

# 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



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