

League Planner – Importing your Clubs, Teams and Players

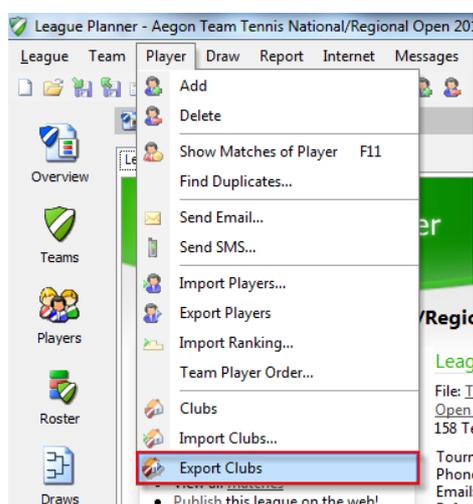
This document will guide you through the process of importing your clubs, teams and players using the import spreadsheets within this folder. The step by step guide is further supported by the [League Planner User Guide](#) (pages 16 – 24) and the [How to Import your Clubs, Teams and Players video](#) available online.

Importing Clubs

Using the Clubs Import spreadsheet provided to you by the Competition Support Team input the Club-ID and Club Name of your clubs who have entered your league.

If you have these clubs stored in a League Planner file from the previous year's league:

1. Open the previous year's League Planner file
2. Select **Players** → **Export Clubs**



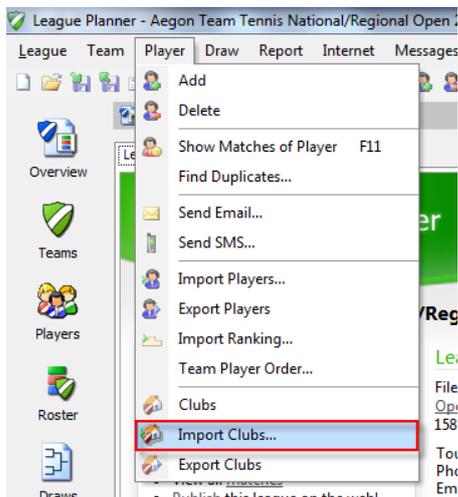
3. Save the file.
4. Next open the excel spreadsheet and copy and paste the values of Club-ID and Club Name columns across to the Clubs Import spreadsheet.
5. Add any new clubs to list.
6. Save the completed file.

Your completed Clubs Import spreadsheet should look like this:

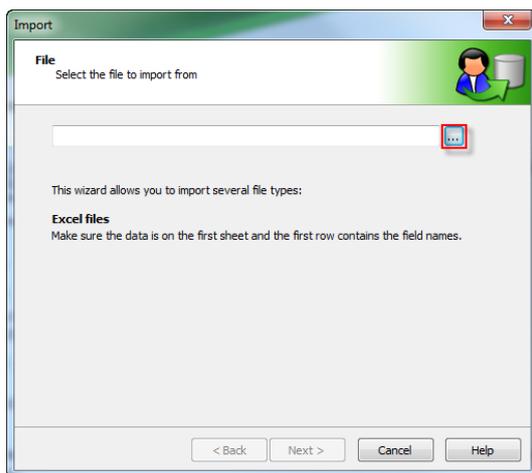
	A	B	C
1	Club ID	Club	
2	SUR099	Putney Lawn Tennis Club	
3	LAN426	Bamford Tennis Club	
4	BED006	Dunstable Tennis Club	
5	SUR163	Sutton Tennis Academy	
6	DOR015	Southbourne Tennis Club	
7	WAR009	The Edgbaston Priory Club	
8	LIN040	Tennis Buddies	
9	H&W035	Manor Park	
10	SUS063	Southdown Sports Club	
11	SUR094	Pit Farm (Guildford) Lta	
12	STA047	Stourbridge Lawn Tennis & Squash Club	
13			
14			
15			

To import the spreadsheet:

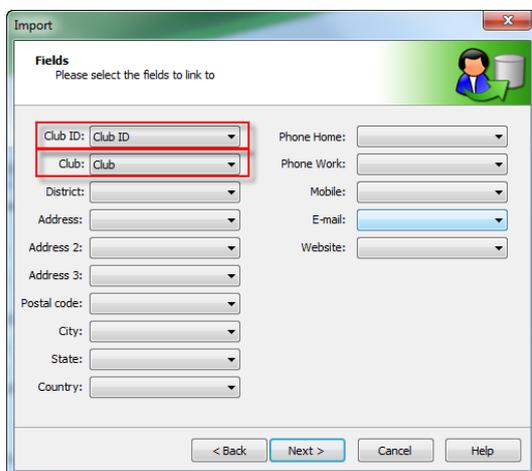
1. Open the current League Planner file
2. Select **Players** → **Import Clubs**



