

Instructions for Master Roster Upload:

- 1) Load the spreadsheet in Excel
- 2) Add the desired people using the samples as a guide - the samples should be replaced
 - a. Please add all persons (e.g. athletes/coaches/etc.) from your gym/school/organization.
- 3) When the list of people is finished being edited, use File -> Save As, and select Format: Comma Separated Values (.csv)
 - a. Note: Be sure to select either Windows Comma Separated Value or MS-DOS Comma Separated Value, the file will not upload correctly if you don't use one of these two specific file types.
- 4) Upload the .csv file on the portal

School Customers: Please use separate .csv files for Varsity Cheer, JV Cheer, Varsity Dance, College All-Girl, College Coed, etc.

All Star Customers: Please use separate .csv files for All Star Cheer and All Star Dance.