

Copy & Paste a team list from a spreadsheet

If you have been given players lists in a spreadsheet format, you can copy and paste them directly into EnterNOW.

	LAST NAME*	FIRST NAME*	GENDER (M/F)*	DOB (D/M/YY)*	CAP NUMBER	
1*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	⌕

Before we can import the data, we need to make sure that our column order in the spreadsheet matches the order of the columns in the entry form

In this example the column order is

1. Last Name
2. First Name
3. Gender
4. Date of Birth
5. Cap Number

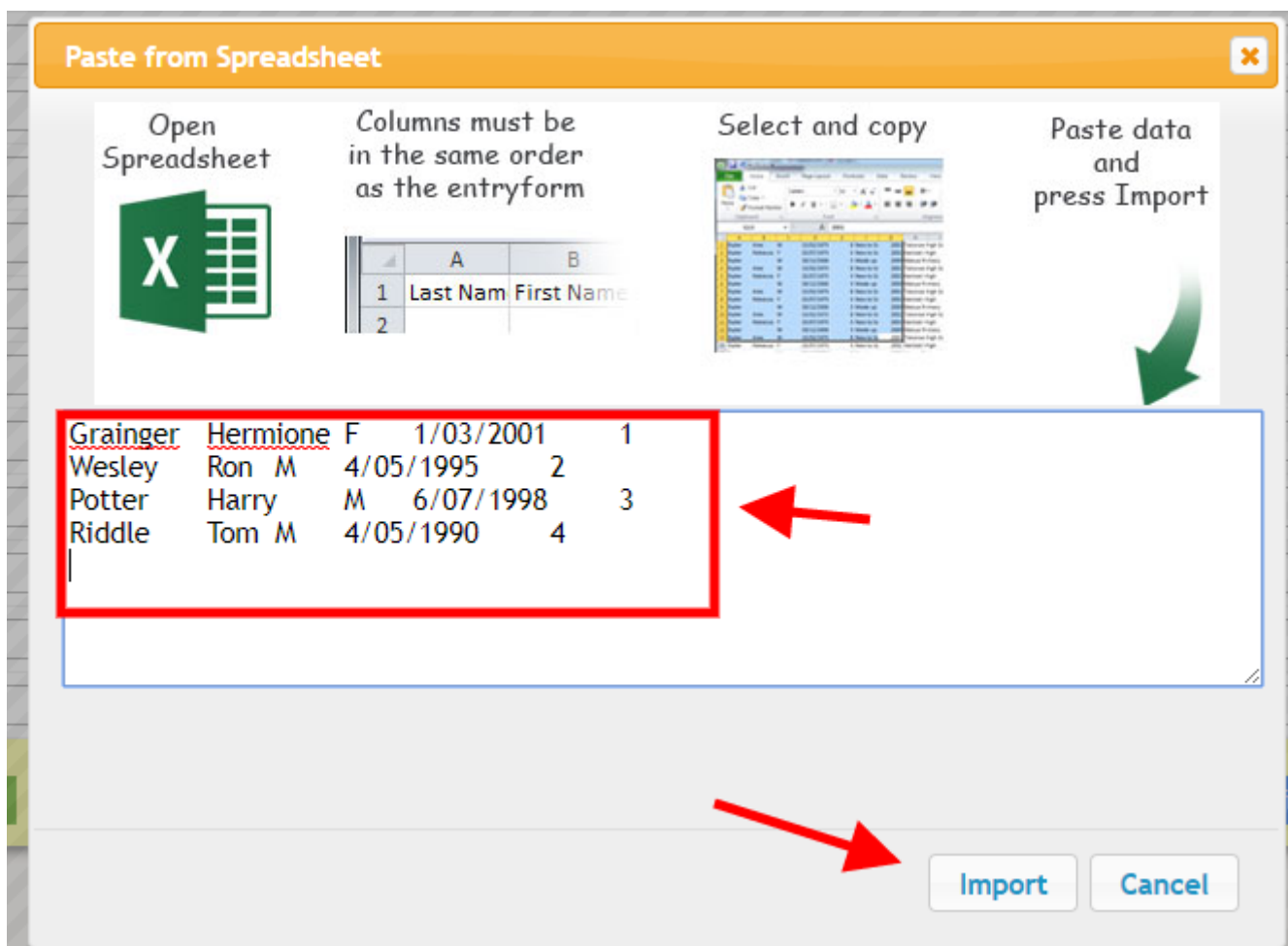
If you don't have all the information required, just leave a blank column in your spreadsheet, as long as there is a column for each field.

	A	B	C	D	E	
1	Last Name	First Name	Gender	Date of Birth	Cap	
2	Grainger	Hermoine	M	22/03/2014	1	
3	Potter	Harry	M	23/03/2010	2	
4	Weasley	Ron	F	24/03/1981	3	
5	Riddle	Tom	M	25/03/1980	4	

In excel select your team list, and copy it to the clipboard. Eg **Ctrl+C** on a pc, or **Command-C** on a mac



Click on [**Add Entry**], then down the bottom right of the players list, click on [**Paste from Spreadsheet**]



Paste your data into the box, **Ctrl+V** on pc, or **Command+V** on a mac, then click on [**Import**]
Your players will now be showing in the entry form.

	LAST NAME*	FIRST NAME*	GENDER (M/F)*	DOB (D/M/YY)*	CAP NUMBER	
1*	Grainger	Hermione	F	1/03/2001	1	⊘
2*	Wesley	Ron	M	4/05/1995	2	⊘
3*	Potter	Harry	M	6/07/1998	3	⊘
4*	Riddle	Tom	M	4/05/1990	4	⊘
5*						⊘
6*						⊘

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