

Importing Online Registrations

1. Create a blank spread sheet.
2. Logon to your club web page and go to the Event page.
3. Click the “View Registrations” link at the top of the page.

[\[View Registration List \]](#)

4. Using your mouse, highlight the registration data starting in the red cell at the top left corner of the page as shown below.

[Back to clubs](#) [Back To Event](#)

Club : **Syracuse Wrestling Club**

Event : **Syracuse Wrestling Tournament**

Tip: click on column header to sort all by the column.

Scratch	Reg ID	Last Name	First Name	Club	DOB	Comments	Date	Registered By
Scratch	16-679-2605	Sawyer	Tom	Norris	11/12/2006 12:00:00 AM	Just a test	11/21/2006 8:50:16 AM	[User Name]
Scratch	16-679-2607	Mertes	Trent	Auburn	12/19/2006 12:00:00 AM	Don't want him to give up more than 5lbs	12/19/2006 1:04:45 PM	[User Name]
Scratch	16-679-2652	Hansen	Dane	Fort Calhoun	1/22/2007 12:00:00 AM		1/22/2007 3 PM	[User Name]
Scratch	16-679-3039	Kozol	Dakota	Plattsmouth Blu Devils	1/17/2007 12:00:00 AM		1/17/2007 7:08:44 PM	[User Name]
Scratch	16-679-3040	Hanson	Riley	BJSA	1/18/2007 12:00:00 AM		2/1/2007 7:26:29 PM	[User Name]
Scratch	16-679-3042	Hanson	Hayden	BJSA	1/18/2007 12:00:00 AM		2/1/2007 7:28:34 PM	[User Name]
Scratch	16-679-3043	Ditoro	Alec	BJSA	1/18/2007 12:00:00 AM		2/1/2007 7:31:27 PM	[User Name]
Scratch	16-679-3044	Molina	Logan	Lincoln Warriors	1/18/2007 12:00:00 AM		2/2/2007 6:14:22 AM	[User Name]

Start Dragging your cursor here

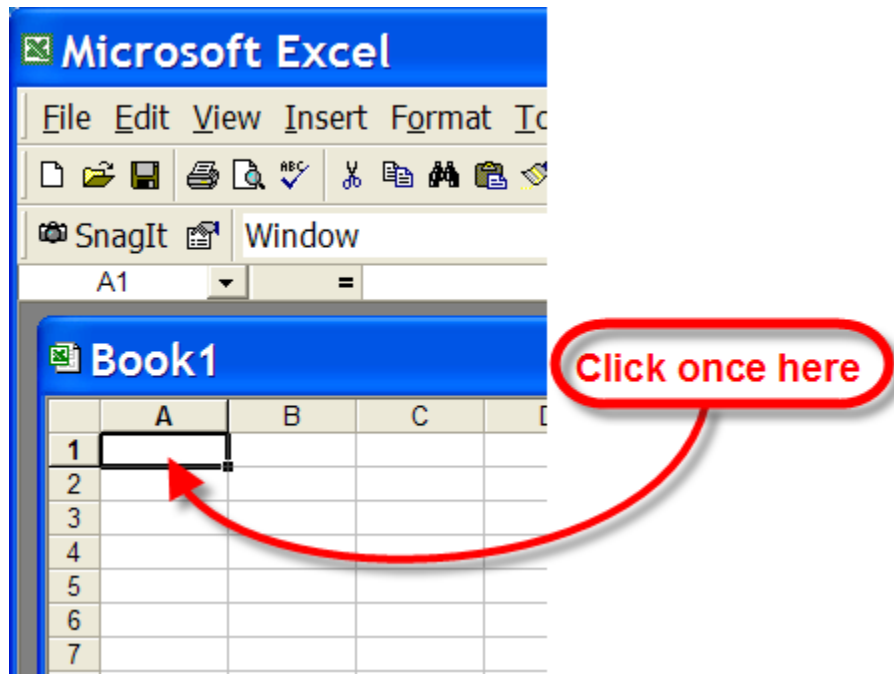
This Data has been condensed to make it fit on the instructions sheet, your data will be wider and longer.

