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1   ENABLING OF IMPORT FOR AN EVENT

Event to which the club user wants to import the teams/entries has to have the checkbox "Entry import enabled" marked. The checkbox is located on the Event detail.

Figure 1 – Event Detail

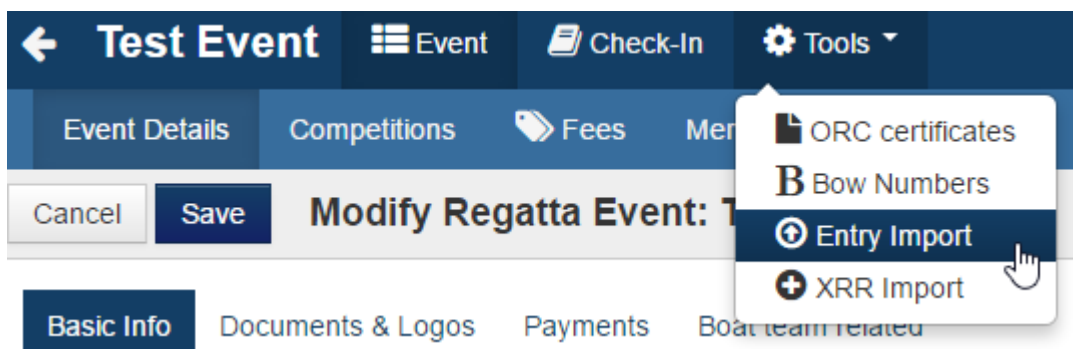Entry import can be accessed from 'Tools' menu item.

Figure 2 – Tools

Excel file template can be downloaded directly from the application by clicking on 'Download template' in Entry import view.

2   IMPORT INSTRUCTIONS

First sheet contains an overview of all information about the file format, allowed values and instructions to all the sheets included in the import file. Sheet and column names should not be changed anywhere in the file. The order of the sheets matters.

Main (second) sheet is for the entry import. All the team/entry data can be inserted here. It is also possible to insert data of the skipper and up to two crew members. Additional crew members can be imported using third sheet.

When using the import to update Teams/Entries, the sail number is used to match already existing teams. In order to use the import, there cannot be two teams with the same sail number in one class.

Neither skipper nor crew members have to be imported. However, when any of them is imported, all the columns marked as 'Conditionally required' (orange font color) have to be inserted.

Filled template can be uploaded by clicking on 'Choose' and selecting the file. Drag & Drop can also be used.

Import file

Excel import document
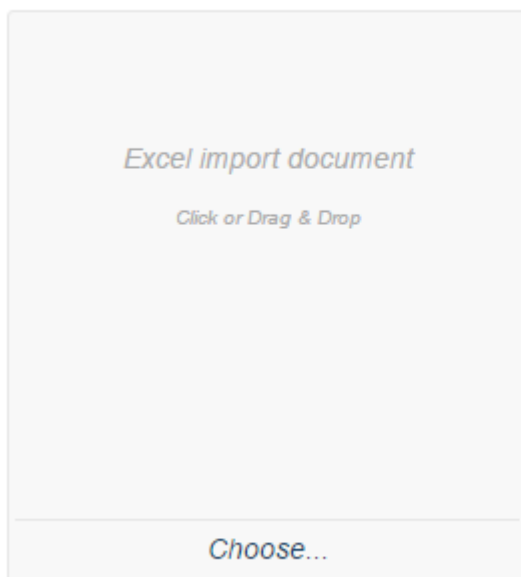
Click or Drag & Drop

Choose...

