



OSAA Roster File Specifications, Tips, and Examples

A. STEPS TO UPLOAD A ROSTER

Schools can upload participants in bulk using the roster upload feature. This feature is located on your team editor page under the roster tab.

1. Navigate to your team page and click the **Edit Team**, button.



*Note: You can also easily jump to a team editor page by clicking the desired team's edit button listed under the "Activity Programs" sub-tab on your **My Account** page.*

2. Click the Roster tab to bring up the roster editor. Click the **Upload CSV Roster** button.

Edit Bedrock Girls Soccer Junior Varsity Team

Schedule | **Roster** | Team Photo

Public View

Media Roster | Program Photo | Multi-Team Roster

Roster
Junior Varsity Roster

H #	A #	C	Name	Position	Alt Position	Grade	Height
1	21		John Doe	Position 1	Position 2	11	6-0

+ Add Player | Upload CSV Roster

To save your changes, click the "Save" button.

Save

3. The **Upload Roster** dialog window will appear. From this dialog, you can download a sample CSV file to begin your roster with a properly formatted template file.

Upload Roster

Rosters can be uploaded with participants from a CSV file.

You can download a template CSV file with sample participants by clicking the icon to the right. You can use this [Sample File](#) to ensure you have all of the correct columns provided.

The first row of data in the CSV file must contain the column headers:
 home_number, away_number, is_captain, name, position, position_2, grade, height, weight

Helpful Links:
 » [OSAA roster file specifications, tips, and examples](#)
 » [How to save a spreadsheet as a CSV file in MS Excel](#)

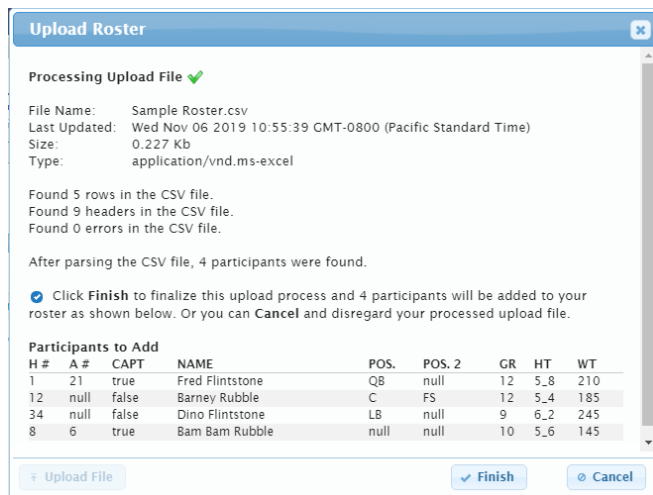
Steps to Upload a Roster
 1. Select the CSV file from your computer to upload.
 2. Click the **Upload File** button.
 3. Your roster will be populated with lines of participants.
 4. Click the **Save** button to save your roster.

Choose File No file chosen

Upload File | Cancel

4. Select a file by clicking the file input field, denoted with the gray dashes, near the bottom of the dialog.

5. Click the **Upload File** button to process your CSV file.



6. Some statistics about your uploaded file will appear. If successful with no issues, the dialog window will show the number of participants to be added to your Roster with a preview (as shown above on the left). If there are any errors, any line with a problem will appear with an error message. Some errors allow the participant to be added anyways with the invalid column value ignored and treated as a blank value. Some errors, like not including a participant name, will cause the uploader to skip that line altogether.

Note: Large rosters will display a lot of information and you may have to scroll the text in the dialog window to view all of the information, as shown in both of the screenshots above.

7. Clicking **Cancel** will abort the upload and nothing will be changed on your roster. You can re-examine your CSV file to correct any mistakes before trying to upload your roster again.

Click **Finish** to add the listed participants to your roster. If a value was ignored, like an improperly formatted height, the participant will be added without their height on your roster. You can finish the upload and edit those specific individuals that had an error.

8. Once you finish the upload, your participants will be added to your team roster as their own row.

*NOTE: Any uploaded participants will not be automatically saved. Be sure to **Save** your roster to commit your changes to the database after you finish the upload procedure.*

B. ADDITIONAL INSTRUCTIONS AND SAMPLE CSV FILE

Additional instructions can be found in the upload roster dialog window. You can also browse helpful links and this instructional document on the OSAA Help page, www.osaa.org/help. A sample CSV file that contains template data is also available to provide you a starting point to generate an upload-able roster file. The next sections explain how the CSV roster file is to be formatted.

C. COLUMNS AND ACCEPTABLE VALUES

Your CSV file must contain 8 or 9 columns. Columns must be included as the first row of data and listed in the correct order shown in the table below. The 9th column for the participant's weight is optional.