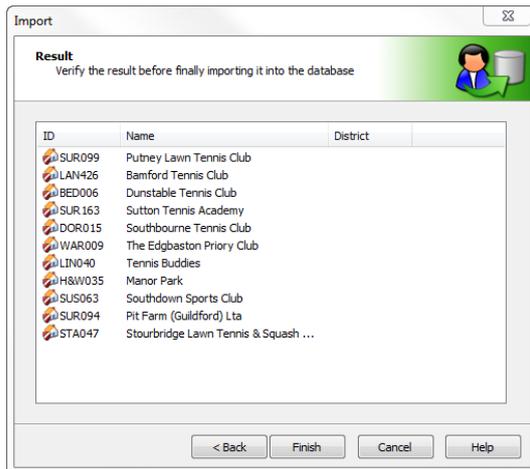
3. Select the location of the Excel spreadsheet. Click **Next**.



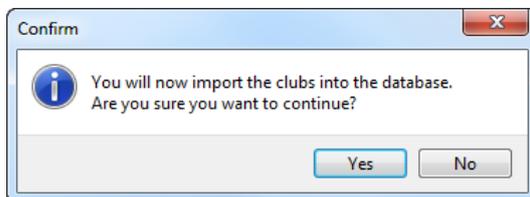
4. The fields should match automatically, if they don't please select the field from the drop down list. Click **Next**.



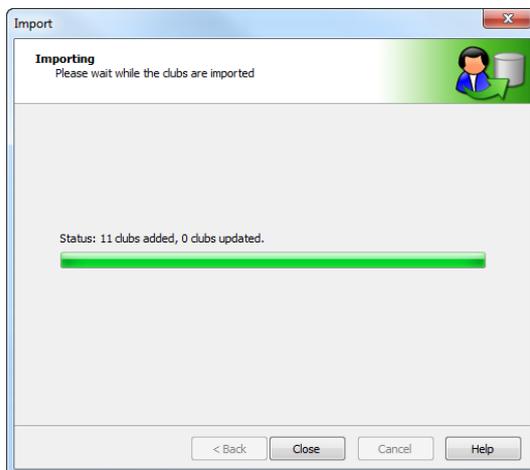
5. A list of all the clubs that are being imported will be shown. Click **Finish**.



6. League Planner will then ask you if you wish for the clubs to be imported. Click **Yes**.



7. League Planner will then tell you the clubs have been imported. Click **Close**.



Importing Teams

Using the Teams Import spreadsheet provided to you by the Competition Support Team input the Club-ID, Club Name, Team-ID, Team, Event, Contact, Postcalcode, PhoneHome and Email of your teams who have entered your league.

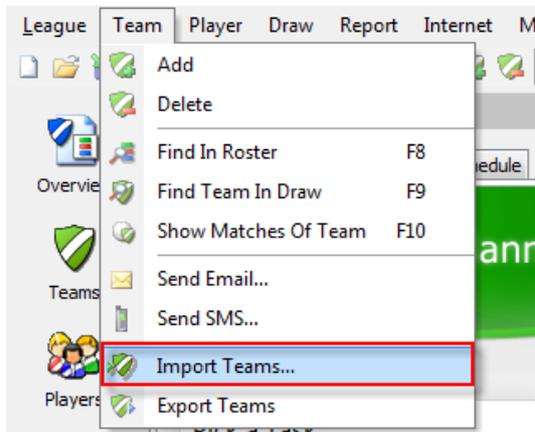
Please note the Club-ID, Club Name and Event must match the data previously entered.

Team-ID must be unique for each team entry e.g. SUR099B12, SUR099B14 etc.

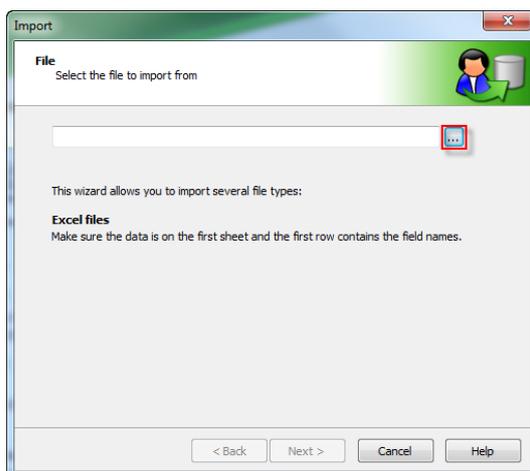
	A	B	C	D	E	F	G	H	I
1	Club-ID	Club	Team-ID	Team	Event	Contact	Postalcode	PhoneHome	Email
2	SUR099	Putney Lawn Tennis Club	SUR099B12	Putney 12U Boys	12U Boy	Chris Mann		020 8487 7000	info@lta.org.uk
3	SUR099	Putney Lawn Tennis Club	SUR099B14	Putney 14U Boys	14U Boy	Chris Mann		020 8487 7000	info@lta.org.uk
4	SUR099	Putney Lawn Tennis Club	SUR099B16	Putney 16U Boys	16U Boy	Chris Mann		020 8487 7000	info@lta.org.uk
5	SUR099	Putney Lawn Tennis Club	SUR099G14	Putney 14U Girls	14U Girls	Chris Mann		020 8487 7000	info@lta.org.uk
6	LAN426	Bamford Tennis Club	LAN426B12	Bamford 12U Boys	12U Boy	Chris Mann		020 8487 7000	info@lta.org.uk
7									
8									
9									
10									

