

IMPORT TIPS FOR OSCAR

1. When importing individuals to an existing team, make sure that the team name in your import file is exactly the same as the existing team name in OSCAR. Even a lower case letter or word will cause the system to think it is a new team (test team versus Test Team).
2. We recommend changing the Date of Birth format to a custom format of yyyy-mm-dd within excel. This will then keep all of date-of-birth in a consistent format and ensure any Date of Birth inconsistencies do not block the import.
3. If you plan to include data within the optional fields for address and phone number, please include data in all fields. It is an “all or nothing” concept and the import will flag an error if a field is missing.
4. We suggest keeping a consistent format for phone number (xxx-xxx-xxxx) and province (Ontario or ON)
5. Districts are requiring a set format for team names. All clubs should follow this format:
Club - Gender – YOB – League – Division - Team Identifier, if a Club has more than 1 team in a division (A/B or Black/White etc). **eg - Test Club M2005 ERSL T1 Blue**
6. When including Team Role, do not include coaching staff title. Enter either “Player” or “Staff”. A staff title can be added upon completion of the import.
7. Finally, complete the import in it's entirety, completing steps 1-3. Imports can get stuck in the wizard state if you use the manual back button. In the event that you need to cancel an import, please use the <back button on the import, and then select <cancel to fully cancel the import process.



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