Column Name	Order	Description	Accepted Values	Example	Notes
home_number	1	Participant's # on their home team jersey	A numerical value as a positive, whole integer -or- Empty, null value	1 27 100 (blank)	If you only want to list a single jersey number, include it in this column and ignore column 2
away_number	2	Participant's # on their away team jersey	A numerical value as a positive, whole integer -or- Empty, null value	10 15 85 (blank)	
is_captain	3	Is this participant a team captain?	Boolean value (true or false) - or - Empty, null value	1 Yes 0 (blank)	Any positive value or string (like "Yes") will be considered true, 0 and empty values will be considered false
name	4	Participant's full name	String values containing the participant's first and last name, formatted as "First Last"	Fred Flintstone Barney Rubble Bob A. Halsey	This value cannot be empty; rows with empty names will be ignored
position	5	Participant's primary position	(See list of positions by sport in \$D) -or- Empty, null value	GK C (blank)	Invalid values that are not found in the list of positions for the team's sport will be converted to empty values
position_2	6	Participant's other, secondary position	(See list of positions by sport in \$D) -or- Empty, null value	D F (blank)	Invalid values that are not found in the list of positions for the team's sport will be converted to empty values
grade	7	Participant's grade in school	Numeric representation of grade in the set {9, 10, 11, 12} -or- Empty, null value	9 10 11 12 (blank)	Values outside of the specified set will be converted to empty values
height	8	Participant's height	Numerical values of feet and inches separated by a hyphen, vertical bar, or underscore, formatted as "Ft-In", "Ft In", "Ft_In" -or- Empty, null value	5-7 5 10 6_0 (blank)	You cannot specify half inches, round up or down; TIP: Excel may convert a value of "5-7" as the date "7-May", to avoid this, include a space before the first number, e.g. " 5-7" with a space before the number 5 or use a different separator, like an underscore, _, or vertical bar, .
weight	9	Participant's weight OPTIONAL COLUMN	Numerical value of the participant's weight in pounds -or- Empty, null value	145 200 (blank)	Round to the nearest pound; this value is only used on Football and Wrestling rosters

D. LIST OF POSITIONS BY SPORT

Values for columns 5 and 6, `position` and `position_2`, are text values that correspond to a position in the following tables. Only one position may be specified per column with each participant allowed up to two positions (one position listed in column 5 and an alternate position listed in column 6).

Football

Value	Position Description
C	Center
CB	Corner Back
DB	Defensive Back
DE	Defensive End
DL	Defensive Line
DT	Defensive Tackle
FS	Free Safety
K	Kicker
LB	Linebacker
NG	Nose Guard
OG	Offensive Guard
OL	Offensive Line
OT	Offensive Tackle
P	Punter
QB	Quarterback
RB	Running Back
S	Safety
SS	Strong Safety
TE	Tight End
WR	Wide Receiver

Volleyball

Value	Position Description
DS	Defensive Specialist
L	Libero
MB	Middle Blocker
OP	Opposite Player
OH	Outside Hitter
RS	Right Side
S	Setter

Soccer

Value	Position Description
D	Defender
F	Forward
GK	Goalkeeper
M	Midfielder

Basketball

Value	Position Description
C	Center
F	Forward
G	Guard
P	Post
W	Wing

Baseball / Softball

Value	Position Description
C	Catcher
CF	Center Field
DH	Designated Hitter
1B	First Base
INF	Infielder
LF	Left Field
LHP	Left-Handed Pitcher
OF	Outfielder
RF	Right Field
RHP	Right-Handed Pitcher
2B	Second Base
SS	Shortstop
3B	Third Base
U	Utility Player

E. EXAMPLES OF CSV FILES

Football:

home_number	away_number	is_captain	name	position	position_2	grade	height	weight
1	21	1	Fred Flintstone	QB		12	5-8	210
12			Barney Rubble	C	FS	12	5-4	185
34			Dino Flintstone	LB		9	6-2	245
8	6	1	Bam Bam Rubble			10	5-6	145

Volleyball:

home_number	away_number	is_captain	name	position	position_2	grade	height
1	1	Yes	Wilma Flintstone	DS		9	5-0
2	2		Betty Rubble	MB	FS	10	5-4
3	3		Pebbles Flintstone	OH	RS	11	6-9
4	8		Pearl Slaghoople	L		12	6-0

Soccer:

home_number	away_number	is_captain	name	position	position_2	grade	height
1		Yes	Peter Griffin	GK		12	5 5
2		Yes	Chris Griffin	D		9	5 4
3			Glenn Quagmire	M	F	12	5 8
4			Brian Griffin	M	D	10	4 0

Basketball:

home_number	away_number	is_captain	name	position	position_2	grade	height
1	1	1	Optimus Prime	F	W	12	6_1
23	2		Side Swipe	G	P	12	5_9
5	5		Hot Rod	G	P	11	5_11
00	41		Wind Charger	P	C	11	6_0

Wrestling:

home_number	away_number	is_captain	name	position	position_2	grade	height	weight
			Homer Simpson			12	5-11	245
			Bart Simpson			9	5-8	185
			Barney Gumble			12	6-2	215
			Kent Brockman			10	6-4	200

Baseball / Softball:

home_number	away_number	is_captain	name	position	position_2	grade	height
2			Jillian R-W	C		9	
4			Ida D.	OF		10	
6			Brooke R.	INF	OF	11	
9			Brandy E.	RHP		12	

Cross Country, Swimming, Cheer, Dance/Drill, & Other Activities:

home_number	away_number	is_captain	name	position	position_2	grade	height
			Tom Tucker			12	
			Kevin Swanson			11	
			Jake Tucker			10	
			Cleveland Brown Jr.			9	