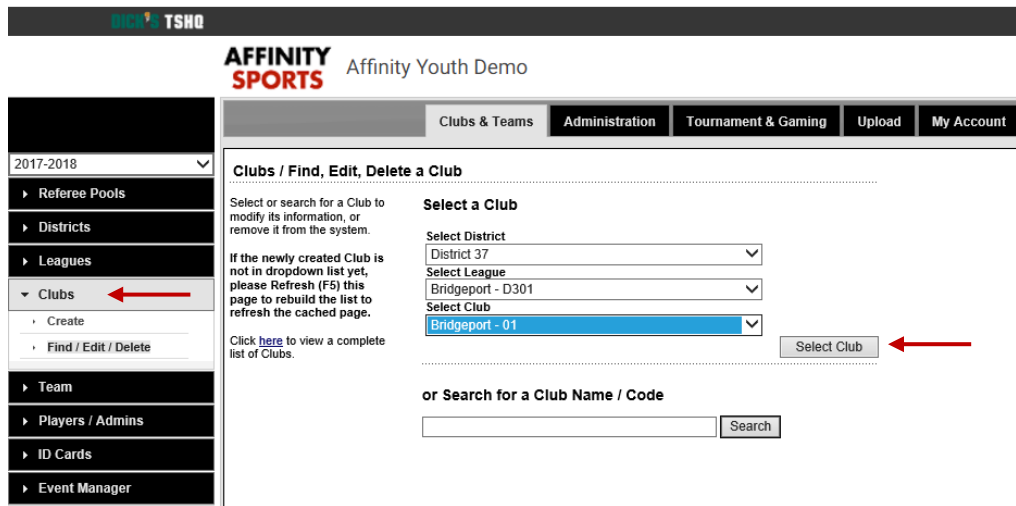
**NOTE: Be sure to confirm you are using the correct template.**

- Remember, no mixing or intermingling of Player and Admin data. Only include Player data on the Player Template and Admin data on the Admin Template.
- Remember, no mixing or intermingling of League, Club or Season Data. Individual templates must be completed for each club and 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.
- The Upload Module works in most newer Browser types however, Chrome provides a better user experience and greater functionality.
- Do not include apostrophe's, trailing spaces, or spaces in blank fields.
- System Hierarchy may vary by organization.

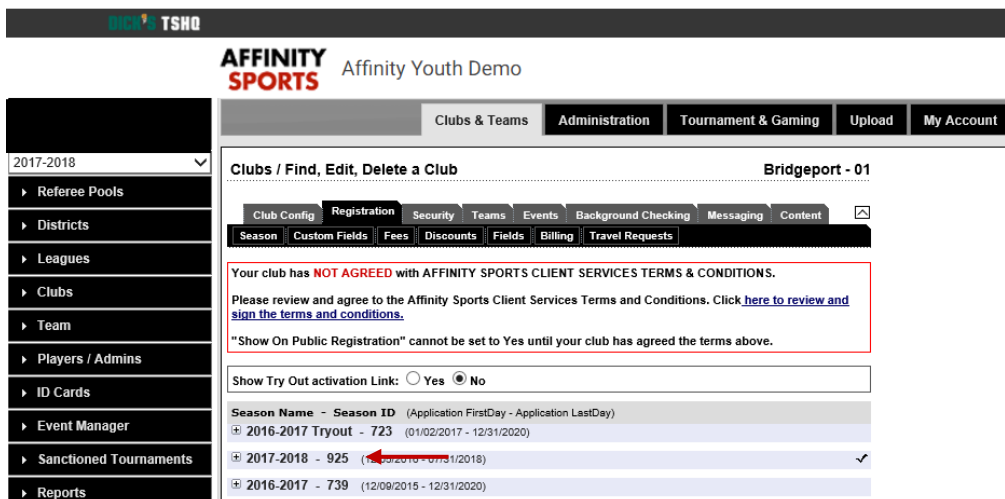
## Completing the Excel Template

1. Open the Player Data Excel Template and complete the necessary information.
2. 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 Affinity System, choosing Clubs & Teams, choosing Clubs, selecting district, league and club from pulldowns, then choose Select Club.

