

# How upload your team's roster to the TSA website

This document describes how TSA Reps can upload their team's roster to the TSA website and why doing so is advantageous.

## Why Upload?

Having your roster online will make your life as a TSA Rep easier. Part of the task of entering meet results on the website requires you to input the names of the swimmers who set records and of those who were recognized as Double Winners or Triple Winners. Entering relay records can be especially tedious, as there are four swimmers' names to enter instead of just one. However, you can skip all that typing if the swimmers belong to a team whose roster has been uploaded to the TSA website; instead, you can select swimmer names quickly from an age-group-specific pull-down menu.

Another benefit of uploading your roster is that you can then use the website to produce a printed roster of your team suitable for exchanging with the other team's TSA Rep before the start of each meet. It's also helpful to print a separate copy for the Scorers' table in order to make it easier for names to be transcribed correctly to the score sheets – handwritten swimmer names on the pink and blue event entry forms can sometimes be difficult to read.

All teams are encouraged to upload their rosters, though this is not required. If you already have your team's roster in a spreadsheet (or can easily dump it out into one), it is very easy to get it into the format needed for upload. **If you elect not to upload your roster, you are responsible for updating your club information to list the number of swimmers on your team this year.** If you do upload your roster, this number gets set automatically for you, so leave it as "0" on your club information page.

## How to Upload:

First, in Excel (or other spreadsheet program), copy your roster to a new worksheet and reorder the columns into the following order:

*LastName,FirstName,MiddleName,DOB,Gender,Club\_SID*

The detailed format requirements for each of the six columns are:

1. Last Name (required) can be up to 32 characters long and should be appropriately capitalized
2. First Name (required) can be up to 32 characters long and should be appropriately capitalized
3. Middle Name (optional) can be up to 32 characters long and should be appropriately capitalized
4. Date Of Birth (required) is formatted as mm/dd/yyyy
5. Gender (required) is either M or F
6. Club SID (optional) can be up to 10 characters long and is assigned by the club to the swimmer (this is the swimmer ID each swimmer would be "tattooed" with during meets)

The optional items can be left blank, but the column still needs to be there even if it is empty.

Then save your roster as a "comma-separated values" (CSV) file. From Excel, choose "Save As" and then pick CSV as the desired file type. This will produce a simple text file where each line contains the comma-separated values for one swimmer. The file will have a name ending in ".csv".

If you are using Windows, right-click on the .csv file, choose "Open With" and then select Notepad as the program to open the file. (Don't just double-click the file, or it will open in Excel.) You will now see the raw comma-separated text.

Now you can log in to your account on [www.tsanc.org](http://www.tsanc.org), and then click the "club" menu link. This results in the following screen:



The screenshot shows a Firefox browser window displaying the Tarheel Swimming Association Admin interface. The browser's address bar shows the URL [www.tsanc.org/src/admin/club.php](http://www.tsanc.org/src/admin/club.php). The page features a blue header with the Tarheel Swimming Association logo on the left, the year "2012" in a black box on the right, and a navigation menu with links for "admin", "results", "contacts", "personal", "club", "year", and "logout".

The main content area is titled "Club Related Tasks" and lists several administrative actions:

- [Update your club's information](#)
- [Add a new TSA Representative for your club](#)
- [Update the Status \(Active/Inactive\) of a TSA Rep in your club](#)
- [Update the Type \(Primary/Alternate\) of a TSA Rep in your club](#)
- [Enter Dual Meet Team/Pool Records prior to 2001 and/or non Dual Meet records after 2000](#)

Below this section is the "Swim Team Related Tasks" section, which includes:

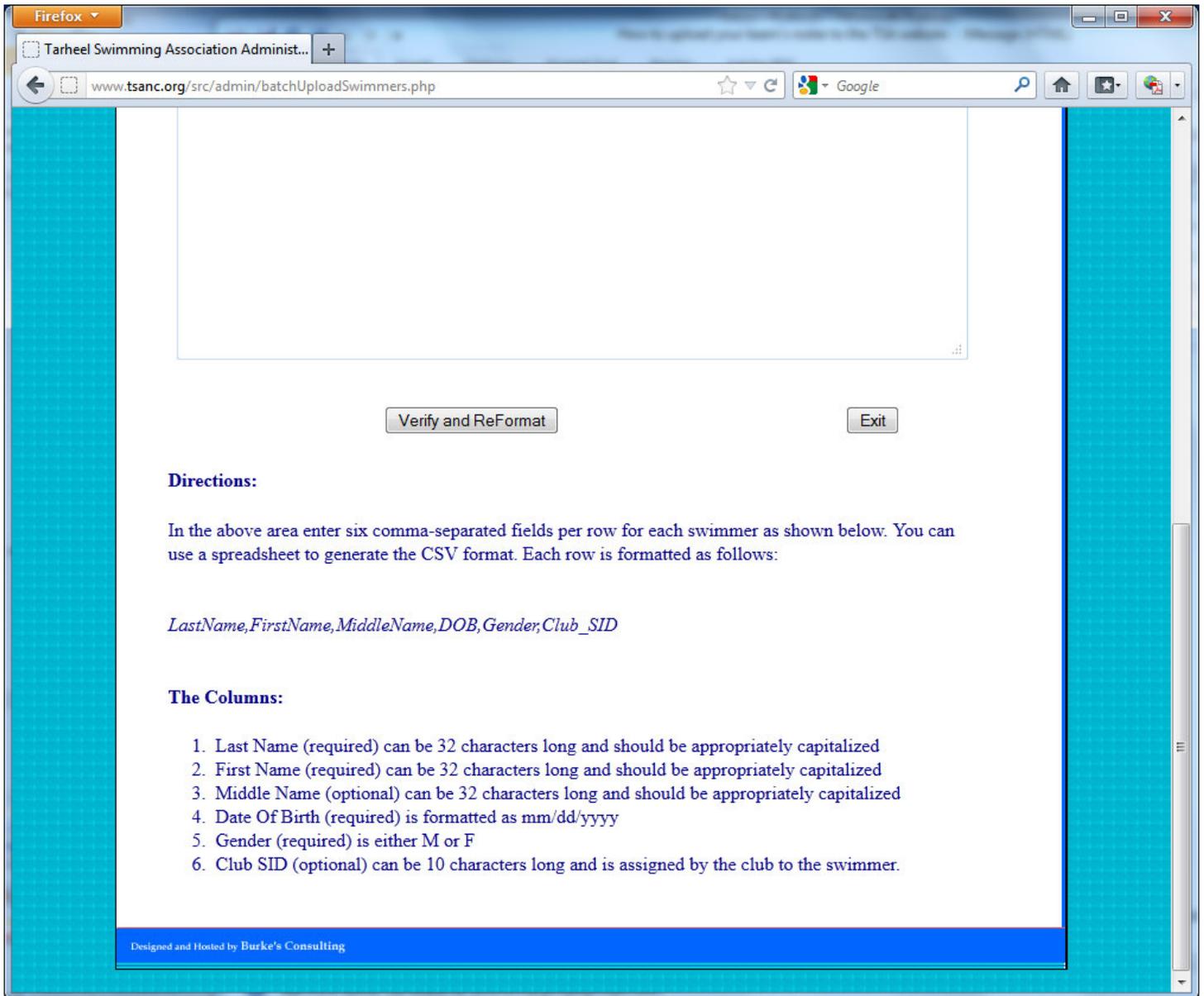
- [Batch Upload Of Team Roster](#) - Allows you to batch upload addition and changes throught the season.
- [Batch Download Of Team Roster](#) - Allows you to grab a copy of your roster in CSV format.
- [Manage Roster](#) allows you to add and edit individual swimmer data
- [Deactivate Swimmers](#) for the current season
- [Activate Swimmers](#) for the current season

At the bottom of the page, a footer indicates "Designed and Hosted by Burke's Consulting".

