



Michigan State Youth Soccer Association

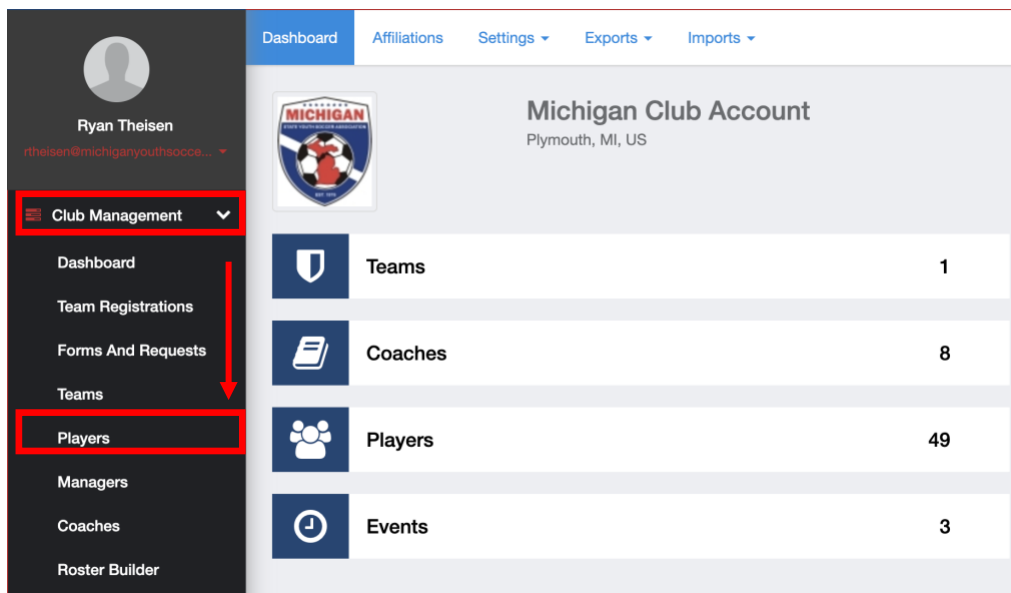
GotSport Upload Instructions

[Click here](#) to watch a video tutorial demonstrating how to upload players (starts around the 3:50 mark)
For troubleshooting tips, skip down to the end of this resource.

