Instructions for

# **Importing Registration Spreadsheet to Winfree**

2014-10-24



## Contact:

H. F. Tech Inc

585-582-5922 support@winfree.hfti.com

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## 1 Quick Start Guide

#### 1.1 Introduction

This feature of Winfree is used to merge (no existing information will be deleted) spreadsheets.

As a warning, the error checking is not as robust as used for the Name Entry window, so you need to be careful about checking for errors (e.g., a name in the "Year of Birth" field, commas in "ID" field, etc.). If any of these things cause severe problems, please report it by email.

Spreadsheets can be:

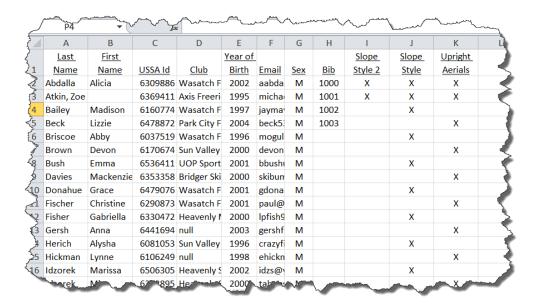
- A USSA Spreadsheet representing one event
- A Registration Spreadsheet with row headers describing each column

## 1.2 Quick Example

## 1) Use Winfree to:

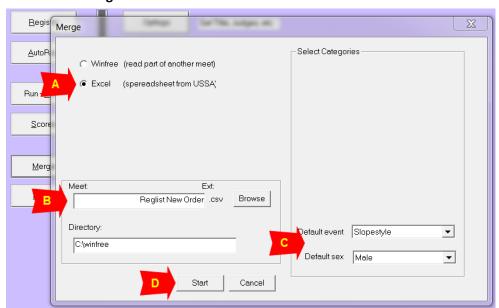
- Create a meet and add all the events you need.
- Make sure any meet options are set (such as men/women with same bib, type of meet, etc.)
- [Skip for USSA files] Write down the long event names from Options, or short event name from Registration (also, these appear in the Status screen). A good bet is to leave Winfree open to the Status screen.
- 2) [Skip for USSA files] Bring up the spreadsheet in Excel. This is not needed if it's a USSA registration. Make sure some of the column headers are taken from the following (see Section 3.3 Column Contents):
  - Last Name (or Name, Last, Nom de Famille, Dernier, Nom)
  - First Name (or First, Prénom, Première)
  - **Sex** (or Gender, Sexe, Group, Groupe, Gp)
  - Year of Birth (or Born, Birthday, Année de Naissance, Né)
  - ID (or USSA ID, USSA#)
  - **FIS ID** (or FIS#)
  - Club (or Mountain, Montagne, Rep)
  - Nation
  - Bib (or Dossard)
  - Events registered as either:
    - One column per event with X's (or other non-blank). The header must have an Option window name (like Moguls), a short Registration window name (like M), or a national event ID (like U4020). These can be found in the Status window.
    - A single column with multiple short event names (like MDSA) per person. The header must be "Events" (or Épreuves).
  - Anything else will be ignored





#### 3) [Skip for USSA files] Save as CSV file.

## 4) Go into Winfree and merge it:



#### Where:

- A = Pick Excel
- B = Pick filename picked with Browse
- C = [Skip for USSA files] Optionally, pick default event/sex used only if there is no other event information
- D = Hit Start button.

## 5) Check the registration to make sure it's OK.



## 2 <u>Detailed Instructions</u>

## 2.1 Detailed Instructions for Setting up Registration Spreadsheet

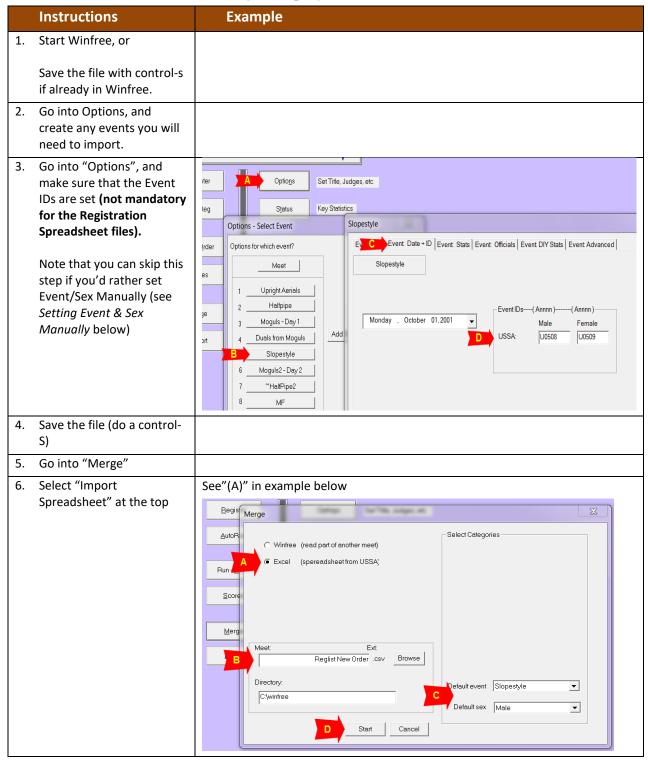
If you have a USSA Spreadsheet, please skip this section.

