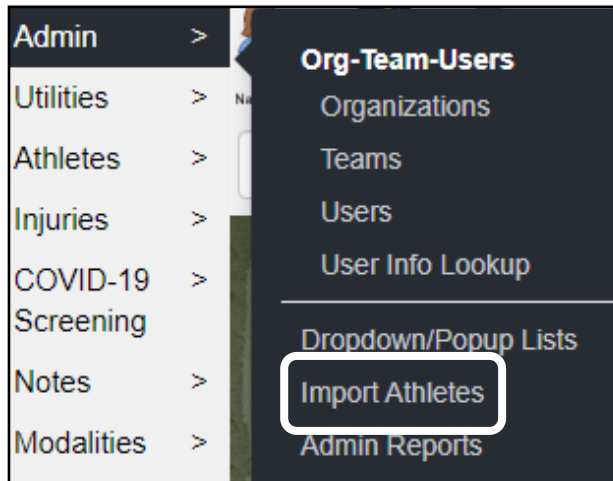


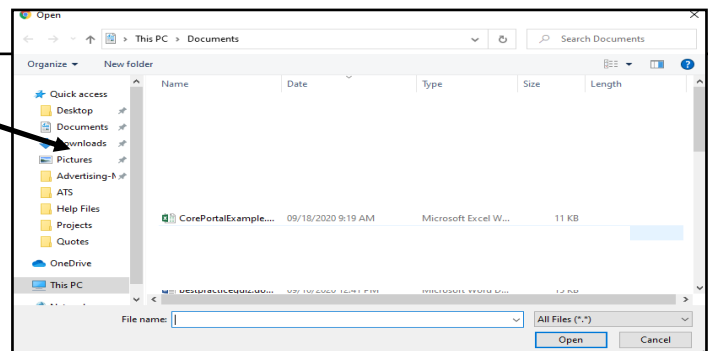
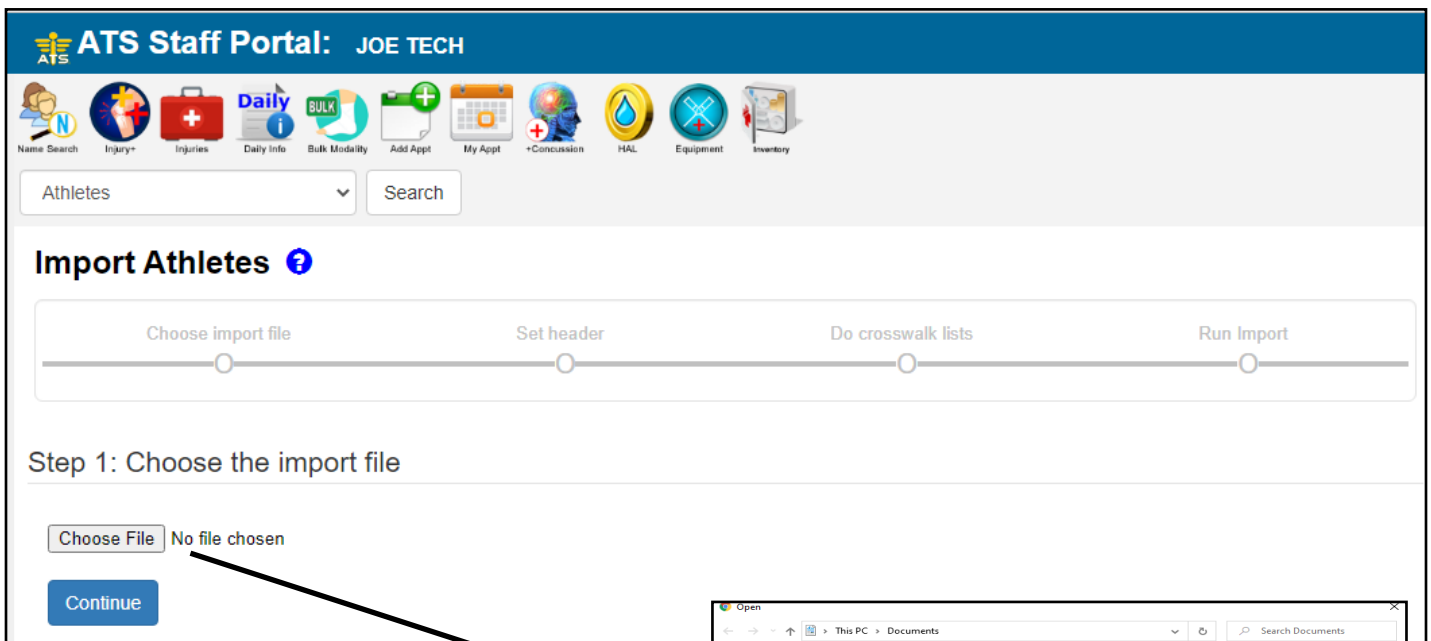
ATS— Staff Portal Athlete Import

You have the option to import your athlete records via the Staff Portal. To do so click on Admin—> Import Athletes.