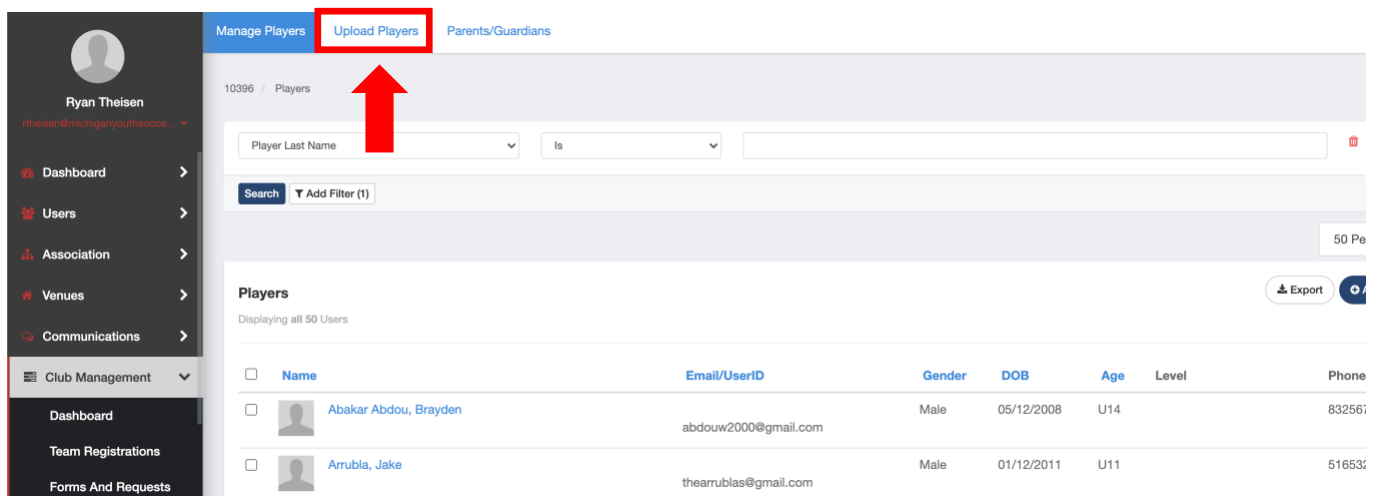
PLAYERS

To skip ahead to Coach/Manager uploads, [click here](#)

1. From your Dashboard, click 'Club Management', then 'Players'



2. Click 'Upload Players'.





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3. The Instructions section on this page will guide you through the correct format and required data fields needed for the upload. In addition to the initial list of required fields shown, Competitive Level is also a required field.

If you need a spreadsheet template for your upload, click on "Download template with only required columns" or "Download Template". A blank template .csv file will download. Complete the spreadsheet with your players' information to prepare for the upload. When the information is complete on your template spreadsheet, be sure to save the file as either a .csv or .txt file so it is compatible for the upload. **An Excel (.xls or .xlsx), Numbers, or Google Sheet file will not be accepted.**

Important notes to keep in mind regarding the data on your spreadsheet file:

- Use each person's **legal name** on your spreadsheet and throughout GotSport. This helps prevent duplicate accounts. Multiple versions of a name should not be used in the first name field of GotSport. For example, do not put "William (Billy)" as a player's first name.
- Enter State as the two-letter abbreviation (MI) instead of spelling the word out.
- DOB must be entered in MM/DD/YYYY format.
- Spreadsheets with special characters often do not upload well. This can include characters like parentheses, apostrophes, accents, and other punctuation.

Manage Players
Upload Players
Parents/Guardians

Players
Import

Import Into Club

Select Affiliation

Upload a .txt or .csv data file

First row contains column headings

Column Delimiter

Comma

Team Upload

File

Choose File
No file chosen

Open Selected File

Instructions

[Download template with only required columns](#)

[Download template](#)

If you re-import players already in your account, the system will match on name, gender, and date of birth to update existing accounts with newly provided contact information. This also means you can upload the same data twice without creating duplicates.

- Rows must be on separate lines.
- Each row should have the same number of columns.
- Do not use punctuation or symbols in column names.
- Dates need to be in a mm/dd/yyyy, yyyy/mm/dd, or yyyy-mm-dd format
- Required fields are listed below:

[First Name](#)
[Last Name](#)
[Gender](#)
[DOB](#) Dates need to be in a mm/dd/yyyy, yyyy/mm/dd, or yyyy-mm-dd format
[Address](#)
[City](#)
[State](#)
[Zip](#)
[Phone Number](#)
[Parent One First Name](#) Required if player is eighteen years old or younger
[Parent One Last Name](#) Required if player is eighteen years old or younger
[Parent One Email/UserID](#) Required if player is eighteen years old or younger



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- Once your spreadsheet is ready, review the "Import Into Club" section on the same page. Fill in the information needed for the upload. **You MUST upload your players with the USYS Affiliation added to their account, or else they will not be linked to MSYSA.** To do this, click the "Select Affiliation" dropdown menu and choose the USYS affiliation. You will then be reminded to include the Competitive Level for all players on your spreadsheet (the list of available Competitive Levels will populate once the Affiliation is selected). **On your spreadsheet, the Competitive Level must be spelled exactly how you see it in GotSport (including capitalization, spacing, and punctuation).**

Note: You can also assign the players to their teams through the upload as well by checking off the Team Upload checkbox. This step is *not* required to upload your Players. If selected, you would be required to include three additional columns in the upload file: 1) Team Name, 2) Team Age Group (must be in 'U' format e.g., U14 or U17) and 3) Team Gender.