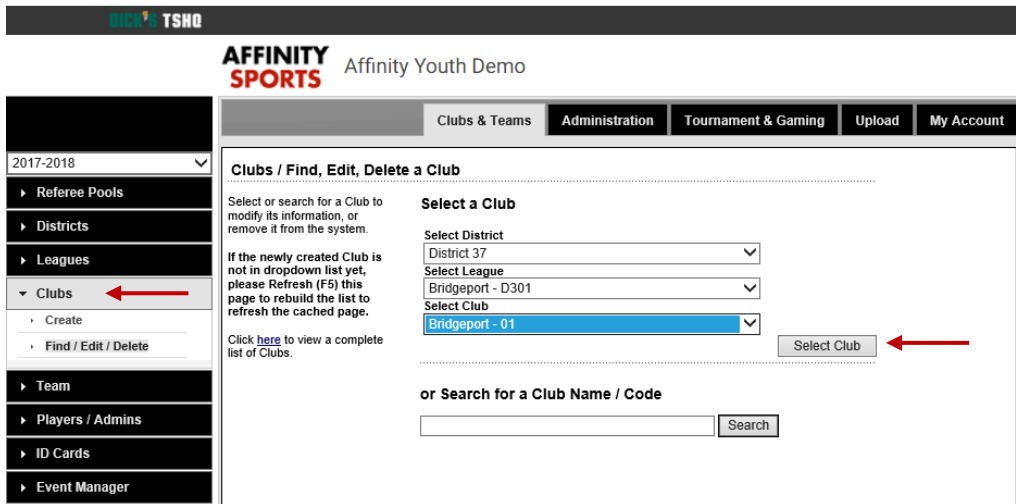
Choose the Registration tab. The Season ID is located to the right of the season name. In this example, the Season ID is 925. You will place this code in the Season ID column. **ONLY enter the numeric digits in this column. This field is required if you are emailing your template to Affinity for upload.**



**NOTE:** For Upload Module Users you will be asked for this information in Step 1 of the Upload Module process. Please make note of the Season Name.

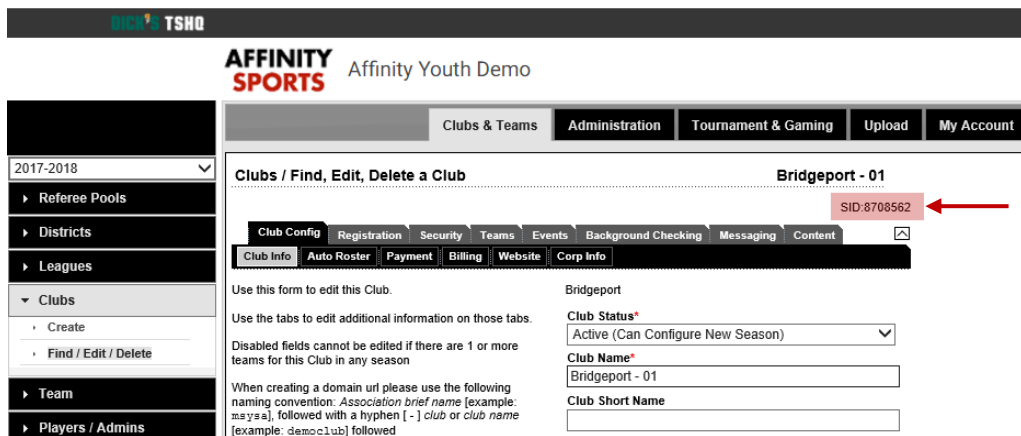


- Enter the **SID Code**. This code tells the system what club the Players in which you are uploading belong. It is the identification code of your club. You can find this code by logging in to your organization's instance of the Affinity System, choosing Clubs & Teams, choosing Clubs, selecting district, league and club from pulldowns, then choose Select Club.



