

Preparing your file for the MSHSAA Master List upload.

1. You need to have your incoming athletes (usually grade 7 and/or grade 9) in the software. You can import this information from your student information system. To get instructions on the import, click the User Manual link on the opening screen of your software.
2. Click the MSHSAA Master List button on the Contest Information screen.

Season: **2010-2011 MS Boys Soccer (EA) Schedule**

Day	Date	Opponent	Team	Site	Game1	Game2	Game3
Tue	8/24/10	Eastside (WAA)	5-8 Grade	Bridgeway Soccer Field	4:00 PM		
Mon	8/30/10	Cherokee Christian (WA)	5-8 Grade		4:00 PM		
Thu	9/9/10	Mount Paran (WAA)	5-8 Grade	Bridgeway Soccer Field	4:00 PM		
Fri	9/10/10	Excel Christian Academy (WA)	5-8 Grade		4:00 PM		
Wed	9/15/10	Mt Bethel Christian School (WA)	5-8 Grade		3:30 PM		
Mon	9/20/10	Mount Paran (WAA)	5-8 Grade		4:00 PM		
Tue	9/21/10	Excel Christian Academy (WA) (Cont)	5-8 Grade	Bridgeway Soccer Field	4:00 PM		
Wed	9/22/10	Eastside (WAA)	5-8 Grade		4:00 PM		
Thu	9/30/10	Cherokee Christian (WA) (Cont)	5-8 Grade	Bridgeway Soccer Field	4:00 PM		
Fri	10/1/10	Mt Bethel Christian School (WA) (Cont)	5-8 Grade	Bridgeway Soccer Field	4:00 PM		
Tue	10/5/10	Playoff Week	5-8 Grade	TBA	TBA		

Level: 5-8 Grade, All Participate, End of Season Banq, Pep Rally - All

View Two Schedules

Rosters, **MSHSAA Master List**, Game Schedules, Edit Selected Contest, Assign / Edit Officials, Assign/Edit Game Personnel, Schedule Reciprocal Contest, Clone / Extend Displayed Schedule, Delete Selected Contest, Delete Displayed Schedule

3. Select the grade level you want to upload

Select Grade Levels to Edit

Step 1: Select the grade level you want to upload to the MSHSAA site below.

Grade

0
5
6
7
8
14

Cancel

4. This will open a spreadsheet view of your athletes.

Edit Information for All Athletes

Step 2: Below are listed all athletes for the grade you selected. Grade Level, Date of Birth and Gender are required. Also complete appropriate Initial First Semesters and Initial Years.

Player:	GRD:	DOB:	Gender	Init 9 Sem	Init 9 Yr.	Init 8 Sem	Init 8 Yr.	Init 7 Sem	Init 7 Yr.
Baehman, Jonathan	7	9/22/2009	M					Fall	2010
Caudill, Mackenzie	7	2/11/1996	F					Fall	2010
Fox, Grant	7	6/22/1997	M					Fall	2010
Fulco, Miranda	7	8/21/1007	F					Fall	2010
Garrett, Mitchell	7	10/11/1996	M					Fall	2010
Goodhew, Caroline	7	12/12/1997	F					Fall	2010
Hunt, Ian	7	11/16/1996	M					Fall	2010
Keator, Maya	7	7/22/1997	F					Fall	2010
Marley, Nicole	7	10/10/1997	F					Fall	2010
Marlow, Parker	7	7/23/1996	M					Fall	2010
Martore, Stephen	7	6/15/1996	M					Fall	2010
Mosley, Ashley	7	12/10/1996	F					Fall	2010
Pickerign, Sam	7	2/26/1997	M					Fall	2010
Pracht, Natalie	7	3/11/1997	F					Fall	2010
Sewell, Emily	7	4/12/1996	F					Fall	2010
Trowell, Olivia	7	5/15/1997	F					Fall	2010
Turner, Cameron	7	4/12/1997	M					Fall	2010
Van Breene, Katie	7	4/11/1996	F					Fall	2010
*	0								

To fill in an entire column for Initial Semesters and Initial Years, make a choice of Fall or Spring for an Initial Semester on the left and click Go. This fills in the entire column. To complete columns for Initial Years, enter a year in the boxes to the right and click Go. This completes all entries for that column.

Set Init 9 Sem to: Initial 9th Year:

Set Init 8 Sem to: Initial 8th Year:

Set Init 7 Sem to: Initial 7th Year:

7. Click the Create the Upload File button

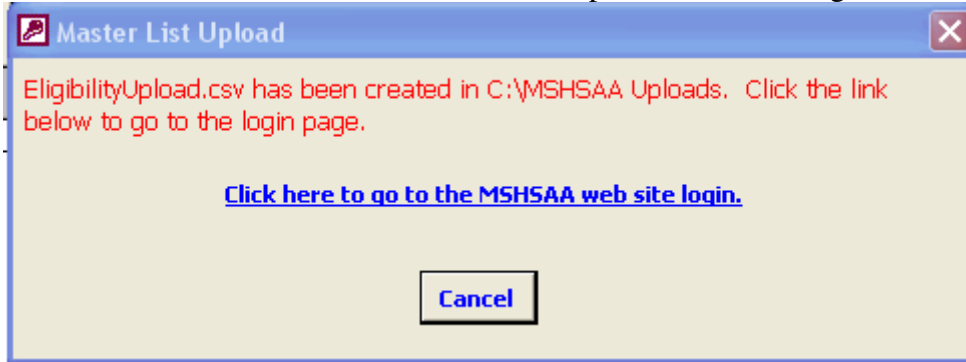
Data Entry Errors

These athletes are too old or too young.

Miranda Fulco	8/21/1007
Jonathan Baehman	9/22/2009

Click an Athlete to Edit Information

You will see the two misentered athletes. Click one of them and edit the birth date. When all are corrected, click the Create the Upload File button again.



When your data is good to upload you can click the link to go to the login page at MSHSAA. You can log in and upload your file. The file will be called EligibilityUpload.csv and it will be located in C:\MSHSAA Uploads.

Please call 888-334-8418 if you have questions.