ATS Schedule Import spreadsheet (xlsx) specifications

- **Your file must use an"XLSX" format., and have a header row indicator the items listed below.**
- **IF you have problems importing a generated XLSX file, we recommend copy/pasting your information into the ATS template rather that building your own. This will avoid formatting issues and include all columns. You MUST have all columns and they must be in order.**

Column	Description	Type	Length
A	**Start Date/Time**	Date and Time	
B	**End Date/Time**	Date and Time	
C	Subject	Text	30

Note:

- **You must use the 1st row of the spreadsheet for headers as indicated in the column descriptions.**
- **Items shown in RED are required**

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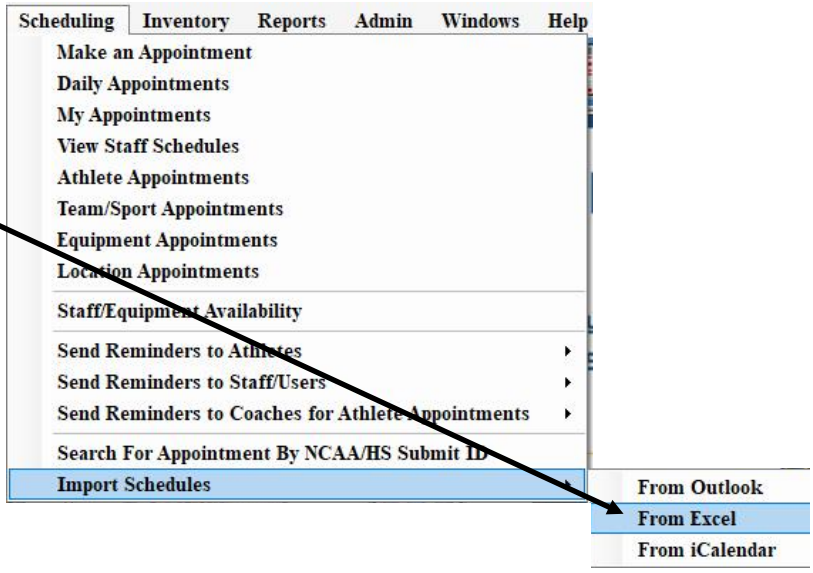
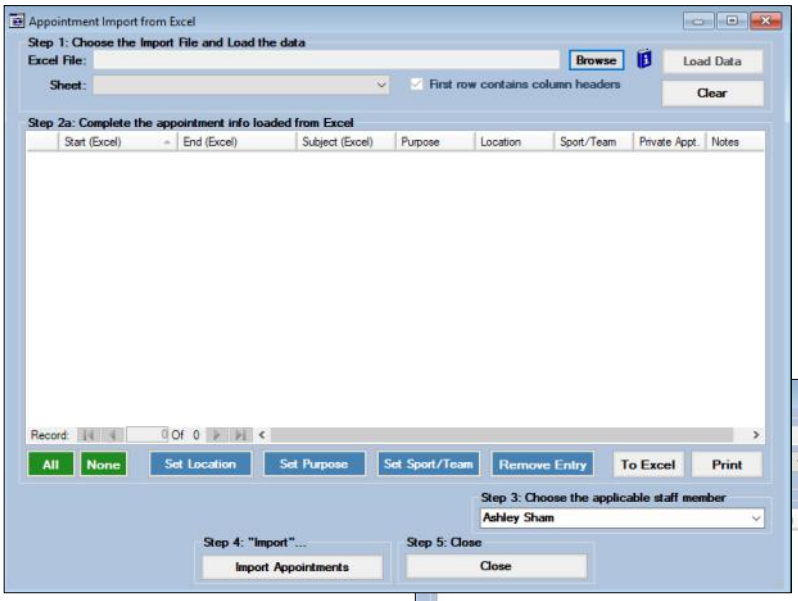
To begin the import process; click on the "From Excel" menu shown to the right.

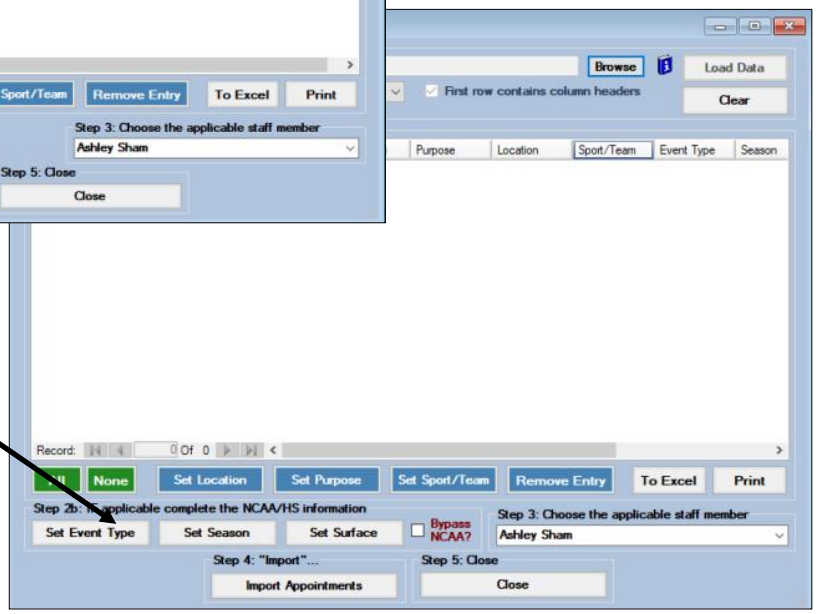
* Please make sure your file layout matches the required one on page one.