- Click 'Choose File' to select your file from wherever it is saved on your computer. Once you have chosen your .csv / .txt file, click 'Open Selected File'.





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Upload a .txt or .csv data file

First row contains column headings

Column Delimiter

Comma

Team Upload

File

Choose File GotSport ...r Upload.csv

No file chosen

Open Selected File

Zip
Phone Number
Parent One First Name
Parent One Last Name
Parent One Email/UserID

- On the next page, you will match up the Column Headers from your Player Upload file to available data fields in GotSport. Double-check the field 'mappings' prior to importing. You likely need to scroll to the right to map out all columns from your spreadsheet. **Be sure that the Parent Email column is mapped as Parent One Email/UserID.** If you have any columns of information that you do not wish to upload in GotSport, choose "(do not import)" for that column. Once you've confirmed the mappings are accurate, click the 'Import Data' button.

Note: The Columns Headers do not have to be in the same order as the Required Columns list from the Instructions section. As long as all required columns are included and mapped out, then the upload will be completed.

Import

Please select field mappings. Required fields are marked with an asterisk.

TEAM UPLOAD SELECTED - UPLOAD MUST HAVE ADDITIONAL TEAM FIELDS: Team Name, Team Gender, Team Age

Showing first ten rows below.

Last Name	First Name	DOB	Gender
(do not import)	First Name*	DOB*	Gender*
Zoil	Nicolas	1/12/11	Male
Zipkin	Vance	3/18/11	Male
Yadagari	Kyle	11/28/11	Male
Yacono	Miguel	1/5/11	Male
Wylie	Oliver	7/18/11	Male
Williams	Daniel	4/25/11	Male
Williams	Jeffrey	8/16/11	Male
Williams	Ashton	2/4/11	Male
Williams	Chase	4/11/11	Male
Wider	Robert	2/14/11	Male

Import Data Cancel: click to upload a different file

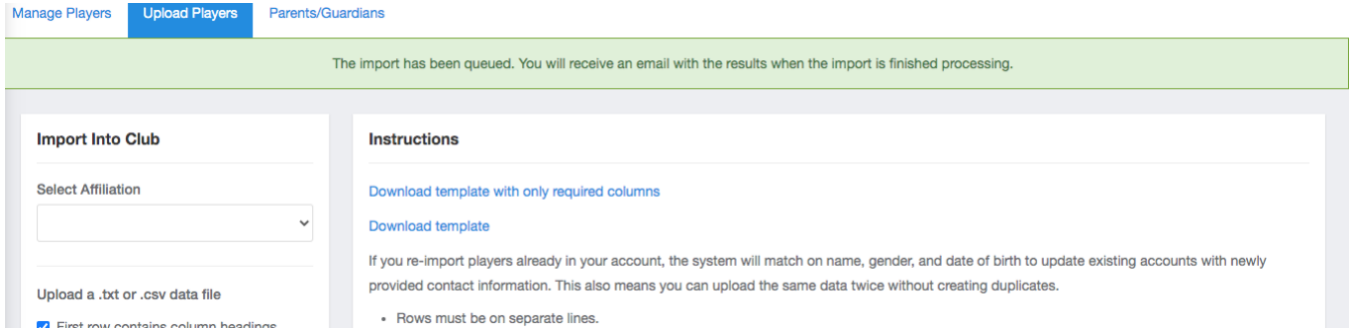
Help





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After you import your data, you will receive a message stating "Your import has been queued. You will receive an email with the results when the import is finished processing." Note: Depending on the size of your import, this can take a few minutes to complete. **If you do not receive an email within several minutes, it is likely that your import did not process successfully.** In that case, double-check your spreadsheet for missing Required fields, or other errors, and try again.