After you select the club, you will be on the club Info page. In the upper right corner, you will see the **SID** listed. This is your code you will place in this column. **ONLY** enter the numeric digits in this column. This field is required if you are emailing your template to Affinity for upload.

**NOTE:** For Upload Module Users you will be asked for this information in Step 1 of the Upload Module process. Please make note of the Club Name.



4. Enter the **Season** name. This name will be a combination of Letters and Numbers based on the name given to the season in the Affinity System. This tells the system what season to upload the data. This can only be the current or future seasons. You cannot upload data to a past season. **This field is required if you are emailing your template to Affinity for upload.**

**NOTE: For Upload Module Users, you will also be asked for this information in Step 1 of the Upload Module process. Please make a note of the Season name.**

5. Enter the Player's Last Name. **This field is required.**
6. Enter the Player's First Name. **This field is required.**
7. Enter the Player's Middle Initial. This field is optional.
8. Enter the Player's Suffix. This field is optional.
9. Enter the Player's Alias. This field is optional.
10. 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.**
11. Enter the Player's Birthdate (m/dd/yyyy). **Birthdate must be a valid date and be formatted correctly (m/dd/yyyy). This field is required.**

**NOTE: If month is a single digit (i.e. May = 5). Enter as 5 not 05.**

12. Enter the Player's Play Level Code. This allows us to know the play level associated with that Player. The Play Level Code will be a letter or number depending on how your organization is configured. **This field is required.**

You can view these codes by choosing Clubs & Teams, then choose Leagues on left navigation, then select your District and League, then Select League. From the Registration tab and select the sub option Level of Play. Enter the appropriate code in the Excel Template.

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Clubs & Teams Administration Tournament & Gaming Upload My Account

2017-2018

- Referee Pools
- Districts
- Leagues
  - Create
  - Find / Edit / Delete
- Clubs
- Team
- Players / Admins

Leagues / Find, Edit, Delete a League

League Config Registration Security Teams Events Background Checking Messaging Content

Season Custom Fields Level Of Play Age Override Fees Discounts Fields Billing Travel Requests

Play Level	Code	Type	# Teams	
Competative	C	Competative	45	edit
Recreation	R	Recreational	12	edit

If there are 1 or more teams, then the delete option will be disabled.

\*Are required fields

Type of Play\*  
Please Select

Play Level\*

Play Level Code\*

Create

13. Enter the 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.**

14. 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 is also required.**

15. 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 Affinity Player ID. This field is optional.

16. Enter the Player's Team ID. This is the Affinity Team ID. Teams must already be created in the Affinity System. This field is optional.

17. Enter the Player's Team Name. Teams must already be created in the Affinity System. This field is optional.

18. 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 Affinity System. An Affinity generated Team ID is also required in your template if using this field. This field is optional.

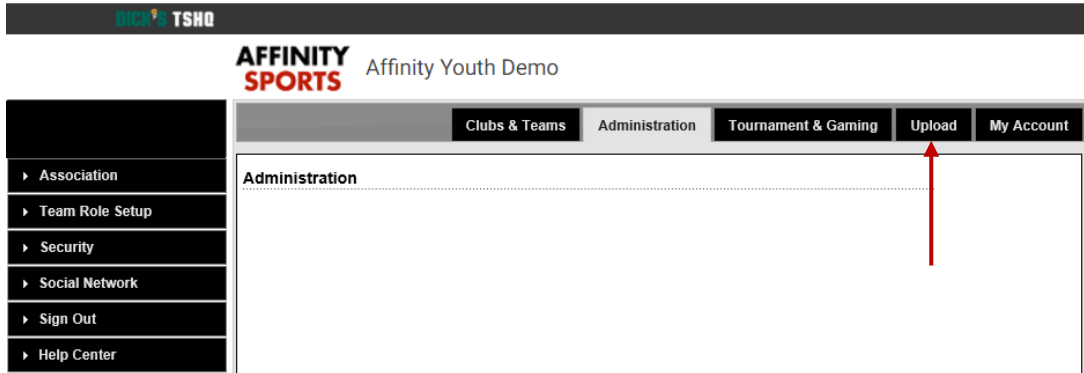
19. Enter the Player's current School Name. This field is optional.