Click the “Batch Upload of Team Roster” link, which will lead to the following window (split over two screenshots below because it is so long):

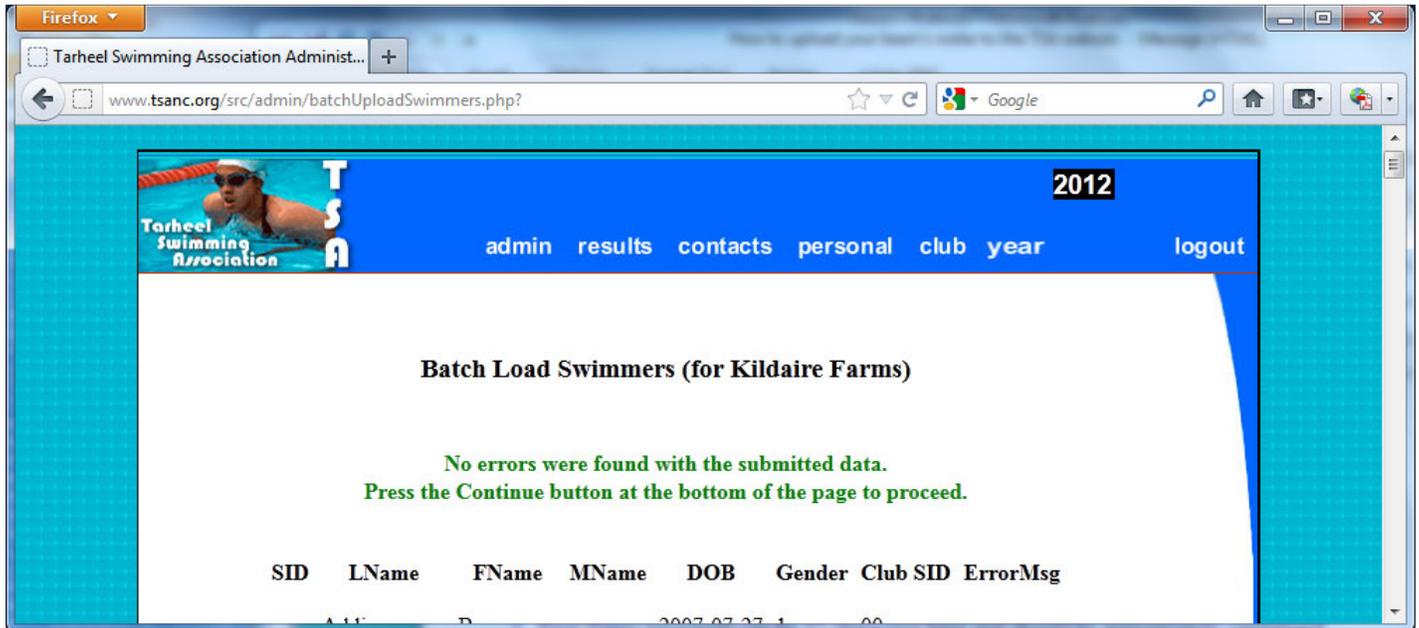
The screenshot shows a Firefox browser window with the following details:

- Browser: Firefox
- Address Bar: [www.tsanc.org/src/admin/batchUploadSwimmers.php](http://www.tsanc.org/src/admin/batchUploadSwimmers.php)
- Page Title: Tarheel Swimming Association Administ...
- Header: Blue bar with "2012" on the right and navigation links: admin, results, contacts, personal, club, year, logout.
- Logo: Tarheel Swimming Association (TSAN) with a swimmer image.
- Main Content: "Batch Load Swimmers (for Kildaire Farms)" centered on a white background.