**If you do not have this option please speak with your system administrator about enabling this feature for you.*



After the screen shown below loads, the first step is to choose and load your spreadsheet into the import utility. Click “Choose File”, select your import sheet and then click continue.



ATS— Staff Portal Athlete Import

Once you have chosen your file a green checkmark should appear under Choose Import file at the top of your screen. And you should see the name of your import file in the Step 1 area.

Import Athletes ?

Choose import file Set header Do crosswalk lists Run Import

Step 1: Choose the import file

File: CorePortalExample.xlsx

Step 2: Set header

Choose Work Sheet: Completed Roster

1st Row has column headers

Continue

Step 2:

Set Header should now also appear. Completed Roster should automatically load in the Choose Work Sheet box—if it does not click in the box and choose the name/sheet of your spreadsheet. Click continue when ready to move to the next step.

A green check mark should now appear under the Set header at the top of your screen and **Step 3: Do crosswalk lists** should automatically load. See next page on completion of the crosswalk.

Step 2: Set header

Choose Work Sheet: Completed Roster

1st Row has column headers

Step 3: Do crosswalk lists

Import Year	Target Year	Import Team	Target Team
9	<input type="text"/>	Boy's Basketball	<input type="text"/>
10	<input type="text"/>	Boy's Soccer	<input type="text"/>
11	<input type="text"/>	Cross Country	<input type="text"/>
12	<input type="text"/>	Field Hockey	<input type="text"/>
		Football	<input type="text"/>
		Girl's Basketball	<input type="text"/>
		Girl's Soccer	<input type="text"/>

ATS— Staff Portal Athlete Import

Step 3:

When you are doing the crosswalk, this allows your spreadsheet to have different identifiers for the athlete years and teams. The **Import year and Import Team** contain the information in your spreadsheet. The **Target Year and Target Team** are the year and teams that already exist in ATS. This allows you to connect the two.

Be sure to fill in all the dropdown boxes to the correct entry—DO NOT LEAVE ANY BLANK.

Click continue when you have completed all the crosswalks.

Step 3: Do crosswalk lists

Import Year	Target Year	Import Team	Target Team
9	<input type="text"/>	Boy's Basketball	<input type="text"/>
10	<ul style="list-style-type: none">GuestFreshmanSophomoreJuniorSeniorTransferTransfer JrTransfer SrGrad 2019Grad 2020Grad 2021Grad 2022Purge	Boy's Soccer	<input type="text"/>
11		Cross Country	<input type="text"/>
12		Field Hockey	<input type="text"/>
		Football	<input type="text"/>
		Girl's Basketball	<input type="text"/>
		Girl's Soccer	<input type="text"/>
		Intramural Basketball	<input type="text"/>

[Continue](#)

ATS— Staff Portal Athlete Import

Step 4:

A green check mark should now appear under “Do crosswalks lists” at the top of your screen and **Step 4: Run the Import** will appear at the bottom. When you are ready click “Run Import.”

Import Athletes ?

Choose import file Set header Do crosswalk lists Run Import

Step 1: Choose the import file

File: CorePortalExample.xlsx

Step 2: Set header

Choose Work Sheet: Completed Roster ▼

1st Row has column headers

Step 3: Do crosswalk lists

Import Year	Target Year
9	Freshman ▼

Import Team	Target Team
basketball	Ashley U - South Women Womens Bas ▼
football	Ashley U - East Men Football ▼
soccer	Ashley U - South Men Mens Soccer ▼
volleyball	Ashley U - South Women Volleyball ▼

Step 4: Run the Import

Use the template with insurance information ?

Run Import

The import will take varied amounts of time depending on the number of athletes being imported—the more athletes the longer it takes. When completed a green notification at the top of your screen will appear confirming the number of athletes imported and Step 5: Close Screen will appear at the bottom.

✓ 4 Athletes Imported from 4 data rows. ×

Step 5: Close Screen

Close