20. Choose Save.

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

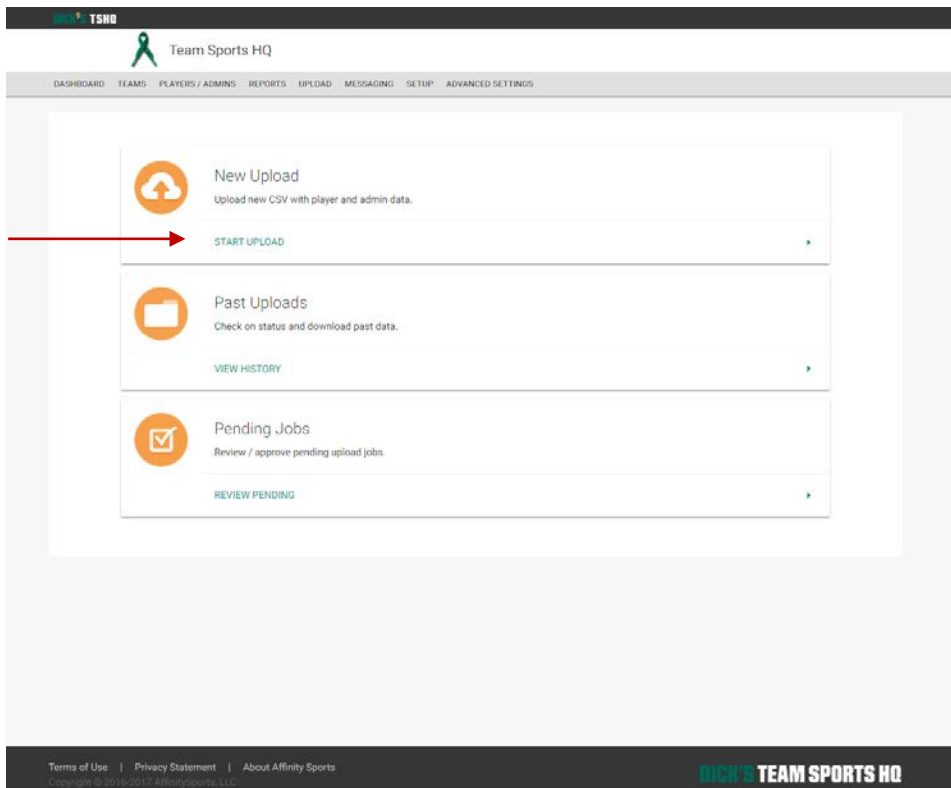
## Uploading the Excel Template with the Upload Module

1. To access the Upload Module, choose **Upload** from the top navigation in the Affinity System.



**NOTE:** Access to the Upload Module and feature is determined by your system access level. The State will determine access privileges.

2. Once you select Upload, you will be taken to the Upload Module home page. Please be patient. Your level of access will determine how quickly the Module loads. Greater access may take longer to load.
3. To create a new upload choose **Start Upload**.



4. Choose your League, Club and Season from the pull-down menus. Be sure the options selected match what is entered in your Excel Template.

**New Upload Sequence:**

**1 League / Club**  
Which league and club are you uploading data for...

League  
Select the target League...

Club  
Target Club...

Season  
Target season...

NEXT

5. Once you have selected your League, Club and Season, you will be taken to Step 2. Choose “I will upload a spreadsheet file with my data.” Then choose **FILE** to browse your computer for the file you wish to upload and then choose **NEXT**.

**New Upload Sequence:**

**2 Upload File**  
Select the file from your device.

I will upload a spreadsheet file with my data

FILE Select source file (CSV or Excel XLSX)

I will manually enter my data

BACK NEXT

6. The next screen, Step 3 will allow you to verify your data before completing the upload. Choose the Data File Type by choosing **Player Data** by selecting the radio button.

