How to Import Your Roster for a Team

Note: This functionality can only be performed by a team manager on the web. Not yet supported in iOS or Android mobile apps.

Don't feel like entering each roster member's information one by one manually? That's strange because it sounds like a good time. Type typey type! (That's the sound of typing on a keyboard.) Well, luckily there is an option for you to import your team with a file, so wipe that anxiety-induced bead of sweat from your brow and let's get started!

With roster import, you can upload a file (.XLS, .XLSX or .CSV), map the data to TeamSnap roster fields, and ta-da! Instant roster. We even have a roster import template for you!
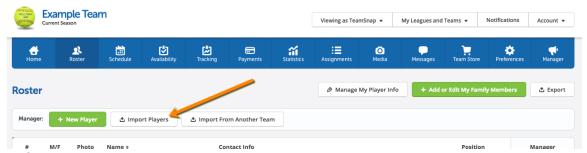
Set Up the Import File

The first line of your file will be read as the column headings for the system to match the data to the fields in the TeamSnap roster profile. They should roughly match the fields in the player profile.

first	last	Non-Player	address	city	state	zip	birthdate	Jersey Number	Position	email	email_label	phone
FNPlayer1	LNPlayer1	N	1234 Example Street							player@example.com		
FNPlayer2	LNPlayer2	N								player@example.com		
FNPlayer3	LNPlayer3	N								player@example.com		
FNPlayer4	LNPlayer4	N								player@example.com		
FNPlayer5	LNPlayer5	N								player@example.com		
FNPlayer6	LNPlayer6	N								player@example.com		
FNPlayer7	LNPlayer7	N								player@example.com		
FNPlayer8	LNPlayer8	N								player@example.com		

Up to 100 roster entries can be imported at once. For rosters over 100, please divide your roster into separate files for importing.

Import the Roster File

• Login to TeamSnap.com on the web
• Click your team name in the My Leagues and Teams dashboard

• Click the **Roster** tab
• Click **Import Players**
•
• Click **Choose File**

Import a File

Import a list of players by uploading a file below:

Choose File No file chosen

Download Our Roster Template | (Acceptable Formats: .XLS, .XLSX and .CSV)
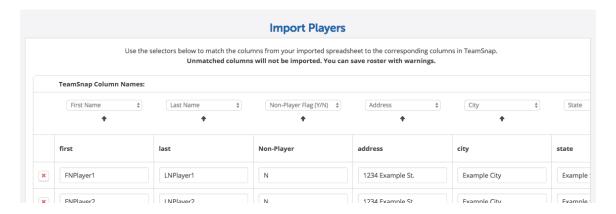
-
-
- Choose and open the file to import (.XLS, .XLSX or .CSV)
- Ensure all fields are correctly mapped
  - For each column of data, select the corresponding TeamSnap column name from the drop-downs. If you don't want to import a column, or there is no match, select "No Match." We'll import only the data that has a matching column name. We promise!
  - If field mapping errors are displayed, ensure all issues are corrected before attempting to proceed by clicking the field and correcting the information. The system will only not import fields with a mapping error.

Import Players

Use the selectors below to match the columns from your imported spreadsheet to the corresponding columns in TeamSnap.
Unmatched columns will not be imported. You can save roster with warnings.

TeamSnap Column Names:

First Name	Last Name	Non-Player Flag (Y/N)	Address	City	State
first	last	Non-Player	address	city	state
FNPlayer1	LNPlayer1	N	1234 Example St.	Example City	Example
FNPlayer2	LNPlayer2	N	1234 Example St	Example City	Example

- Click **Save Roster**
- Finally, you just need to invite your roster members to join the team!

Help! I imported the wrong data!

No worries! If you need to make a few changes you can open and edit the data in each roster profile manually OR if there are quite a few changes that need to be made you can delete the players from your roster, make the changes in your original file, and import the file again.