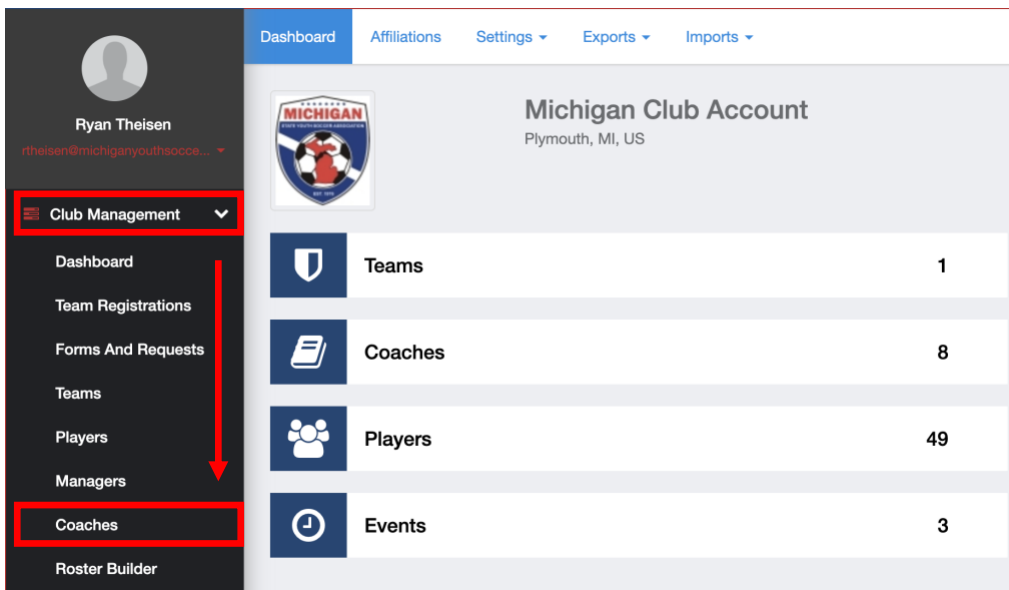


When the import is finished processing, you will see your newly imported players by clicking 'Club Management' and then 'Players.'

COACHES/MANAGERS*

*The steps shown here are for coaches, but the same steps can also be used to upload managers.

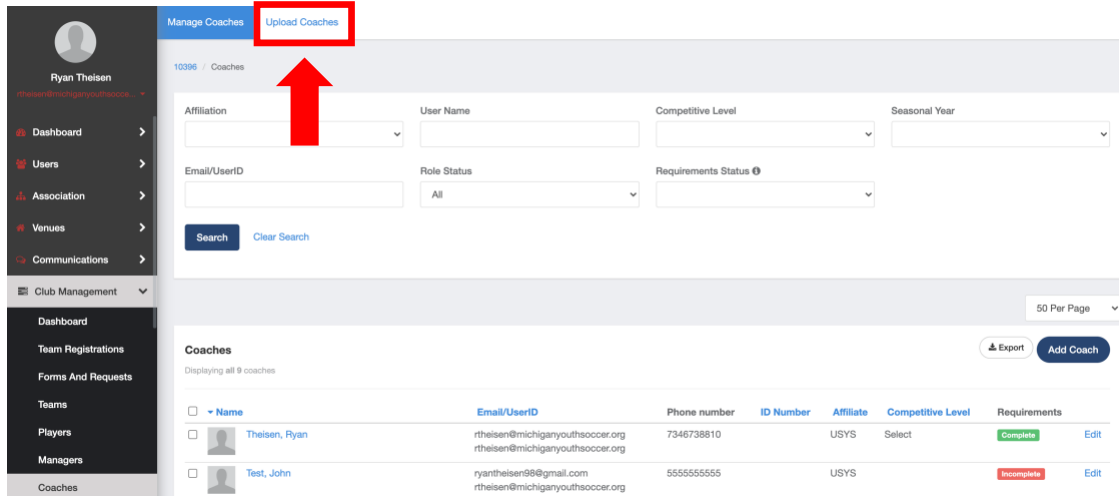
1. From your Dashboard, click 'Club Management', then 'Coaches'





