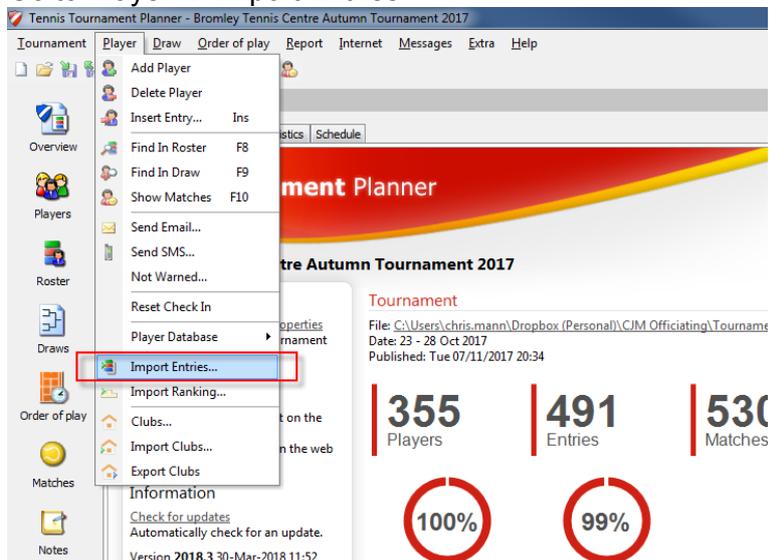


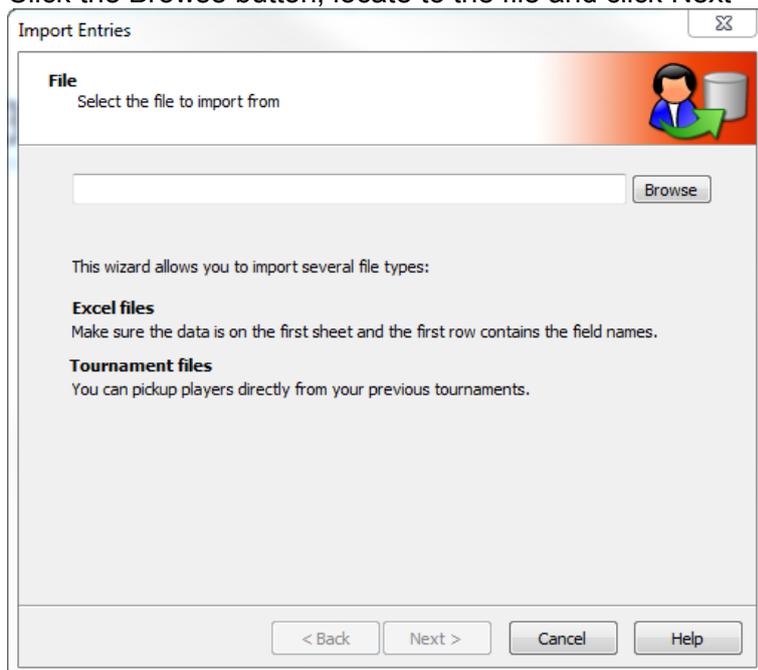
How to Import Entries

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

Import Entries [Close]

Fields
Please select the fields to link to

Member ID: Member ID	Phone Home: Phone Home
Name: Name	Phone Work:
First name: Firstname	Mobile: Mobile
Middle name:	E-mail: Email
Address:	Gender: Gender
Address 2:	Date of birth: DOB
Address 3:	Club:
Postal code:	County:
City:	Memo:
Country:	
Country:	

< Back **Next >** Cancel Help

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

Import Entries [Close]

Fields
Please select the fields to link to

	Paid:
	Discount:
	Seed:
Ranking Singles:	
Ranking Doubles:	
Rating Singles: Rating1	Event: Event
Rating Doubles:	Partner ID:

< Back **Next >** Cancel Help

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