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LEAGUES & TEAMS MORE... MY ACCOUNT

New Upload Sequence: ×

1 2 **3 Verify Fields** 4 5  
 Review and verify the uploaded file data...

Player Data  Admin Data

File: [test player.csv](#) **70 Total** **0 Incomplete** **0 Invalid**

- Ignore field -	- Ignore field -	- Ignore field -	Player last name	Player first name	Player r
SeasonID	SIDCode	Season	PlayerLastName	PlayerFirstName	Middle
			BOBBIN	Player1	
			BORISY	Player2	
			BOUWMEESTER	Player3	
			BOWEN-KNOWLES	Player4	
			BRADDOCK	Player5	
			BRENHOUSE	Player6	

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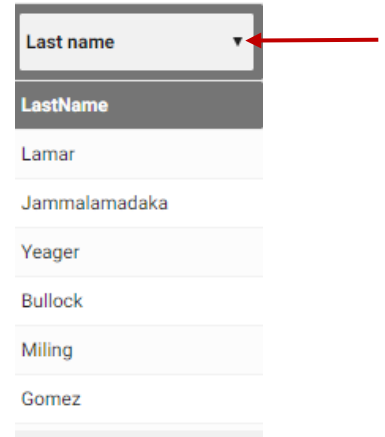
**NOTE:** Not all users will have the option to choose Admin Data and Player Data. This setting will be determined at the State Level.

Verify that the data is entered correctly and accepted.

- Total indicates how many records you are uploading.
- Incomplete indicates how many records need to be completed.
- Invalid indicates any data rows that need to be fixed before uploading.



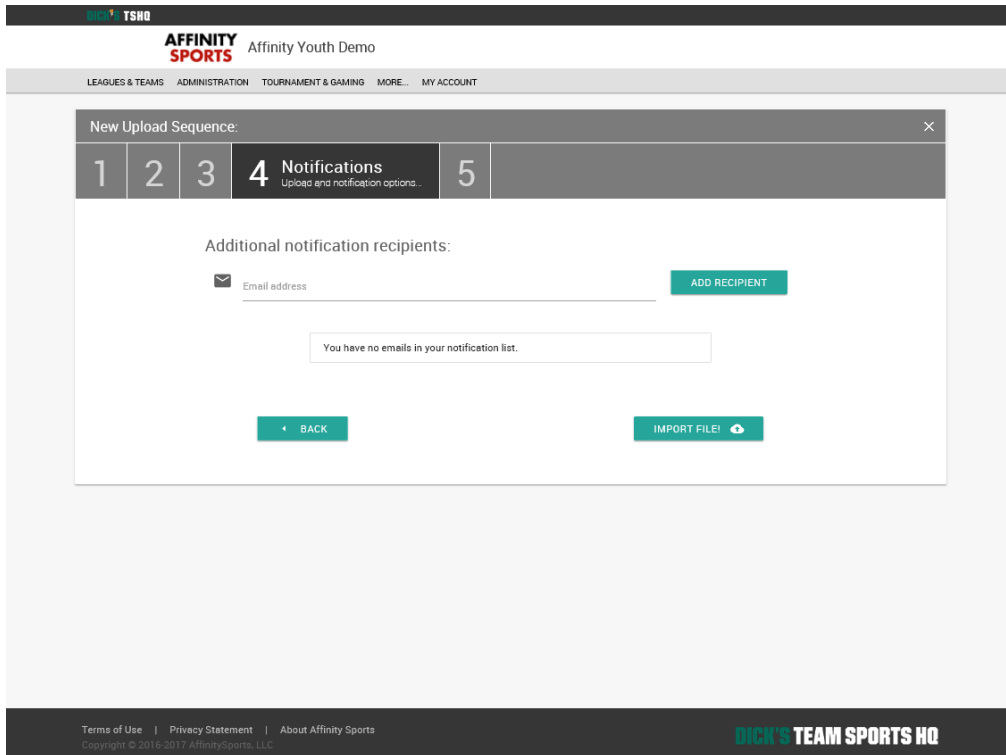
- You will also want to verify that the data you are uploading is mapping to the correct fields. If your data is not mapping correctly, you have the option to use the pull-down menu to re-map the data to the correct field by choosing the downward pointing arrow and selecting the correct field.



