

Individual Participant Information - Upload Data

If you choose to use the upload feature to enter your athlete participant information, you will have to utilize the provided template AND **follow the instructions PERFECTLY** to get it to work.

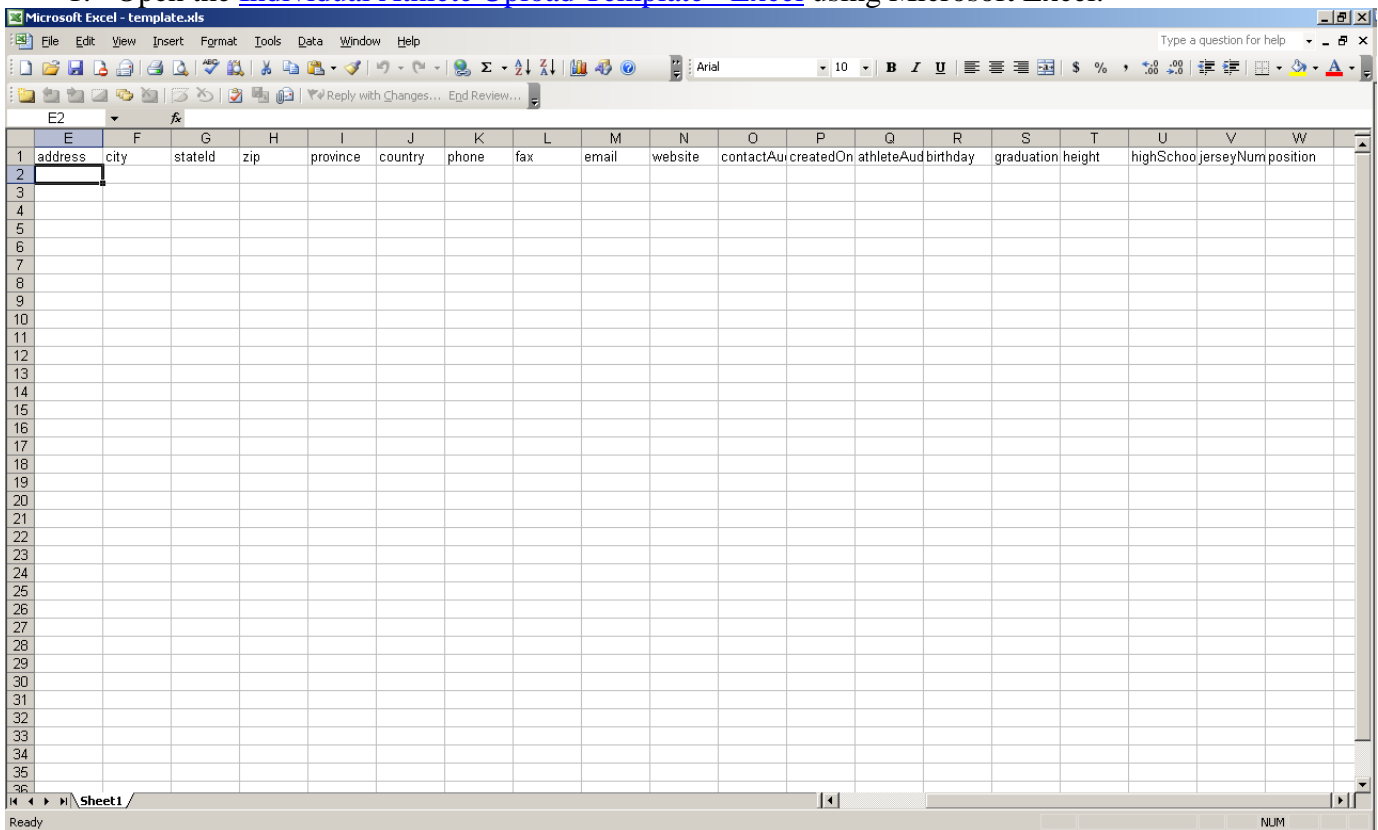
Warning: The upload file deletes all the existing records for the particular event being edited. If there are teams that have opted in to your event, they will be deleted. If you have already entered athletes, they will be deleted. If you had some teams opt in to your event so that you could just put checks next to the names of participants and avoid entering their information manually, it won't work.

