

Starting with the Fall 2012 season, VYSA will only be accepting player data into the VYSA database, via Excel spreadsheet.

***It is no longer an option to send a CD or email your Club's data to the State Office.***

If you have any problem or any questions, please either send an email to [Eileen@VYSA.com](mailto:Eileen@VYSA.com) or call the State Office.

***To enter your Club's Data, you will need the email address that VYSA has on file for you, as well as the password that was emailed to you, previously.***

**If you do not have your password or have forgotten it, go to the Login page, Click Retrieve your LOGIN info and it will be emailed to you.**

To log in, go to <http://www.VYSA.com/Clublogin>

- Enter your email address and password.
- In the gray box on the left, click **PLAYER Administration**
- A new box will open and you will click on **IMPORT** which will bring up the Import screen, which will allow you to copy and paste your Data from your Excel spreadsheet directly into the Import Box.
- ***The fields on your Excel spreadsheet MUST match VYSA's fields for your data to upload successfully.***

**FIELDS** (all fields are required unless indicated as optional)

Registration Number	12 characters (optional)
Salutation (Mr., Mrs., Ms, etc.)	15 characters (optional)
First Name	15 characters
Middle Name	15 characters (optional)
Last Name	25 characters
Honorific (III, Jr., Esq, etc.)	10 characters (optional)
Address	42 characters
Address	42 characters (optional)
City	20 characters
State	2 characters
ZIP Code	10 characters
Birthdate	(mm/dd/yyyy) - must use 4 character year
Gender (M or F)	1 character
Telephone	13 characters
E-mail	50 characters
Record Type	20 characters
<u>Record Type Codes</u>	
P	Player
T	Coach/Team Staff
C	Club Staff

- Open your Data Excel spreadsheet. **Highlight** and **Copy** all of the data on your spreadsheet.
- Switch back to the Import Box on the Website and **Paste** your Data into that Import box.

*Give it a little time to load your Data. You'll see your progress as it goes.*

If your spreadsheet is set up correctly, you should not have to make any changes. It should load in the correct format. If you make a mistake and need to start over, click the purple **Start Over** box on the right of your screen.

*There is a Notes section on the right. If you have any errors, they will appear in **RED**. They must be corrected before you can proceed.*

- If you would like to review your data, click **Review Data**
- If all of your data is entered correctly, click **Proceed to Upload**.
- Scroll down to Upload Records. This will upload your records from your computer to VYSA.

When upload is complete, you will see a message that your upload is finished and also how many records have been processed.

You are now finished. You can compare your records to the number of records that were uploaded to VYSA. If they are the same, you're finished. No further information is required.