You also have the option to ignore a field with errors, however, if you choose to ignore a field, no data from that field will be uploaded.

We recommend fixing the excel spreadsheet when errors occur.

- Once you have verified your data, choose **NEXT**.
- You will be taken to Step 4. In this step you can notify someone that you have uploaded the file.



Choose **ADD RECIPIENT**, and enter the person's email address. To add multiples (up to 5) choose **ADD RECIPIENT**. When done adding notification recipients, choose **IMPORT FILE** to upload your data.

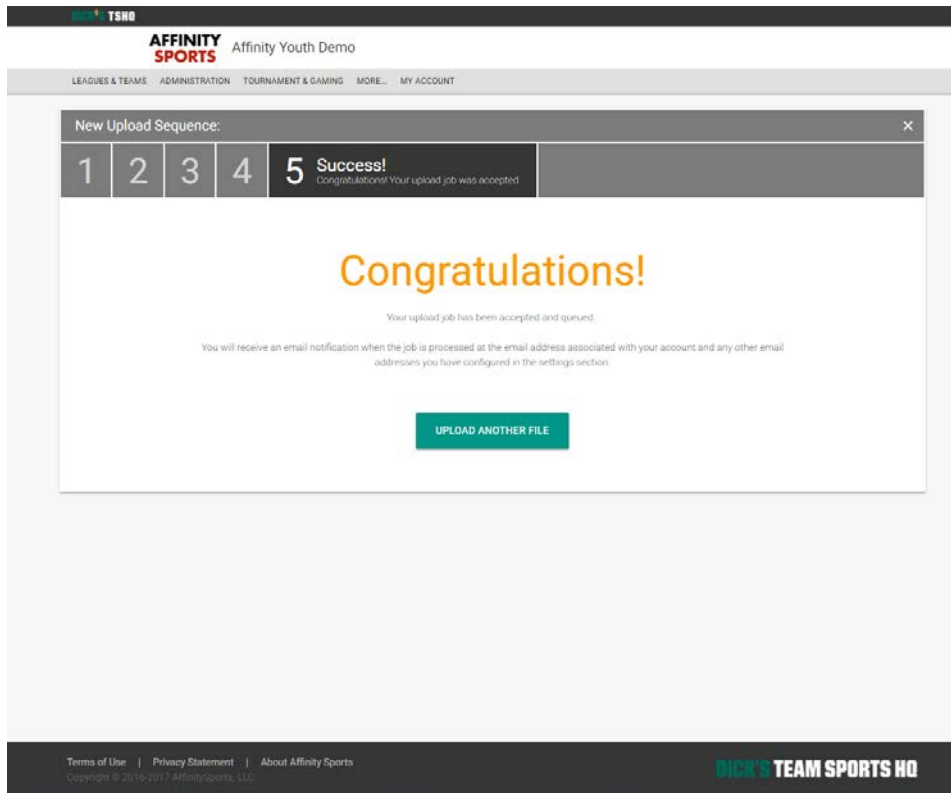
As the person uploading data, you will receive an email notification when the data is in queue and when it finishes uploading. This email will also include exceptions of data that was not loaded as part of your data file.

NOTE: Some States require data to be submitted to a queue and reviewed and approved by the State office before uploading to the system.

Please contact the state office regarding queue procedures and/or timelines for approvals.

NOTE: Files with multiple records may take longer to upload. Please be patient and allow the data to upload.

10. When your File has been successfully placed in queue, you will be taken to Step 5 and have the option to upload another file. To upload another file, choose **UPLOAD ANOTHER FILE**.