Figure 3 – Import dialogue

After selecting the file user is presented with overview of data that will be imported. If all data are valid user has to confirm the import.
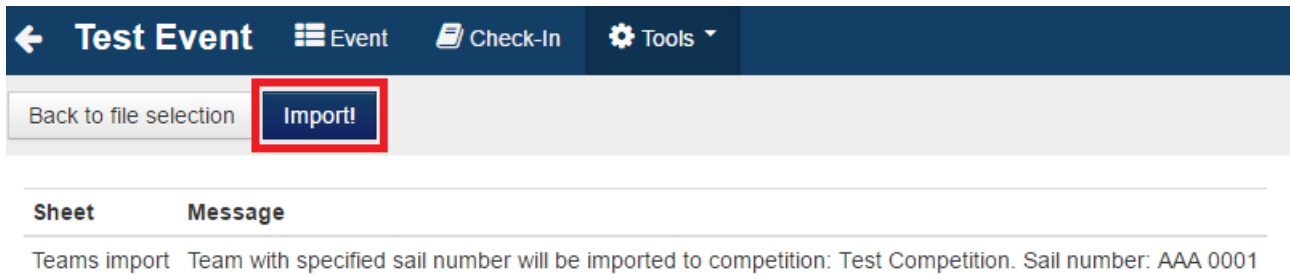

Figure 4 – Confirmation of Import

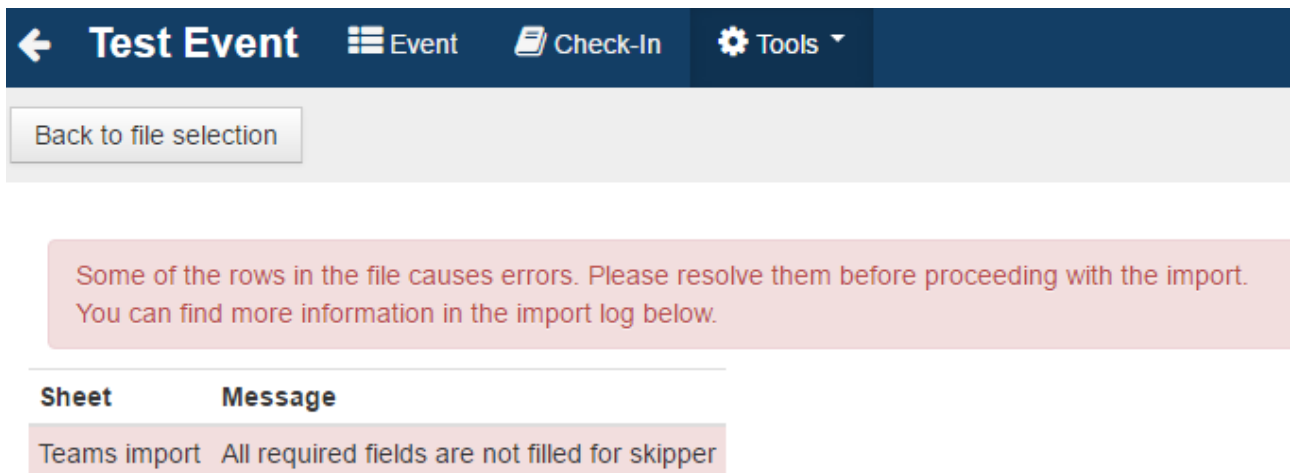If there is something wrong with data, user is informed on which row there is a mistake.

Figure 5 – Error check

3 PERSON IMPORT ID

There are multiple 'PersonImportId' columns on both sheets. Those columns are mandatory when importing either skipper or crew member. The value in that column is an unique identifier of the person in the whole system (m2s). It means that it identifies the person for all subsequent team imports that also have skipper or crew members specified. Whereas sail number identifies the team on the scope of the regatta, the 'PersonImportId' identifies the person in the system. For that reason, two different persons cannot share the same PersonImportId.

Using the same person for each import is useful for modules such as 'Class Association Module', which manages the members of the association. Otherwise the administrator of the class association would have to add the same person to members on each event, the import has been used. The persons would appear "different" to the system, although in fact they are one person.

With this on mind, it is best to use some sort of sailor id (maybe some federation Id, ISAF Id or something like that)

When the Event has the Entry Import feature enabled, Club user can fill in the 'PersonImportId' directly on person detail when creating new skipper or crew.

'PersonImportId' can be added or edited also for existing persons (if they were created on checkin – does not have a sailor account in m2s). Club user cannot use 'PersonImportId' that is already assigned to any other person. Importing file