## 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  $\rightarrow$  Import Entries



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

Import Entries
File Select the file to import from
Browse
This wizard allows you to import several file types: Excel files
Make sure the data is on the first sneet and the first row contains the field names. <b>Tournament files</b> You can pickup players directly from your previous tournaments.
< Back Next > Cancel Help



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

Fields Please sele	ect the fields to link to		
Member ID:	Member ID 🔹	Phone Home:	Phone Home
Name:	Name 🔻	Phone Work:	
First name:	Firstname	Mobile:	Mobile
Middle name:	<b></b>	E-mail:	Email -
Address:	<b></b>	Gender:	Gender
Address 2:	<b></b>	Date of birth:	DOB -
Address 3:	<b></b>	Club:	
Postal code:		County:	
City:		Memo:	
County:			
Country:			

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	X
Fields Please select the fields to link to	
Paid:	<b></b>
Discount:	
Seed:	
Ranking Singles:	
Rating Singles: Rating 1	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

Name	First Name	Middl	Address	Postal
🔽 🤱 Shields	George			
🔽 \overline a Onuma	Yujiro			
🔽 \overline a Fullard	Luke			
🔽 🗟 Finch	Alex			
🔽 \overline 🖁 Harris	Matthew			
🔽 🤱 Turner	Archie			
📝 🔏 Richards	Oliver			
📝 🔏 Evans	Jonathan			
📝 🔏 White	Jack			
🔽 🤱 Antipatis	Nikos			_
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