| Instructions   | Example   |
|--|---|
| Start Winfree, go into Options, and create any events you will need to import.   |   |
| 2. Bring up the spreadsheet in Excel   |   |
| 3. Make sure the column headers (Row 1) are the correct ones based on Section 3.3 Column Contents.  Particularly, make sure the event columns have a header that's the | See Section 3.3 Column Contents  See Section 3.4 Where to Find Event Header Information from Winfree. |
| Event ID, the "Registration" letters, or the "Option" names. Option names are recommended as the most 'readable'.  |   |
| 4. Do a "File" (A) and "Save As" (B).  Pick "CSV" (D), a folder (E), and a file name (F).  Hit "Save" and you'll get some warning messages.                            | Register Run Corder Searce Continue Mindows Help    Save As   |
| 5. Continue with the steps in <i>Section</i>   |   |

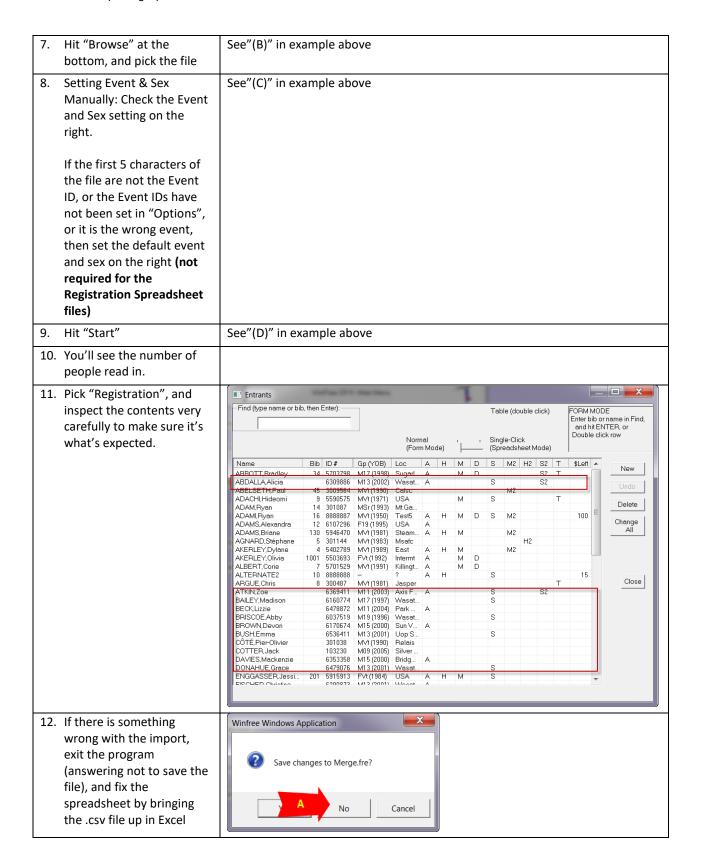


2.2 Detailed Instructions for Importing Spreadsheet

## 2.2 Detailed Instructions for Importing Spreadsheet





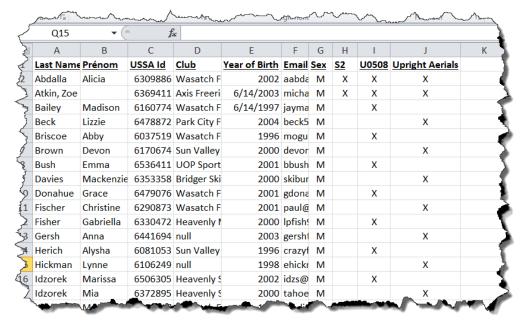




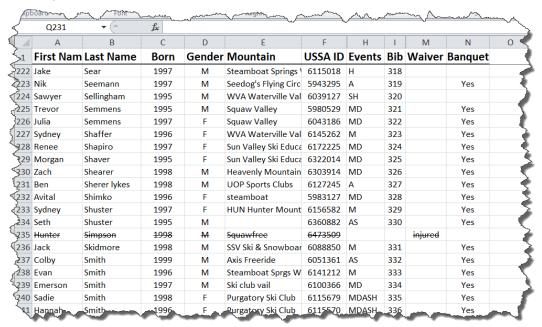
## 3 Setting up Registration Spreadsheet Files

## 3.1 Sample Files

(The "Prénom" is French for "First Name", showing synonyms are allowed.)



