

Importing Student Database into Meet Manager T&F

Follow the steps below to import ALL student information

1. Open MM T&F Excel Template

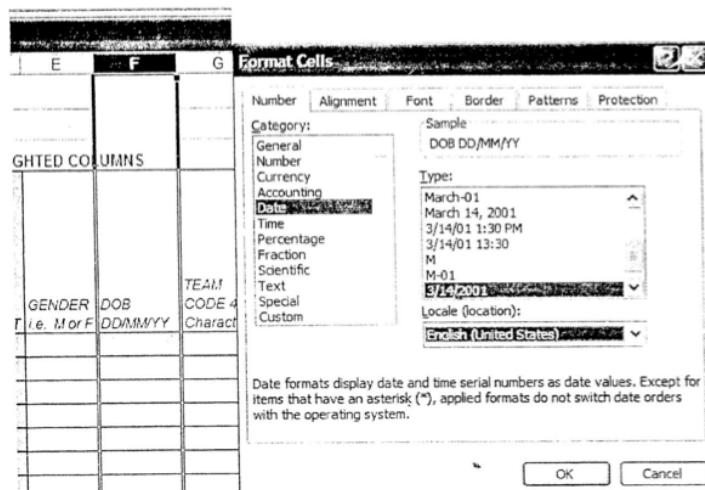
Please fill out ALL columns. DO NOT enter any data into BLUE columns									
	LAST NAME	FIRST NAME	INT	GENDER M or F	DOB dd/mm/YY YY	SCHOOLCODE 5 Characters: See CSSA Codes 2012	SCHOOL NAME Maximum 25 characters: See CSSA Codes 2012	AGE	SCH YR
3								112	
4								112	
5								112	
6								112	
7								112	
8								112	
9								112	
10								112	
11								112	
12								112	

Fill out ALL columns

- ie. Last Name, First Name, Gender (M or F), DOB (dd/mm/yyyy)
 School Code, School Name – see CSSA Codes or use **house colours**
 Age & School Yr

Do NOT enter any data into BLUE columns

- 2. Once this is complete – select the date column (F). From menu select Format – cells – date – scroll down to **3/14/2001** – highlight this then go to Locale (location) below and change from English (Australian) to English (United States). This ensures that the dates are the Australian way round when importing into MM



3. Now highlight all the information you have entered in the template A3:J14 (you will have a lot more records than shown here) ie.

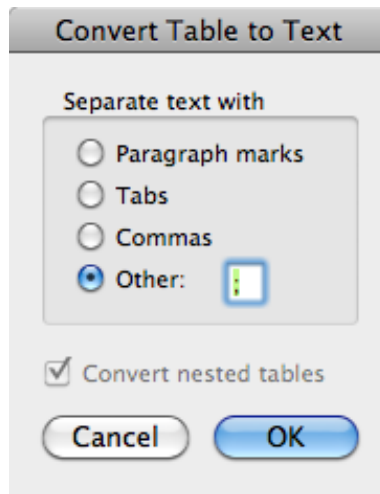
Copy it then open Word (in landscape layout) and paste the table into Word

LAST NAME	FIRST NAME	GENDE R M or F	DOB dd/mm/YY YY	SCHOOLCOD E 5 Characters: See CSSA Codes 2012	SCHOOL NAME Maximum 25 characters: See CSSA Codes 2013	AGE	SCH YR	Primary School Code	Secondary School Code	School Name
	Darcy	f		L	Lewis	12	7	ACC2	ACC2	Australian CC
	Jaya	m		A	Aylward	13	8	BCC2	BCC2	Belmont CC
	Thomas	m		TB	Ten Boom	13	7	BRW2		Berowra Ccs
	Lachlan	m		TB	Ten Boom	13	7	CYG2		Carinya Cs: Gunnedah
	Kristian	m		W	White	13	7	CYT2	CYT2	Carinya Cs: Tamworth
	Joshua	m		L	Lewis	12	7	CED2	CED2	Cedars CC
	Rhys	m		W	White	14	8	CHA2	CHA2	Charlton CC
	Emily	f		TB	Ten Boom	13	7		CHC2	Coffs Harbour Ccs
	Alexis	f		A	Aylward	14	8	COR2		Cornerstone Cs: Burrat
	Raquel	f		W	White	13	7	COV2	COV2	Covenant CS
	Audrey	f		W	White	13	7	DEN2	DEN2	Deniliquin CS
	Adam	m		TB	Ten Boom	13	7	DUB2	DUB2	Dubbo CS
	Oliver	m		TB	Ten Boom	14	8	GPC2	GPC2	Green Point CC
	Katherine	f		A	Aylward	13	7	GRE2	GRE2	Greenacre Baptist Ccs
	Sarah	f		W	White	13	7	HCS2	HCS2	Hunter CS
	Henry	m		TB	Ten Boom	13	7	ICC2	ICC2	Illawarra Cs: Cordeaux
	Anna	f		L	Lewis	14	8	ICT2	ICT2	Illawarra Cs: Tongarra
	Nathan (Nate)	m		A	Aylward	13	8	INA2	INA2	Inaburra School
	Bronwyn	f		A	Aylward	14	7	JER2		Jervis Bay Ccs