When using the upload feature, please be aware of the following:

- The file must be a tab delimited text file, **not an excel spreadsheet**.
- The provided [Individual Athlete Upload Template - Excel](#) must be utilized. The template can also be downloaded from Individual Athlete Upload page in the BBCS.
- If the upload data has some errors (such as an invalid file/format). The system will display an error in red at the top of the page. The user must correct the error and upload again.
- The mandatory fields are First Name, Last Name, Address, City, State, Zip, Country and Phone.

Create the file to upload.

1. Open the [Individual Athlete Upload Template - Excel](#) using Microsoft Excel.



2. Enter the information for the athletes from the US and Canada as per the template columns. (NOTE: Other International athletes will have to be entered manually after the upload process has been completed. The upload will only work with US and Canada addresses at this time.)
3. When entering the individual athletes' information, the BBCS upload feature requires the following formats:

4. All of the data has to be formatted correctly.

- a. Date Format MM/DD/YYYY
- b. State Format 2 character abbreviations without periods (IN, MI, etc.)
- c. Phone Number Format 317 917 6222 (with spaces, no dashes)
- d. For Canadian athletes

- Enter one of the abbreviations below in the State column

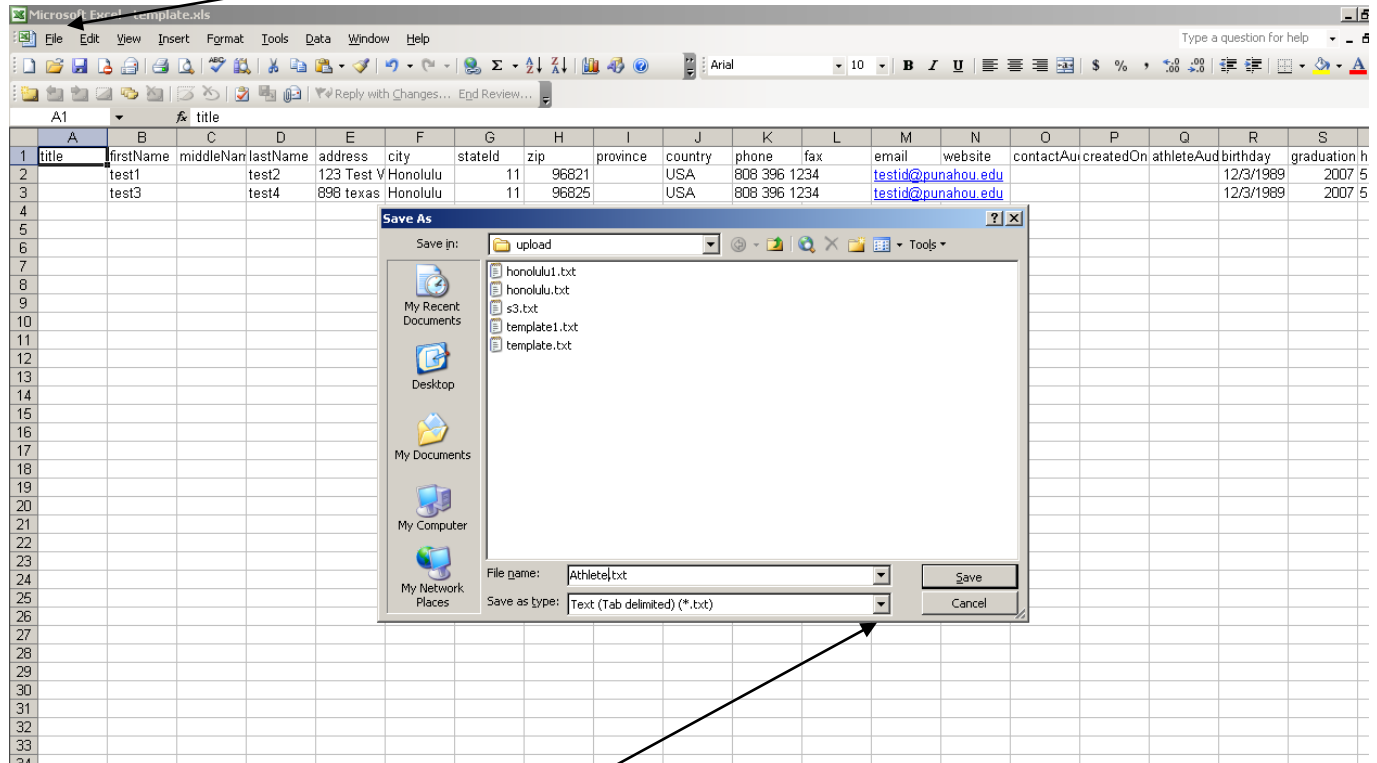
• Alberta	• AB
• British Columbia	• BC
• Manitoba	• KB
• New Brunswick	• NB
• Newfoundland	• NL
• Northwest Territories	• NT
• Nova Scotia	• NY
• Nunavut	• NS
• Ontario	• NU
• Prince Edward Island	• ON
• Quebec	• QC
• Saskatchewan	• SK
• Yukon Territory	• YT