#### A second example is:





## 3.2 Important Notes

- It is a merge. Information is added or replaced, but nothing is deleted. People not on the spreadsheet are retained, existing bibs are kept if the new bib is blank, etc.
- The first row or 'header' row is used to describe what is in the column.
- After the header row, there is one row for each person.
- The header row titles are case insensitive, so that "Last Name" and "LAST NAME" and "last name" are all the same.
- Characters other than letters and numbers in the header row are ignored, so that "Last name" and "Last-name" are all the same.
- The order of the columns is not important.
- Other non-standard columns may be included and will be ignored. Each will result is a request to proceed.
- Rows above the header row are ignore, as long as the first column is blank.
- There must be a Last Name (or Name) column. Every person must have this column filled in.
- Synonyms can be used in place of the suggested column headers. Feel free to email other suggestions for synonyms (including names to ignore).

### 3.3 Column Contents

| Colum Headers (First Row) | Synonyms                     | Examples of Contents in Other Rows in the Same Column  |
|---------------------------|------------------------------|--|
| Last Name                 | Name                         | There are two possible contents:   |
|                           | Last                         | Stone (Last name of person)  |
|                           | Nom de<br>Famille<br>Dernier | Stone, Dick (Both names separated by a comma. If you do this, the First Name column must be blank or not used)                       |
|                           | Nom                          | This is the only mandatory column.   |
| First Name                | First                        | Dick (First name of person)  |
|                           | Prénom<br>Première           |  |
| Sex                       | Gender                       | Only the first character is used, so valid examples are:  • M or F   |
|                           | Sexe                         | Male or Female   |
|                           | Group                        | Mâle or Femelle  |
|                           | Groupe<br>Gp                 | • M3 or F1   |
| ID                        | USSA ID<br>USSA#             | <b>123456</b> (National number of the person. This is the key field for identifying the person unless the name fields match exactly) |
| FIS ID                    | FIS#                         | <b>12335</b> (FIS number)  |



| Colum Headers (First Row)   | Synonyms  | Examples of Contents in Other Rows in the Same Column   |
|---|---|---|
| Club  | Mountain<br>Rep                                     | Wasatch Freestyle Foundation (Name of club)   |
| Nation  | Montagne  | USA (Three character national abbreviation)   |
| Year of Birth   | Born  | There are three possible contents:  |
| real of birtii  | Birthday  | • 1990 (Year born)  |
|   | Année de<br>Naissance<br>Né                         | <ul> <li>1990-03-07 (Birth date – where only year is used).</li> <li>3/7/1990 (Birth date – where only year is used).</li> </ul>  |
| Bib   | Dossard   | Bib number  |
| There are 3 ways to identify a column (see Section 3.4 Where to Find Event Header Information from ) with the event where people are registered:  • Aerials Saturday (Names set in the Option window) (Recommended method)  • M2 (Short event names used in the Registration window)  • U1405 (National event ID, which must have been previously set up in Options). Note that gender of the Event ID isn't important. |   | X (Or any other character)  |
| Events (alternate way of showing in events where all events are in one column) (Not recommended)  | Épreuves  | MDSHM2 (Can be used in place of the above to set all events out of one column using the Registration short names. In this case, it's Moguls, Duals, SlopeStyle, Halfpipe, Moguls 2) |
| Ignore  | Division Club Code Age Email Points Date Registered | Ignore this column without asking   |

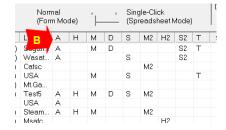


## 3.4 Where to Find Event Header Information from Winfree

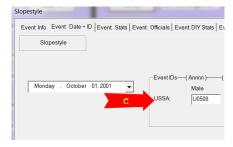
#### Using the name in Options



## (or) Using the short names in Registration



## (or) Using Option > Event Date+ID > Event IDs:



Note that all three can be found in the Status window.

