Importing Student Database into Meet Manager T&F

Follow the steps below to import ALL student information

1. Open MM T&F Excel Template

| | | | | | | | | Sheets Charts | SmartArt Graphic | | | |
|------------|-----|----------------------|------------|-----|---|--------------------|---|--|------------------|--------|--|--|
| \diamond | Α | В | С | D | E | F | G | H | | J K | | |
| 1 | Ple | ease fill out ALL co | lumns. | DO | DO NOT enter any data into BLUE columns | | | | | | | |
| 2 | E | 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 | Е | | | | | | | | 112 | | | |
| 4 | Е | | | | | | | | 112 | | | |
| 5 | Е | | | | | | | | 112 | | | |
| 6 | Е | | | | | | | | 112 | | | |
| 7 | Е | | | | | | | | 112 | | | |
| 8 | E | | | | | | | | 112 | | | |
| 9 | Е | | | | | | | | 112 | | | |
| 10 | Е | | | | | | | | 112 | | | |
| 11 | Е | | | | | | | | 112 | | | |
| 12 | Е | | | | | | | | 112 | | | |
| 10 | - | | | | | | | I | 440 | | | |

Fill out ALL columns

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

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

| E F | G | Primet Colls |
|---------------|----------------|---|
| GHTED COLUMNS | | Category: Sample General DOB DD/MM/YY Number Currency Type: |
| GENDER DOB | TEAM CODE 4 | Accounting March-01 Distance of the second |
| | | Date formats display date and time serial numbers as date values. Except for items that have an asterisk ("), applied formats do not switch date orders with the operating system. |

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

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

| FILE FILE Paste | HOME INSER Cut Cut Copy * Format Painter Cioboard | RT PAGE LAYOUT FOR Calibri \cdot 14 \cdot A B $I \sqcup \cdot$ $\boxdot \cdot$, Font | RMULA A A - | S DATA | REVIEW ≫ - ₽ V ← + = ↓ N Alianment | S VIEW ADD-II Vrap Text Alerge & Center ~ | tudent Info 2014 in template NS General \$ ~ % , \$ \$ \$ CC Fo Number 5 | [Read-Only] |] [Compared of the second seco | Normal 2 Good | ode] - 2 | Excel Normal Neutral Styles | Bad Calculation | Linsert Delete Format Cells | ? IE - S × Jay Trevasios * • • • GautoSum * ▲ ▲ • • Fill * Sort & Find & Filter * Select * • • Edition ● • • • |
|-----------------------|--|--|----------------------|---------------------|---|---|---|-------------|--|------------------|-------------|-----------------------------|--------------------|--------------------------------|--|
| P12 | 12 V I X X fb Covenant CS | | | | | | | | | | | | | | |
| | A B | С | D | E | F | G | н | | J | к | | М | N | 0 | Р |
| 1 F | Please fill out | ALL columns. | | DO NO | T enter a | nv data int | o BLUE columns | | | | | | CSSA CODES 20 | 13: Copy & Paste C | ode & School Name |
| 2 E | LAST NAME | FIRST NAME | INT | GENDE R Mor 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 | Secondary Schoo Code | L School Name |
| 3 E | | Darcy | | f | | L | Lewis | 12 | 7 | | | | ACC2 | ACC2 | Australian CC |
| 4 E | | Jaya | | m | | A | Aylward | 13 | 8 | | | | BCC2 | BCC2 | Belmont CC |
| 5 E | | Thomas | | m | - | тв | Ten Boom | 13 | 7 | | | | BRW2 | | Berowra Ccs |
| 6 E | | Lachlan | | m | - | тв | Ten Boom | 13 | 7 | | | | CYG2 | | Carinya Cs: Gunnedah |
| 7 E | | Kristian | | m | - | w | White | 13 | 7 | | | | СҮТ2 | СҮТ2 | Carinya Cs: Tamworth |
| 8 E | | Joshua | | m | - | L | Lewis | 12 | 7 | | | | CED2 | CED2 | Cedars CC |
| 9 E | | Rhvs | | m | | w | White | 14 | 8 | | | | CHA2 | CHA2 | Charlton CC |
| 10 E | | Emily | | f | | тв | Ten Boom | 13 | 7 | | | | | CHC2 | Coffs Harbour Ccs |
| 11 E | | Alexis | | f | - | A | Avlward | 14 | 8 | | | | COR2 | | Cornerstone Cs: Burrat |
| 12 E | | Raquel | | f | † | w | White | 13 | 7 | | | | COV2 | COV2 | Covenant CS |
| 13 E | | Audrey | | f | - | w | White | 13 | 7 | | | | DEN2 | DEN2 | Deniliquin CS |
| 14 E | | Adam | | m | - | тв | Ten Boom | 13 | 7 | | | | DUB2 | DUB2 | Dubbo CS |
| 15 E | | Oliver | | m | - | тв | Ten Boom | 14 | 8 | | | | GPC2 | GPC2 | Green Point CC |
| 16 E | | Katherine | | f | - | A | Aylward | 13 | 7 | | | | GRE2 | GRE2 | Greenacre Baptist Ccs |
| 17 E | | Sarah | | f | | w | White | 13 | 7 | | | | HCS2 | HCS2 | Hunter CS |
| 18 E | | Henry | | m | | тв | Ten Boom | 13 | 7 | | | | ICC2 | ICC2 | Illawarra Cs: Cordeaux |
| 19 E | | Anna | | f | | L | Lewis | 14 | 8 | | | | ICT2 | ICT2 | Illawarra Cs: Tongarra |
| 20 E | | Nathan (Nate) | | m | | A | Aylward | 13 | 8 | | | | INA2 | INA2 | Inaburra School |
| 21 E | | Bronwyn | | f | | A | Aylward | 14 | 7 | | | | JER2 | | Jervis Bay Ccs 👻 |
| - | Individual | Events (+) | | | | | | | | | | • | | | Þ |
| READY | | | | | | | | | | | | | | | ■ - + 100% |
| |) 🖸 🚫 | | 2 | XI | w] | | | | | | | | | | ▲ 📴 📶 🌜 2:40 PM 12/02/2014 |

Word

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

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 ;

| Convert Table to Text | | | | | | |
|-------------------------|--|--|--|--|--|--|
| Separate text with | | | | | | |
| O Paragraph marks | | | | | | |
| 🔘 Tabs | | | | | | |
| O Commas | | | | | | |
| 💿 Other: 📘 | | | | | | |
| ✓ Convert nested tables | | | | | | |
| Cancel OK | | | | | | |

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: | thys; ;m;11/28/00;COV2;Covenant CS;14;8 |
| E: | Emily; ;f;08/14/01;COV2;Covenant CS;13;7 |
| E: | exis; ;f;06/10/00;COV2;Covenant CS;14;8 |
| E: | DORT: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: | \ITE: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. 04/17/00.001/2.0 |

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.

| Save As: | StudentDataBase2012.csv | | |
|----------|-------------------------|----------|-------|
| | Athletics 2012 | ÷ a | |
| 0 | Name | | .▲ Di |
| | | | |
| Format | : Comma Separated Value | s (.csv) | * |

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