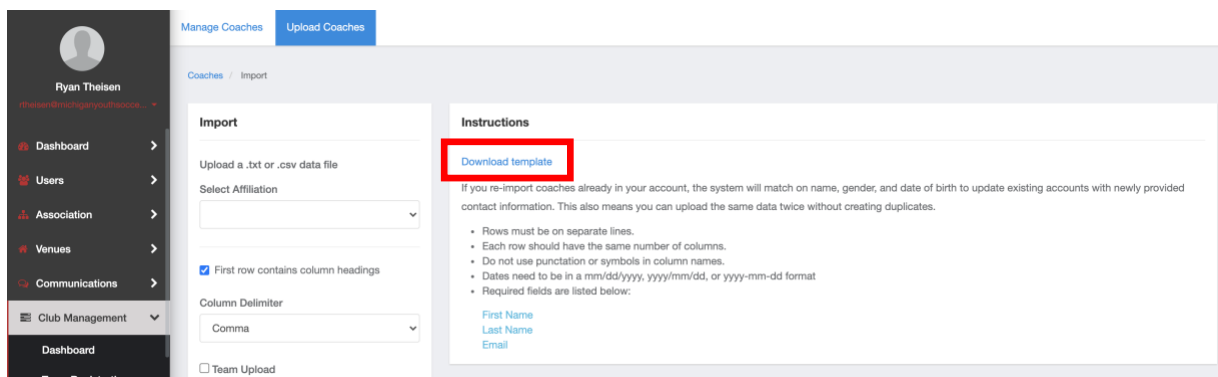
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2. Click 'Upload Coaches'.



3. The Instructions section on this page will guide you through the correct format and required data fields needed for the upload. The minimum required fields are listed (first name, last name, and email address) but **we also highly encourage clubs to include DOB, gender, and zip code with the upload**. In addition to these fields, Competitive Level is also a required field.

If you need a spreadsheet template for your upload, click on "Download Template". A blank template .csv file will download. Complete the spreadsheet with your coaches' information to prepare for the upload. When the information is complete on your template spreadsheet, be sure to save the file as either a .csv or .txt file so it is compatible for the upload. **An Excel (.xls or .xlsx), Numbers, or Google Sheet file will not be accepted.**





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1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
	First Name	Last Name	Competitive Level	Email	Gender	Birthdate	Alternate Email	Allergies	Medical Conditions	Address1	Address2	City	State	Zip	Phone Number	Country	Team Name	Team Gender	Team Age	Team Comp Level		
2	Test	Nieto	Travel	coachtst123@gotssport.com																		
3	Test	Buchanan	Travel	coachtst321@gotssport.com																		
4																						
5																						
6																						
7																						
8																						
9																						
10																						
11																						
12																						

4. Once your spreadsheet is ready, review the "Import Into Club" section on the same page. Fill in the information needed for the upload. **You MUST upload your coaches with the USYS Affiliation added to their account, or else they will not be linked to MSYSA.** To do this, click the "Select Affiliation" dropdown menu and choose the USYS affiliation. You will then be reminded to include the Competitive Level for all coaches on your spreadsheet (the list of available Competitive Levels will populate once the Affiliation is selected). **On your spreadsheet, the Competitive Level must be spelled exactly how you see it in GotSport (including capitalization, spacing, and punctuation).**

Import

Upload a .txt or .csv data file

Select Affiliation

USYS

With this affiliation selected each row must have a Competitive Level field with one of the following competitive levels:

- [Dir. Academy-Select](#)
- [Inactive](#)
- [NLC](#)
- [Premier](#)
- [Rec. \(In House\)](#)
- [Recreational](#)
- [Regionals](#)
- [Select](#)
- [Soccer Across Amer.](#)
- [TOPSoccer](#)
- [Tournament](#)

First row contains column headings

Column Delimiter

Comma

Instructions

[Download template](#)

