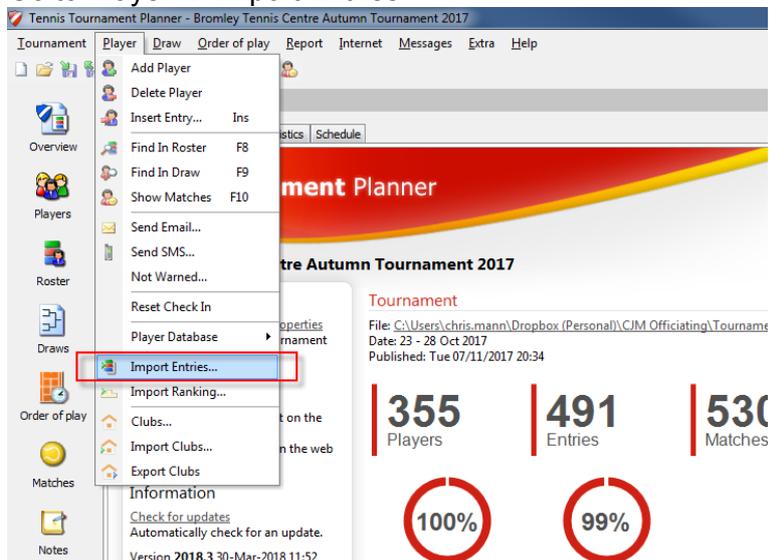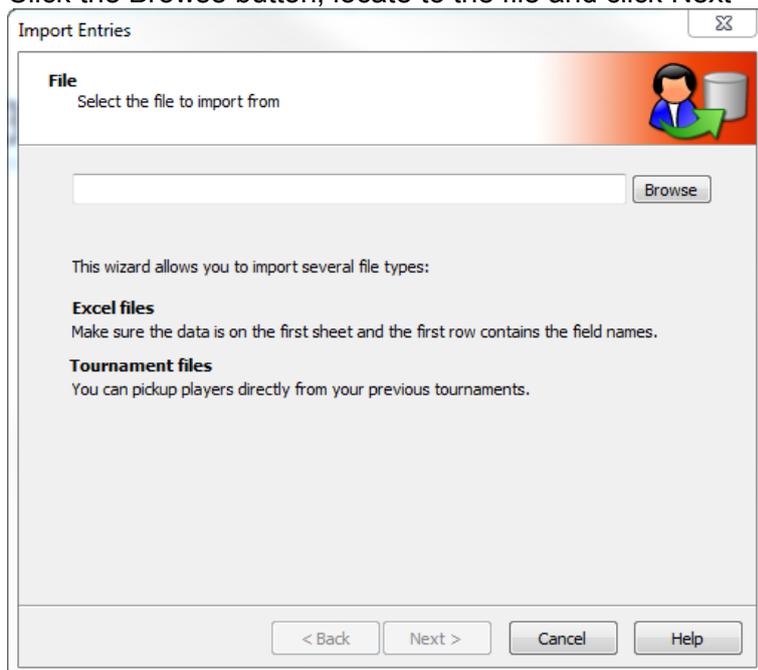# How to Import Entries

1. Save the file attached to the email to your computer noting where you have save it

2. Go to Player → Import Entries

3. Click the Browse button, locate to the file and click Next

4. The field names should map across from the spreadsheet as such, if this does not happen select them from the dropdown list and click Next

5. Again, the field names should map across from the spreadsheet as such, if this does not happen select them from the dropdown list and click Next

6. A list of those about to be imported will appear, ensure all players are ticked in and click Next