Help Guide for Preparing Player Registration File

This guide will provide helpful information to accurately prepare your player file for a successful upload into US Soccer Connect portal. The player registration file must be in proper Excel format or data will be rejected.

Getting Started ~ Creating and Naming Player File

1. Copy required information into respective columns in U.S. Soccer Connect template.
2. Review information in required columns for accuracy and completeness.
    i.e. address contains address, first name is first name etc.
3. Save player registration file using required nomenclature
    a. Club Name, Season, Year, upload submission number
        i.e BillericaFall20Upload1 for initial Fall 2020 upload
4. Subsequent player registration file uploads should only include *NEW* players
    a. File name should correlate with above naming sequence
        i.e BillericaFall20Upload2 for second Fall 2020 upload
5. If any of the required columns are missing - stop and add that required information.

Troubleshooting Common Issues with Required Player Upload Data

1. Player Last Name
    a. A space between two last names is acceptable.
    b. Any suffix (JR, III, etc) must be deleted and moved to suffix column.
2. Player First Name
    a. A space between two first names is acceptable (i.e. Mary Kate) that is fine.
    b. If last name is included, delete and move to proper last name column.
3. Gender
    a. M/F or Male/Female are the only acceptable data. This is currently being addressed by US Soccer Connect.
4. DOB
    a. The correct format is m/d/yyyy. If your data is in Microsoft format (all numeric like 41092), please set format to date and then set format to text.
    b. Any DOB outside of 3U-20U must be corrected.
5. Player Level Code
    a. Blanks and values other than "R", "T" & "P" must be deleted.
    b. All "R" should fall under 3U through 20U. Check for out of range ages.
    c. All "P" and "T" should fall under 8U through 20U. Check for out of range ages.
    d. 7U should not be listed as "T"
6. Zip Code
    a. 5 or 10 characters (zip or zip+4) are acceptable
    b. If the leading zero is missing, the system should automatically correct it. If not, select the column and change the format to zip code. Once leading zero appears, change the format to text and leading zero should stay. Please note: this doesn't work with Microsoft 2013.
    c. The file will be rejected if there is an **extra space** after the zip code!!

Checking for Duplicates saves $$

Utilizing auto filter function, find duplicates by filtering by last name, then first name and finally birthdate. Scan down and look for duplicates - if two lines are the same except for player type, note that two applications will be created but only one player profile will be created/updated (player will show once in the system with two applications under the applications tab); this is acceptable. If there are true duplicate lines - delete the duplicate.

Uploading Player File to US Soccer Connect

Upload file to US Soccer Connect using the NEW Player Upload Template
- From the Drop Down Menu
  - Select the club name and the subheading of Program (usually the club name again)
  - Select the registration year (2020-2021) for which the players belong to
  - Spreadsheet will be requested to upload from your device.
- **Review any errors that are shown - hopefully there won't be any.**
- Please add your email to the list if it is not present.
- Submit/Upload Player File
- When complete, please look at the statistics. Number of lines minus duplicate applications minus rejected applications should match the number of players uploaded. Troubleshoot to get the numbers to match
- Review the rejects and issues.

The log below may be helpful.

Date Uploaded	Club Name	Number of lines/players uploaded	Number of Players Found in Connect	Players with Duplicate Applications	# of Players Rejected and Reason why	Issue Unknown	Comments

Mass Youth Soccer appreciates your hard work to complete this important process.

Please contact us if you have any questions.

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