- Province column must be EMPTY
 - Enter "Canada" for the Country (it will default to USA)
 - Canadian zip codes including letters will be accepted as long as you do not enter any spaces.
- e. When entering information for other International athletes other than Canada
- Enter OTHER in the State column
 - Enter the correct Province column (CANNOT leave this column empty when Other is selected as the state)
 - Enter the Country in the Country column
 - Zip codes including letters will be accepted as long as you do not enter any spaces.

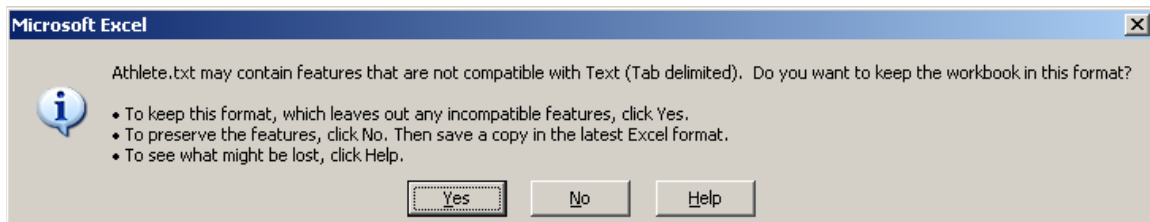
To use the import feature, you **HAVE** to utilize the **provided template** **AND** follow the instructions **PERFECTLY!!!!!!**

If you cannot get the upload feature to work, it would be necessary to enter the information manually.

5. From the main menu, click on File and select Save As.



6. Change the save as type utilizing the drop down arrow to select Text (tab delimited) (*.txt)
7. Click the Save Button.
8. Click 'Yes' if you get the following screen.



Upload the Data to the BBCS.

1. Click the [Edit Individual Athletes Button](#).
2. Click the [Upload Individual Athlete Button](#).
3. Click the [Browse Button](#) and find the file you just created. Reminder: You must upload the TXT file. The BBCS will not accept an Excel file.
4. Click the [Upload File Button](#). If an error message appears in red at the top of the page, the data is not formatted properly and will need to be corrected and the file uploaded again.
5. Once the information is successfully uploaded, you will need to go back and enter all international athletes that are **not from Canada** using the manual process. The BBCS currently has difficulty importing information with country and state codes that do not fit the standard US form. You may also run into problem entering international telephone number and zip codes that are not in the standard US or Canada format. If this is the case, enter all fives and e-mail the correct data to process-BBCert@ncaa.org identifying the event operator and the event to which the data applies.

To use the import feature, you **HAVE** to utilize the **provided template** **AND** follow the instructions **PERFECTLY!!!!!!**

If you cannot get the upload feature to work, it would be necessary to enter the information manually.