End your drag here

Scratched registrations

Scratched Notes	Reg ID	Last Name	First Name	Club	DOB	Date	Comments	Date	Registered By
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5. On your keyboard, hold down the “Ctrl” key and depress the “C” key.
6. Go to the open spreadsheet, click once in the top left cell as shown below.



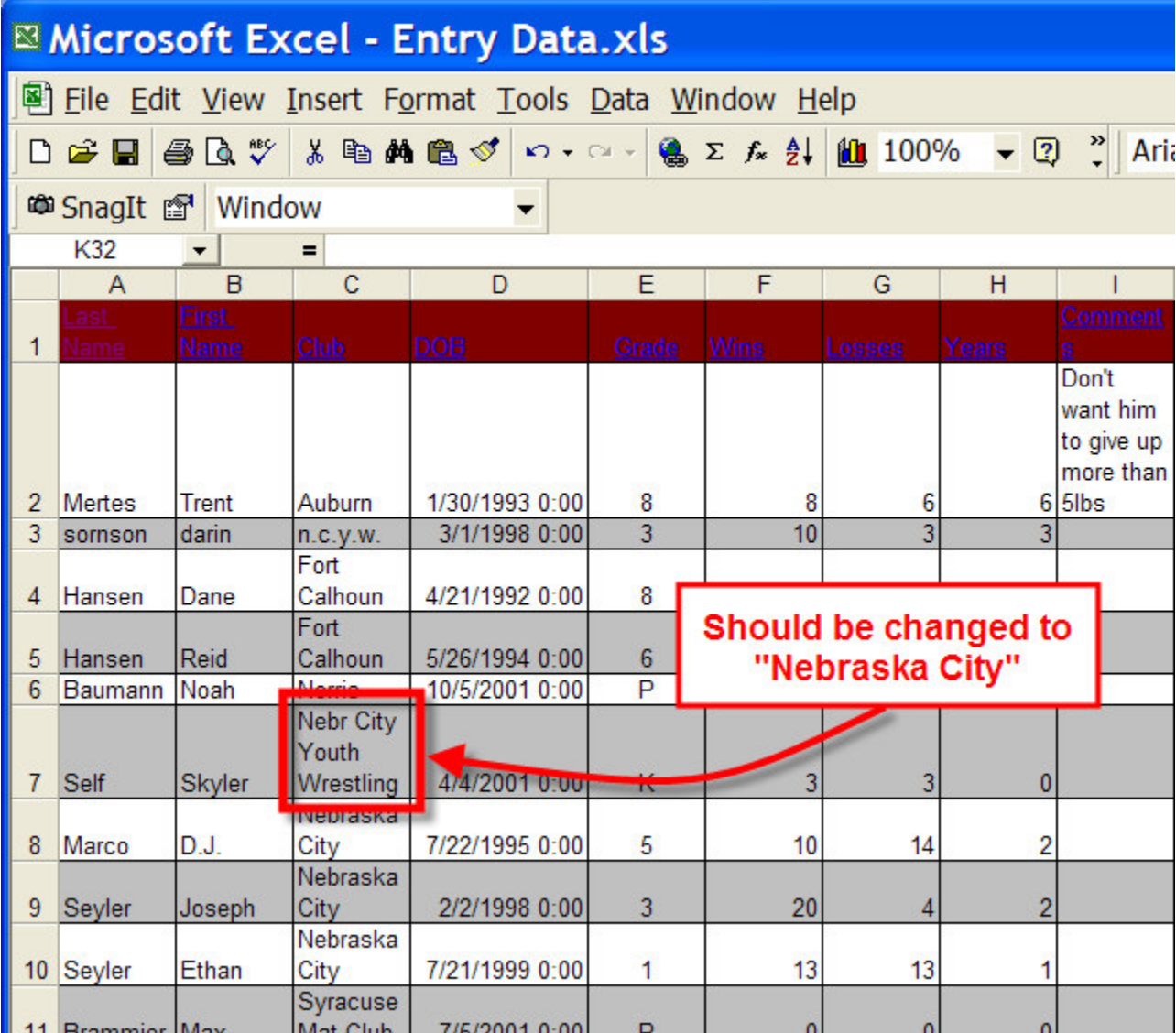
7. On your keyboard, hold down the “Ctrl” key and depress the “V” key.
I usually print this spread sheet before modifying just to keep as a record.
The following columns can be deleted if desired:
 - Scratch
 - Reg ID
 - Weight (if doing weigh-ins at the tournament you do not need this column)
 - Parents
 - Note
 - Date
 - Registered by