To import the spreadsheet in the current League Planner file

1. Select **Teams** → **Import Teams**



2. Select the location of the Excel spreadsheet. Click **Next**.



- The fields should match automatically, if they don't please select the field from the drop down list. Click **Next**.

Import

Fields
Please select the fields to link to

Team: Team Phone Home: PhoneHome
Team-ID: Team-ID Phone Work:
Club: Club Mobile:
Club-ID: Club-ID E-mail: Email
Contact: Contact Event: Event
Address:
Postal code: Postalcode
City:
State:
Country:

< Back Next > Cancel Help

- Select the teams you wish to import (probably all). Click **Next**.

Import

Result
Verify the result before finally importing it into the tournament

Team	Club	Contact	Address
<input checked="" type="checkbox"/> Bamford 12U Boys	Bamford Tennis...	Chris Mann	
<input checked="" type="checkbox"/> Putney 12U Boys	Putney Lawn T...	Chris Mann	
<input checked="" type="checkbox"/> Putney 14U Boys	Putney Lawn T...	Chris Mann	
<input checked="" type="checkbox"/> Putney 14U Girls	Putney Lawn T...	Chris Mann	
<input checked="" type="checkbox"/> Putney 16U Boys	Putney Lawn T...	Chris Mann	

All None

< Back Next > Cancel Help

- Ignore the events screen as you have already expressed which events they wish to enter in your spreadsheet. Click **Finish**.

Import

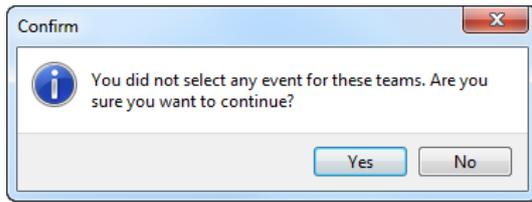
Events
Please select the events for these entries

Name

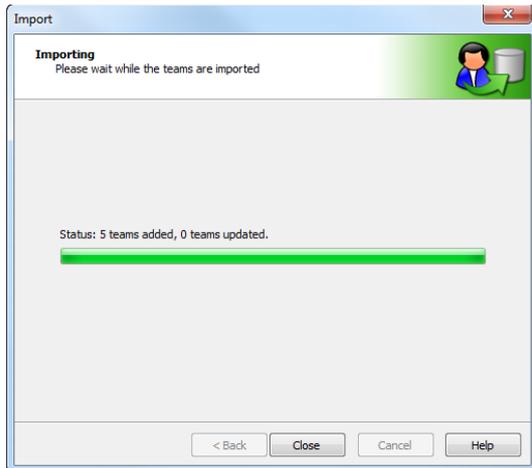
- 12U Boys
- 14U Boys
- 14U Girls
- 16U Boys

< Back Finish Cancel Help

- The system will ask you to confirm that you are happy to enter the teams without assigning them an event. Click **Yes**.



- League Planner will then tell you the teams have been imported. Click **Close**.



Importing Players

Using the Players Template Example spreadsheet provided to you by the Competition Support Team input the MemberID, Name, Firstname, Gender, Club-ID, Club, Team-ID and Team of your players who you wish to import into the teams in your league.

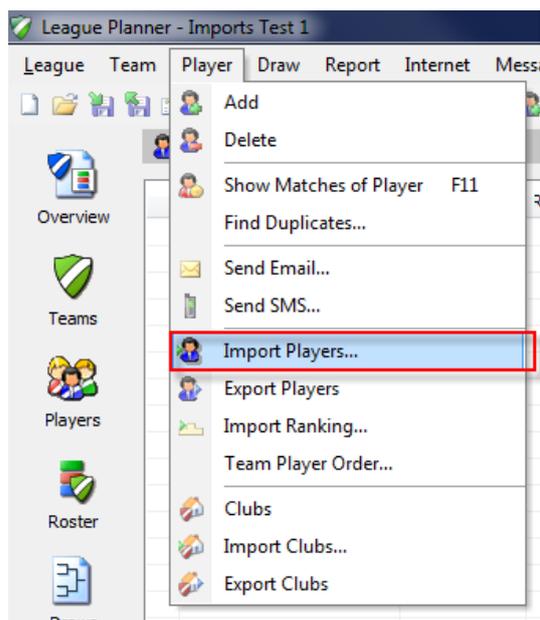
Please note the Club-ID, Club Name, Team-ID and Team Name must match the data previously entered.