If you re-import coaches already in your account, the system will match on name contact information. This also means you can upload the same data twice with

- Rows must be on separate lines.
- Each row should have the same number of columns.
- Do not use punctuation or symbols in column names.
- Dates need to be in a mm/dd/yyyy, yyyy/mm/dd, or yyyy-mm-dd format
- Required fields are listed below:

[First Name](#)

[Last Name](#)

[Email](#)



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- Click 'Choose File' to select your file from wherever it is saved on your computer. Once you have chosen your .csv / .txt file, click 'Open Selected File'.

Venues >
 Communications >
 Club Management >
 Dashboard
 Team Registrations
 Forms And Requests
 Teams
 Players
 Managers
 Coaches
 Roster Builder

Select
 Soccer Across Amer.
 TOPSoccer
 Tournament

First row contains column headings

Column Delimiter
 Comma

Team Upload

File
 CoachUpload.csv

- On the next page, you will match up the Column Headers from your Coaches Upload file to available data fields in GotSport. Double-check the field 'mappings' prior to importing. You likely need to scroll to the right to map out all columns from your spreadsheet. If you have any columns of information that you do not wish to upload in GotSport, choose "(do not import)" for that column. Once you've confirmed the mappings are accurate, click the 'Import Data' button.

Note: The Columns Headers do not have to be in the same order as the Required Columns list from the Instructions section. As long as all required columns are included and mapped out, then the upload will be completed.

Manage Coaches | Upload Coaches

Coaches / Import

Import

Please select field mappings. Required fields are marked with an asterisk.
 Showing first ten rows below.

First Name	Last Name	Competitive Level	Email	Gender	Birthdate	Alternate Email
First Name*	Last Name*	Comp Level	Email*	Gender	Birthdate	Alternate Email
Test	Nieto	Travel	coachttest123@gotsport.com			
Test	Buchanan	Travel	coachttest321@gotsport.com			



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After you import your data, you will receive a message stating "Your import has been queued. You will receive an email with the results when the import is finished processing." Note: Depending on the size of your import, this can take a few minutes to complete. **If you do not receive an email within several minutes, it is likely that your import did not process successfully.** In that case, double-check your spreadsheet for missing Required fields, or other errors, and try again.

When the import is finished processing, you will see your newly imported coaches by clicking 'Club Management' and then 'Coaches.'

ADDITIONAL UPLOAD RESOURCES

To review GotSport's resource on uploading players, [click here](#).

To review GotSport's resource on uploading coaches, [click here](#).

To review GotSport's resource on uploading managers, [click here](#).

TROUBLESHOOTING TIPS

Here are some tips to try if your upload is not working:

- Ensure your file is .csv or .txt format. Excel (.xls or .xlsx), Numbers, and Google Sheets file types are not accepted.
- Ensure all DOB are entered in MM/DD/YYYY format. If applicable, you may need to specifically 'Format Cells' in Excel so that the Date format is the correct type.
- Ensure that your spreadsheet does not contain special characters that may not be compatible with a GotSport upload. Some examples include: & ^ * á é ñ =
- Ensure that the Competitive Levels included with your spreadsheet are an exact match to the levels used in GotSport. They must match exactly on punctuation, capitalization and spacing. For example, Rec in-house would not be accepted because it is not the same as Rec. (In House)
- Ensure your spreadsheet is not missing information. Even if only one row is missing required information (e.g., one player is missing a phone number), that can prevent your entire spreadsheet from being uploaded.
- Ensure you've mapped the fields properly in GotSport (see Step 6 above). Your spreadsheet must include columns for all required fields, and they must be mapped out appropriately. For player upload, the Parent Email column must be mapped as Parent One Email/UserID.

If you encounter issues with your GotSport upload, please contact the MSYSA State Office via email for help. Include a copy of your spreadsheet in the email so we can help troubleshoot most efficiently.

Updated 07/29/2022