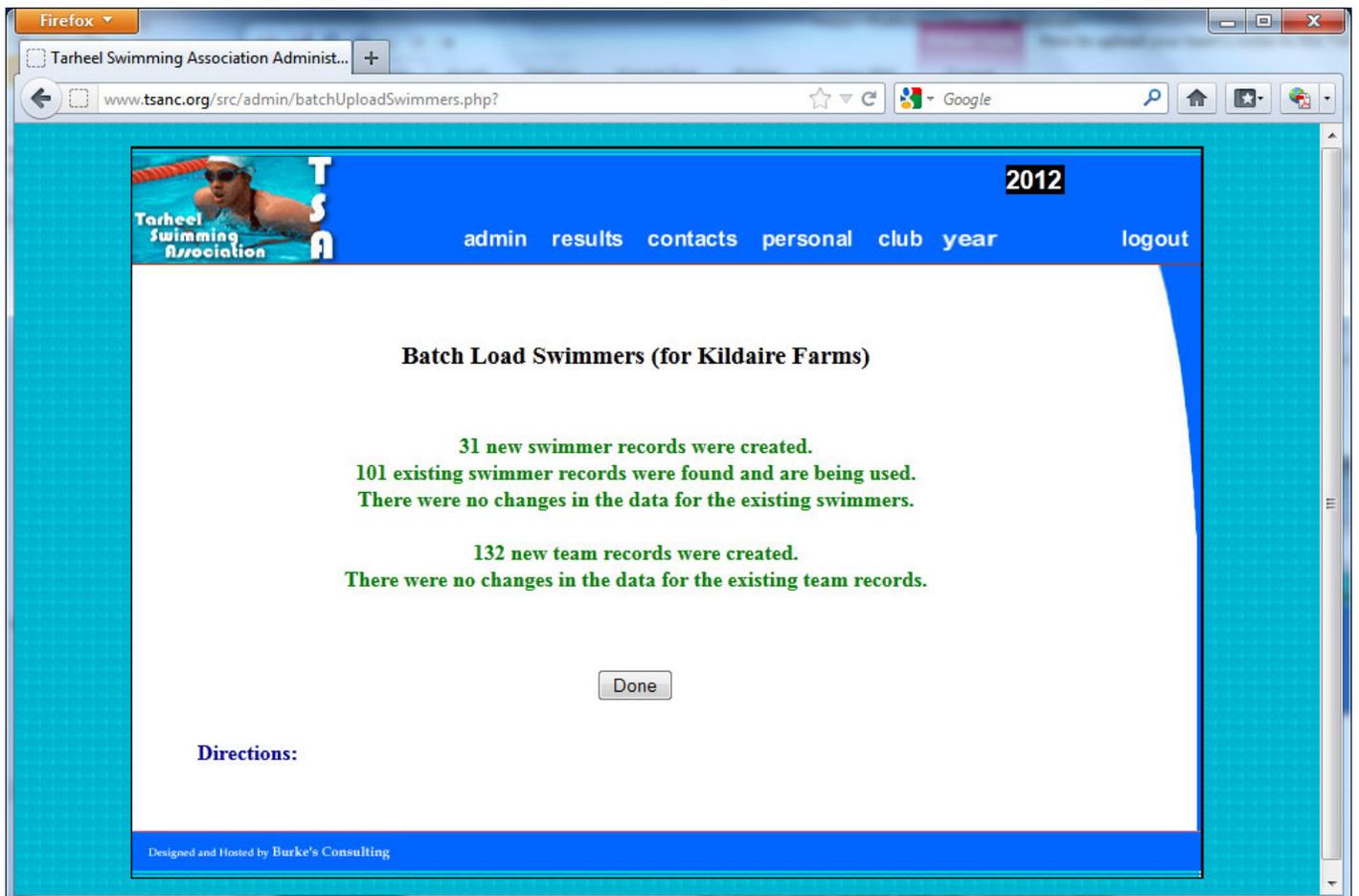


Now go back to your .csv file, which you have open in WordPad. Copy all the lines, but exclude the first one if it contains column headers (“Last Name”, “First Name”, etc.) instead of actual swimmer data. Paste your copy buffer into the big square “Batch Load Swimmers” window, and then press the “Verify and ReFormat” button at the bottom.

If there were any errors in the data you loaded, it will reject your upload and flag the erroneous line(s). If the data is clean, you will get a message to that effect, along with a summary of all the data (in the screenshot below, I have clipped off the window just before the swimmer data for privacy reasons).



Press the button at the bottom to confirm the data, and you'll receive a confirmation screen:



Click "Done" and you're done! Your team's swimmer count for the current season will automatically be updated to the number of swimmers listed in your roster.

## **Printing a copy of your roster for a meet:**

Go back to the first screen above and click the "Manage Roster" link. Select the contents of the whole page (e.g., "Control A" in Windows), copy the selected contents ("Control C" in Windows) and then paste the contents ("Control V" in Windows) into a Word document or some other word processor. Print that document and bring it to the meet.