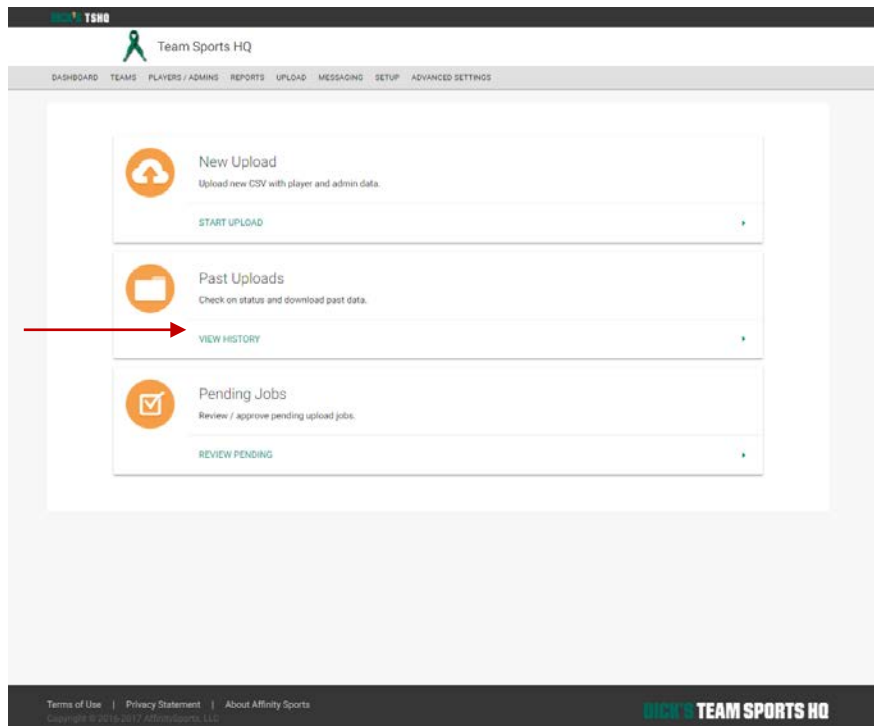


As the person uploading data, you will receive an email notification when the data is in queue and when it finishes uploading.

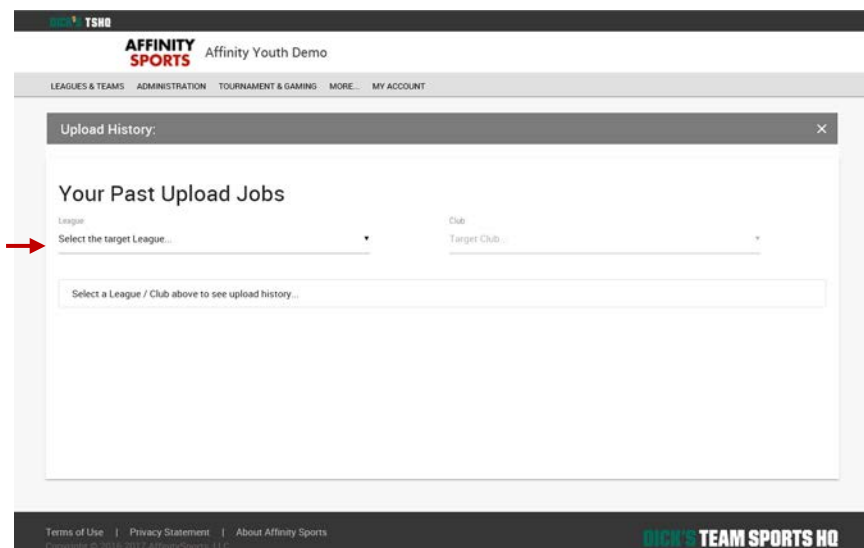
## Viewing Upload History

1. You may view a history of files previously uploaded by choosing Upload from the Affinity System top navigation. Once the Upload Module page loads, choose **VIEW HISTORY**.

**NOTE:** Not all users will see the Pending Jobs option. This is limited to the State office or designated data approvers.



