

# Importing Groups from KAMAR

Exporting student data from Kamar School Management System

From the main screen go to [**Printing**] > [**Export**] > [**Group Tab**]

You can choose from **My Groups** if you setup the groups or select **Groups by Type** > **Sport** > Select Sports, if someone else setup the groups.

The screenshot shows the KAMAR School Management System interface. At the top, there is a menu bar with 'File', 'Edit', 'Navigate', and 'Help'. Below this is a header bar with a logo on the left and a 'Students' button on the right. The main content area has a blue header with 'Main Menu > Search'. Below this, there is a search bar with the text 'Find **Attending** students, sorted by students name'. On the left side, there is a 'Current Search Title...' field with a 'Clear' button. Below this is a 'Saved Searches...' list with 'Current Search' highlighted. The main search area has a 'Search Type' section with radio buttons for 'Or' (selected) and 'And'. To the right of the radio buttons is a 'Filter' field with a dropdown menu. The dropdown menu is open, showing three options: 'My Groups', 'Groups by Type', and 'All Groups'. The 'My Groups' option is selected, and a list of groups is displayed below it, with 'Mountain Biking' highlighted. The status '0 Group(s) Selected' is shown at the bottom of the search area.

The fields you need to export should match the entry form

The easiest way to do this is setup a search that exports all data, and save that search so you don't have to select the fields all the time. Then export the data to csv/xls file and delete the columns you don't need

These fields should cover most of what is required

- Student ID (Should already be selected)
- First Name (Should already be selected)
- Surname (Should already be selected)

- General > Gender
- Date > Date of Birth
- Date > First Attendance
- Timetable > Year Level
- Ministry > Previous School 1 Name
- Caregivers > PCG One Name (eg. Mother)
- Caregivers > PCG One Phone Home (eg. Mother)
- Caregivers > PCG One eMail (eg. Mother)

Click [ **Export** ] and save the file.

Main Menu > Printing > Export

Column Headings File Format: CSV

Current Export Title... Clear

Saved Exports...

- Current Export
- Last Export
- NCEA Update
- NZQA - NCEA Summary 08
- Time table building

Category: Caregivers Toggle

PCG One Phone Home (eg. Mother)

PCG One Phone Work (eg. Mother)

PCG One Relationship (eg. Mother)

PCG One Status (eg. Mother)

PCG One Work Address (eg. Mother)

PCG Two Address (eg. Father)

PCG Two BoT Flag (eg. Father)

PCG Two Copy of Report (eg. Father)

PCG Two eMail (eg. Father)

PCG Two Language Spoken (eg. Father)

PCG Two Name (eg. Father)

PCG Two Notes (eg. Father)

PCG Two Occupation (eg. Father)

PCG Two Phone Cell (eg. Father)

PCG Two Phone Home (eg. Father)

PCG Two Phone Work (eg. Father)

Students Primary Caregiver (E.g. mother) e-

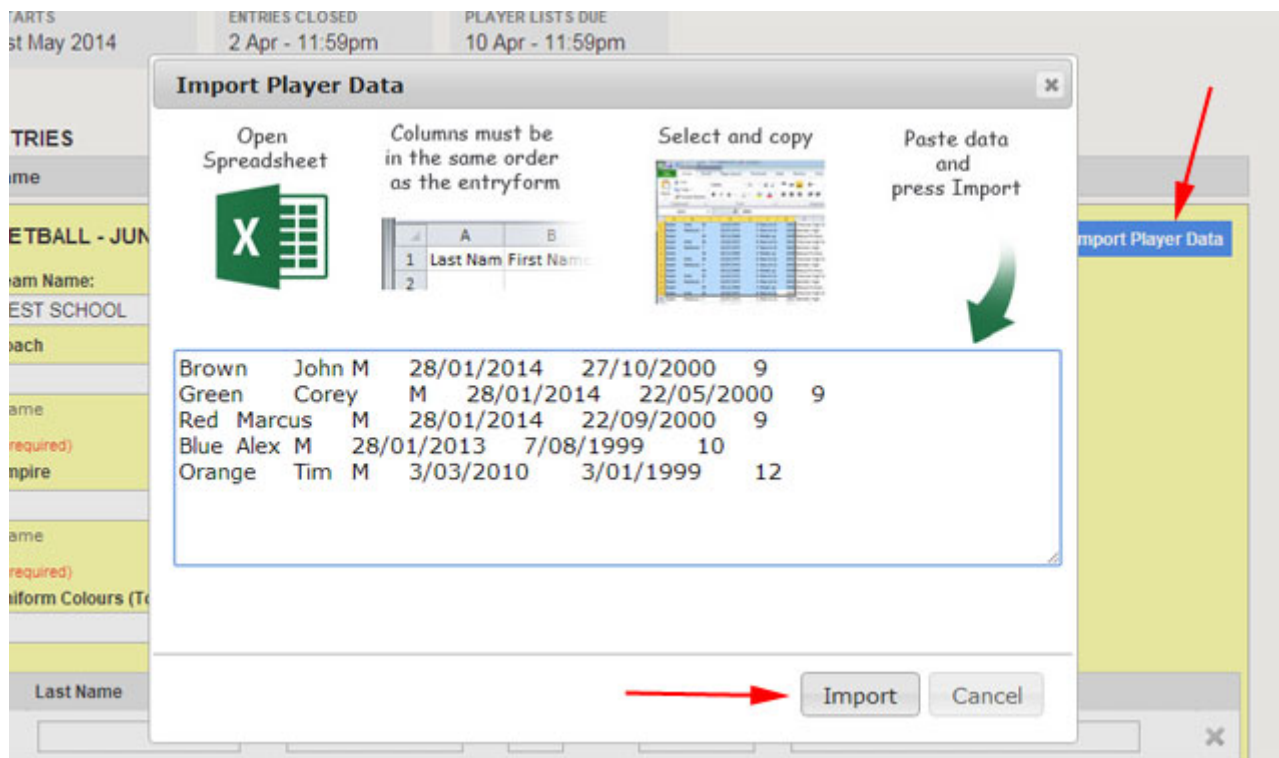
Export Order

- ID Number
- Surname (Preferred)
- First Name (Preferred)
- Gender
- Date of Birth
- First Attendance
- Year Level
- Previous School 1 Name
- PCG One Name (eg. Mother)
- PCG One Phone Home (eg. Mother)

Once you have exported the data to excel, rearrange the columns to match the entry form, then select the data, copy and click on Import Player Data in EnterNOW

Alex export (1).c

	A	B	C	D	E	F
1	Surname (Preferred)	First Name (Preferred)	Gender	First Attendance	Date of Birth	Year Level
2	Brown	John	M	28/01/2014	27/10/2000	9
3	Green	Corey	M	28/01/2014	22/05/2000	9
4	Red	Marcus	M	28/01/2014	22/09/2000	9
5	Blue	Alex	M	28/01/2013	7/08/1999	10
6	Orange	Tim	M	3/03/2010	3/01/1999	12
7						
8						



Revision #2

Created Fri, Jul 24, 2020 6:01 AM by [Alex](#)

Updated Fri, Jul 24, 2020 6:41 AM by [Alex](#)