Below is the screen you will see to run the import process. Please note that if you are participating in the NCAA/High School research the screen will look a little different due to the additional information & associated functionality.



Regular import screen



NCAA/HS import screen

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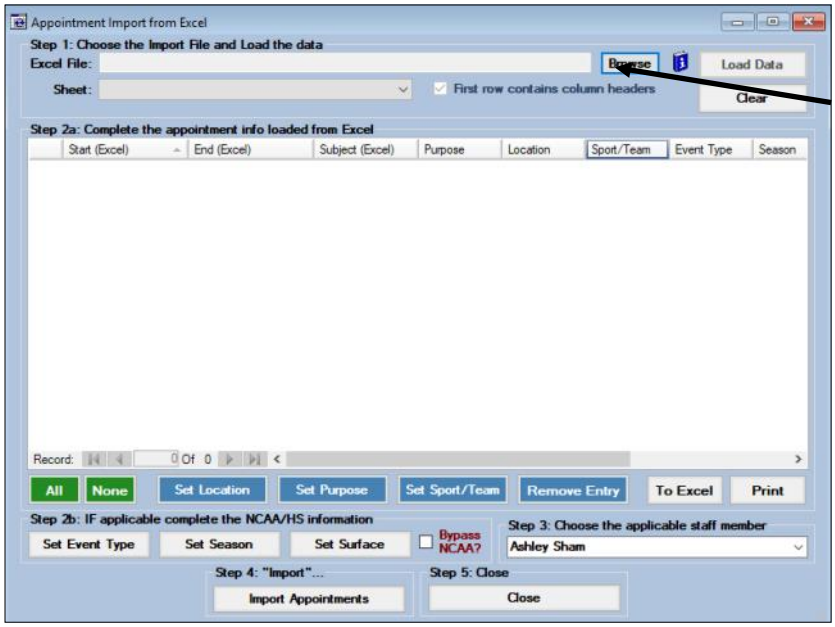
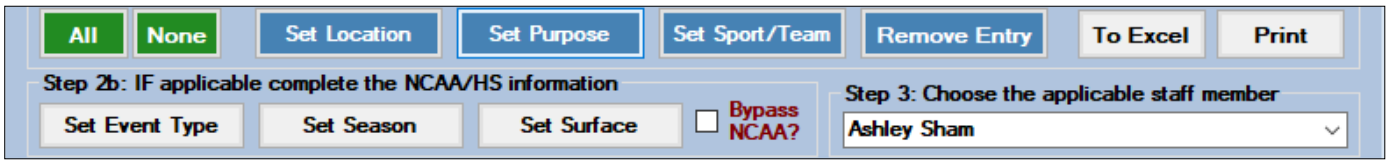


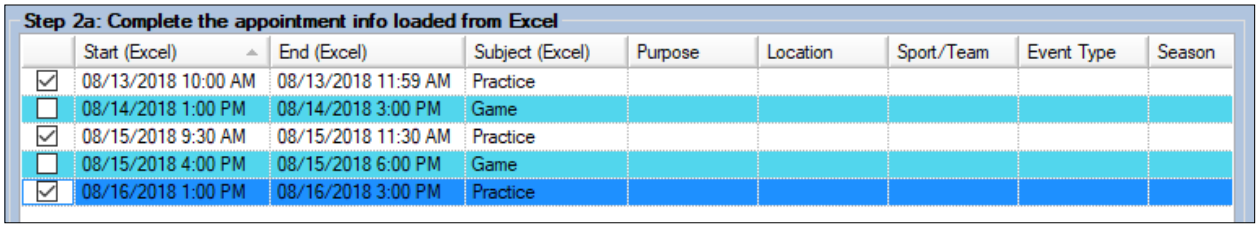
Click the Browse button to locate and select your import file. Only XLSX files can be imported.

Select the worksheet if more than 1 exists for an Excel file Then click the "Load Data" button.

Once the data has been loaded use the applicable buttons to choose the location, purpose, etc. for the appointments.



Individual/specific appointments may be update by clicking the associated box in the 1st column to "select" the item.



Once the appointment information has been completed; click the "Import" button to finish the process...

Appointments will be entered for the applicable team and are "live".

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