The following columns should be left in tact.

- Last Name
- First Name
- Club
- DOB
- Grade
- Wins
- Losses
- Years
- Comments

8. Check to see if there are any commas in the data anywhere. If so, replace them with dashes or spaces. Commas will mess up your data. (use "Edit > Replace")

Sort the data by "Club". You will see that people use all kinds of names for the same club. "Norris" is also "Norris Wrestling Club", "Norris Junior Titans", "NWC" and so on. AutoBracket cannot tell the difference between "Nebraska City Youth Wrestling" and "Nebraska City". The shorter name is more desirable. Now is a good time to change the club names to be consistent as shown below.

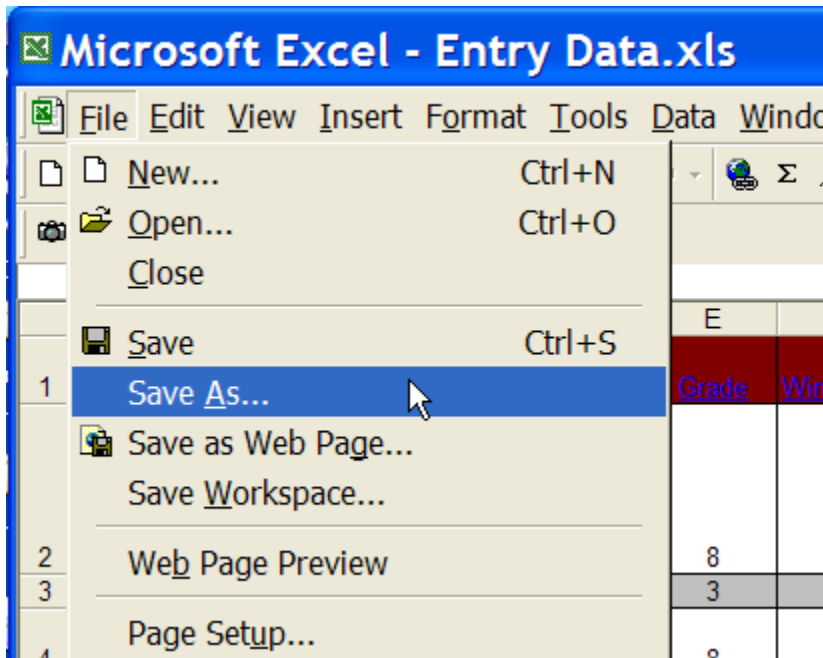


The screenshot shows a Microsoft Excel spreadsheet titled "Entry Data.xls". The spreadsheet has columns for Last Name, First Name, Club, DOB, Grade, Wins, Losses, Years, and Comments. The data is as follows:

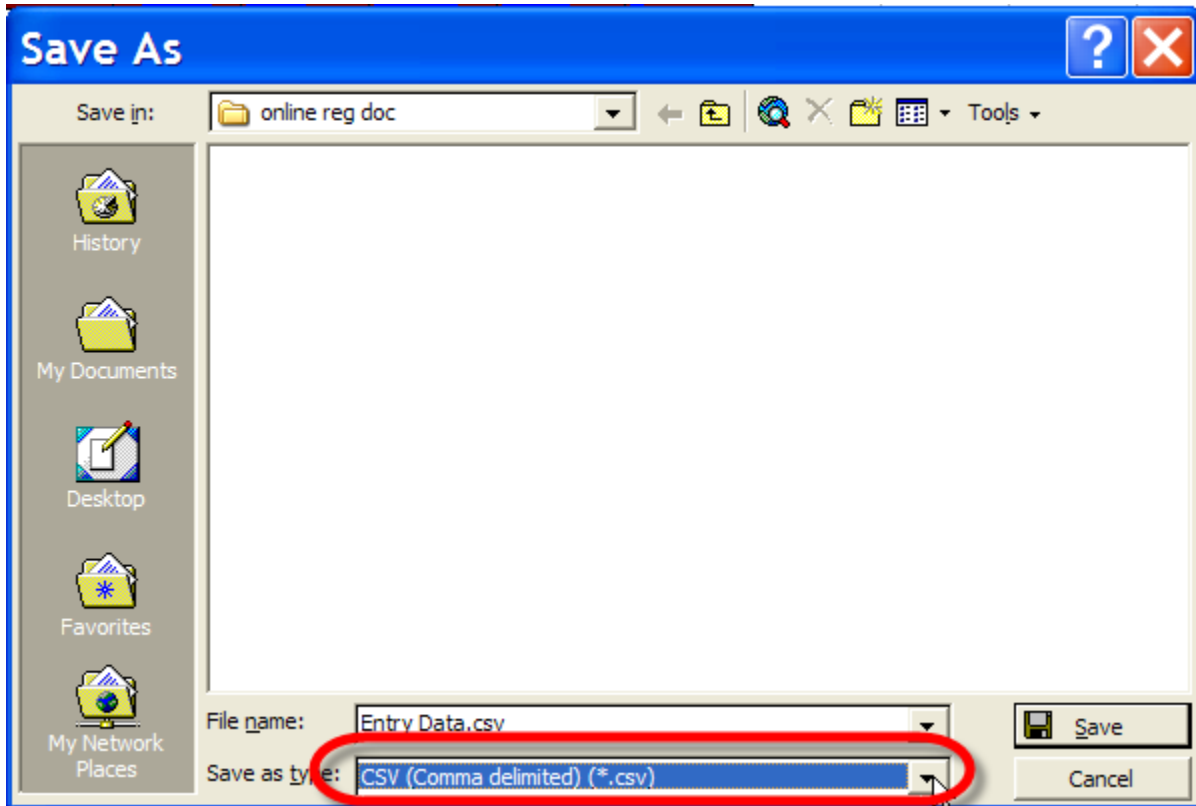
	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	Club	DOB	Grade	Wins	Losses	Years	Comments
2	Mertes	Trent	Auburn	1/30/1993 0:00	8	8	6	6	Don't want him to give up more than 5lbs
3	somson	darin	n.c.y.w.	3/1/1998 0:00	3	10	3	3	
4	Hansen	Dane	Fort Calhoun	4/21/1992 0:00	8				
5	Hansen	Reid	Fort Calhoun	5/26/1994 0:00	6				
6	Baumann	Noah	Norris	10/5/2001 0:00	P				
7	Self	Skyler	Nebr City Youth Wrestling	4/4/2001 0:00	K	3	3	0	
8	Marco	D.J.	Nebraska City	7/22/1995 0:00	5	10	14	2	
9	Seyler	Joseph	Nebraska City	2/2/1998 0:00	3	20	4	2	
10	Seyler	Ethan	Nebraska City	7/21/1999 0:00	1	13	13	1	
11	Brammier	Max	Syracuse Mat Club	7/5/2001 0:00	P	0	0	0	

A red box highlights the cell containing "Nebr City Youth Wrestling" in row 7, column C. A red arrow points from this box to a red text box that says "Should be changed to Nebraska City".

9. Save the spreadsheet as a CSV file by selecting “File > Save As”



Then name the file and choose the file type “CSV” as shown below.



10. Start AutoBracket and go to the Groups View.
11. Follow the instructions in Help under “Groups > Importing my data from a file”