Please also note that you must enter the player details onto separate lines for each team you for him/her to appear in. An example of this can be seen on lines 2 and 7 where Oscar White is playing in Putney's 12U and 14U Boys Teams.

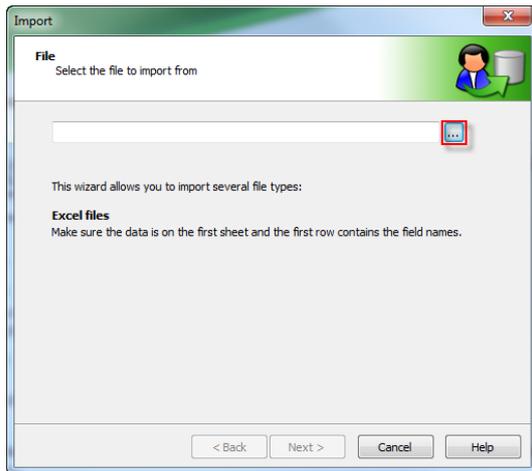
	A	B	C	D	E	F	G	H
1	MemberID	Name	Firstname	Gen	Club-ID	Club	Team-ID	Team
2	104969673	White	Oscar	M	SUR099	Putney Lawn Tennis Club	SUR099B12	Putney 12U Boys
3	105758016	Forrester	Nikita	M	SUR099	Putney Lawn Tennis Club	SUR099B12	Putney 12U Boys
4	104559486	Thesiger	Ben	M	SUR099	Putney Lawn Tennis Club	SUR099B12	Putney 12U Boys
5	104609253	Hill	Spencer	M	SUR099	Putney Lawn Tennis Club	SUR099B14	Putney 14U Boys
6	104590222	Miller-Cheevers	Joey	M	SUR099	Putney Lawn Tennis Club	SUR099B14	Putney 14U Boys
7	104969673	White	Oscar	M	SUR099	Putney Lawn Tennis Club	SUR099B14	Putney 14U Boys
8								
9								

To import the spreadsheet into your current league Planner file:

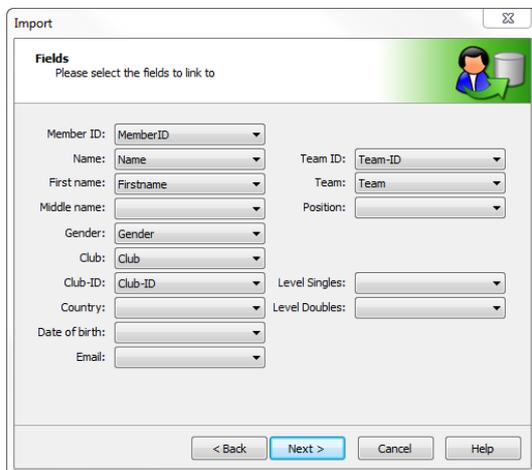
1. Select **Player** → **Import Players**



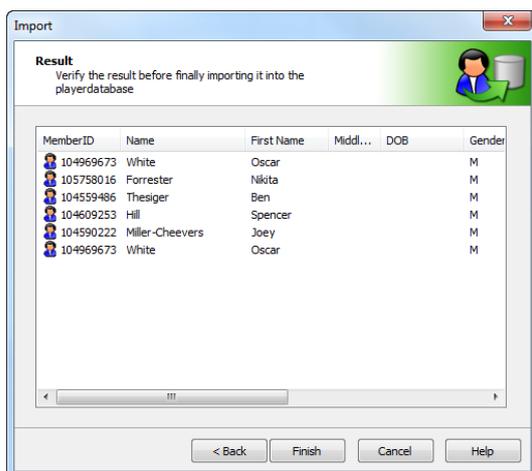
2. Select the location of the Excel spreadsheet. Click **Next**.



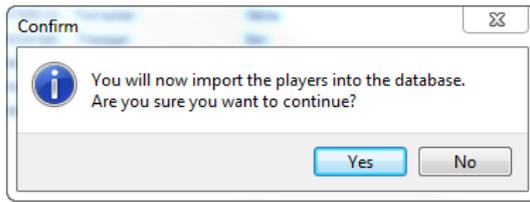
3. The fields should match automatically, if they don't please select the field from the drop down list. Click **Next**.



4. A list of the players being imported will be displayed. Click **Finish**.



- The system will ask you to confirm that you are happy to enter the players into the database. Click **Yes**.



- League Planner will then tell you the players have been imported. You will expect to see players being added and others updated, this is due to where players are added twice to compete in 2 teams. Click **Close**.