2. Choose the **League and Club** you wish to view the history for by using the drop-down menus.



- Your History will load and you will be able to view the uploads completed and the status of those uploads.

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LEAGUES & TEAMS MORE... MY ACCOUNT

Upload History: [X]

Your Past Upload Jobs

League: League Demo Club: Club Demo

- Player records / CSV : test player.csv Successful  
 August 03, 2017 7:48 PM by UPLeague Registrar  
 70 Total rows | 70 Existing Records | [Report...](#)
- Player records / CSV : UP Player Sample File 1\_CORRECT.CSV Successful  
 August 01, 2017 10:55 AM by Up Demo  
 70 Total rows | 70 Existing Records | [Report...](#)
- Player records / CSV : UP Player Sample File 1\_CORRECT.CSV Successful  
 August 01, 2017 10:55 AM by Up Demo  
 70 Total rows | 70 Existing Records | [Report...](#)
- Player records / CSV : test player.csv Successful  
 August 01, 2017 8:55 AM by UPLeague Registrar  
 70 Total rows | 70 New Registrations | [Report...](#)

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- To view records created by name, choose **Report**. A pop-up window will open to show the data. You will have the option to view on the screen or download and save as an Excel or .CSV file.

Player records

Row Name	Result
1 *** Headers: ***	Ignored
2 Player101 BOBBIN	Success: This member is already registered and accepted in the system. Only Contact Info was updated.
3 Player102 BORISY	Success: This member is already registered and accepted in the system. Only Contact Info was updated.
4 Player103 BOHNEESTER	Success: This member is already registered and accepted in the system. Only Contact Info was updated.
5 Player104 BOWEN-KNOWLES	Success: This member is already registered and accepted in the system. Only Contact Info was updated.
6 Player105 BRADDOCK	Success: This member is already registered and accepted in the system. Only Contact Info was updated.
7 Player106 BRADHOUSE	Success: This member is already registered and accepted in the system. Only Contact Info was updated.
8 Player107 BRIGGS	Success: This member is already registered and accepted in the system. Only Contact Info was updated.
9 Player108 BROOKINS	Success: This member is already registered and accepted in the system. Only Contact Info was updated.
10 Player109 BROUNI	Success: This member is already registered and accepted in the system. Only Contact Info was updated.
11 Player110 BROUNI	Success: This member is already registered and accepted in the system. Only Contact Info was updated.
12 Player111 BROUNI	Success: This member is already registered and accepted in the system. Only Contact Info was updated.
13 Player112 BRYANT	Success: This member is already registered and accepted in the system. Only Contact Info was updated.
14 Player113 BRYANT	Success: This member is already registered and accepted in the system. Only Contact Info was updated.
15 Player114 BUCCIARELLI	Success: This member is already registered and accepted in the system. Only Contact Info was updated.
16 Player115 BUELL	Success: This member is already registered and accepted in the system. Only Contact Info was updated.
17 Player116 BUFANO	Success: This member is already registered and accepted in the system. Only Contact Info was updated.
18 Player117 BULLOCK	Success: This member is already registered and accepted in the system. Only Contact Info was updated.
19 Player118 BUNDY	Success: This member is already registered and accepted in the system. Only Contact Info was updated.
20 Player119 BURD	Success: This member is already registered and accepted in the system. Only Contact Info was updated.
21 Player120 BURNS	Success: This member is already registered and accepted in the system. Only Contact Info was updated.
22 Player121 BUTLER	Success: This member is already registered and accepted in the system. Only Contact Info was updated.
23 Player122 CAHALY	Success: This member is already registered and accepted in the system. Only Contact Info was updated.
24 Player123 CALLE	Success: This member is already registered and accepted in the system. Only Contact Info was updated.
25 Player124 CAMPANA	Success: This member is already registered and accepted in the system. Only Contact Info was updated.
26 Player125 CAMPISANO	Success: This member is already registered and accepted in the system. Only Contact Info was updated.
27 Player126 CARREVA	Success: This member is already registered and accepted in the system. Only Contact Info was updated.

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