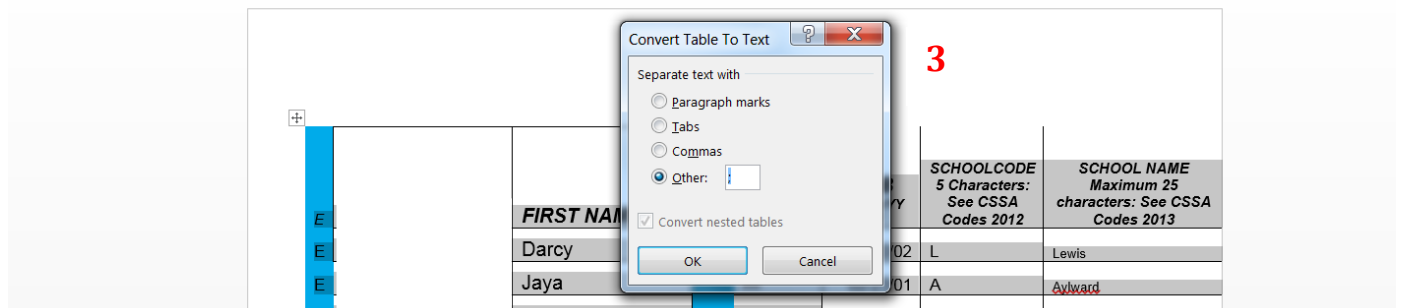
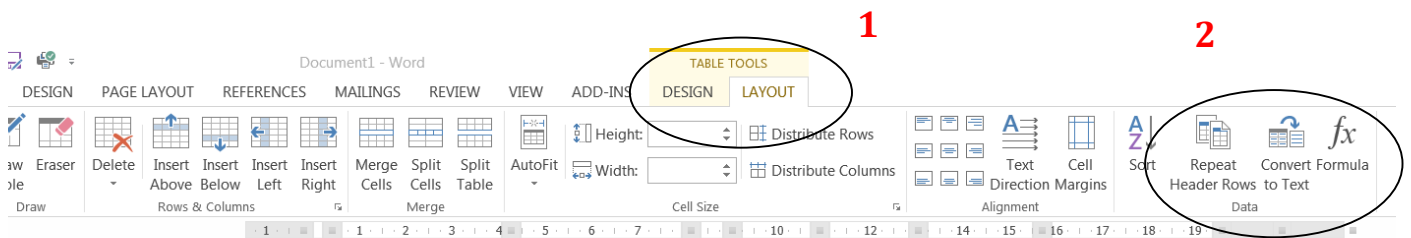
Word

	Darcy	f		COV2	Covenant CS	12	7
	Jaya	m		COV2	Covenant CS	13	8
	Thomas	m		COV2	Covenant CS	13	7
	Lachlan	m		COV2	Covenant CS	13	7
	Kristian	m		COV2	Covenant CS	13	7
	Joshua	m		COV2	Covenant CS	12	7
	Rhys	m		COV2	Covenant CS	14	8
	Emily	f		COV2	Covenant CS	13	7
	Alexis	f		COV2	Covenant CS	14	8
	Raquel	f		COV2	Covenant CS	13	7
	Audrey	f		COV2	Covenant CS	13	7
	Adam	m		COV2	Covenant CS	13	7

4. Select the whole table in Word and highlight it.
 Then from the menu choose "Table Tools" then select the 'layout tab' – convert table to text. Choose separate text with other and type in a ;



On a PC:

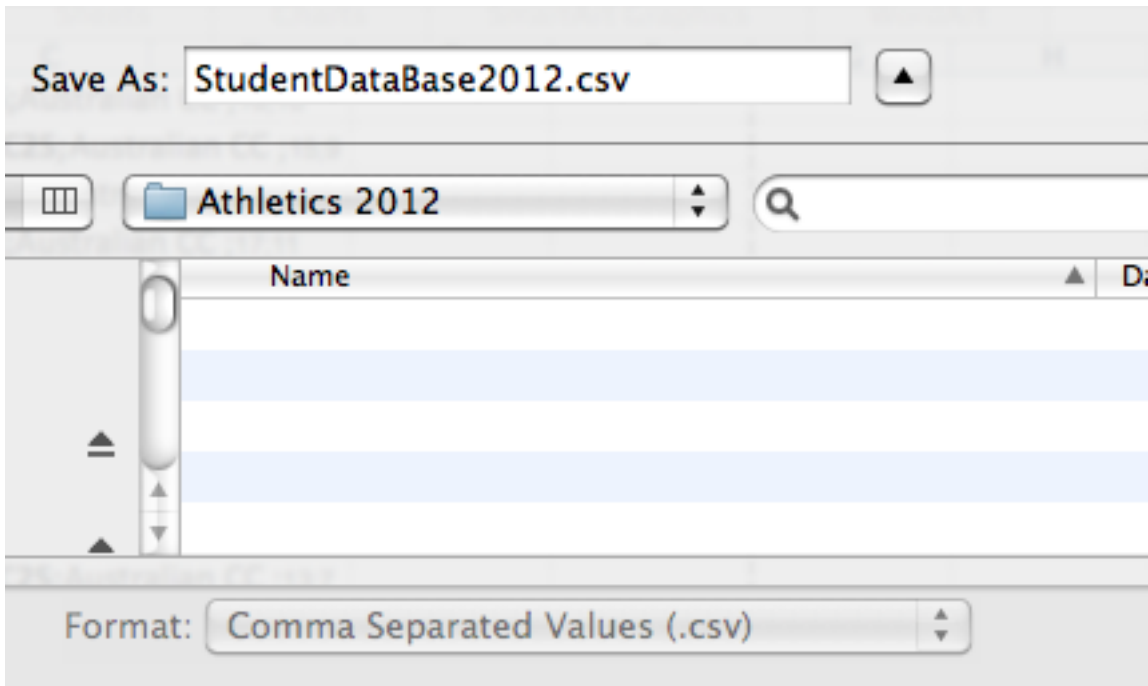


This should be the result you get –

E: :Darcy; ;f;04/10/02;COV2;Covenant CS;12;7
 E: :NG;Jaya; ;m;02/23/01;COV2;Covenant CS;13;8
 E: :Thomas; ;m;06/16/01;COV2;Covenant CS;13;7
 E: :chlan; ;m;03/22/01;COV2;Covenant CS;13;7
 E: :N;Kristian; ;m;05/27/01;COV2;Covenant CS;13;7
 E: :hua; ;m;02/23/02;COV2;Covenant CS;12;7
 E: :hys; ;m;11/28/00;COV2;Covenant CS;14;8
 E: :Emily; ;f;08/14/01;COV2;Covenant CS;13;7
 E: :axis; ;f;06/10/00;COV2;Covenant CS;14;8
 E: :JORT;Raquel; ;f;08/04/01;COV2;Covenant CS;13;7
 E: :udrey; ;f;07/05/01;COV2;Covenant CS;13;7
 E: :m; ;m;10/20/01;COV2;Covenant CS;13;7
 E: :SITE;Oliver; ;m;09/27/00;COV2;Covenant CS;14;8
 E: :herine; ;f;06/29/01;COV2;Covenant CS;13;7
 E: :Sarah; ;f;12/25/01;COV2;Covenant CS;13;7
 E: :Henry; ;m;07/03/01;COV2;Covenant CS;13;7
 E: :HS;Anna; ;f;04/17/00;COV2;Covenant CS;14;8

5. Highlight all this info – it may already be so – then copy it – open a new file in Excel and paste it into A1

Then save it as a CSV (comma delimited) file – this is one of the save options.



Then open Meet Manager T&F and select File – Import – Semi-colon delimited rosters/entries

Then OK and you should have all your athletes entered & teams entered