



SCHEDULE STAR
powered by **BigTeams**

GUIDE: STUDENT IMPORT

Building your student database can be a daunting task, especially when you start using the directory for the first time. To assist athletic departments with this job, Schedule Star has developed a procedure that can populate your student directory with minimal effort. Our import process can quickly pull your students' names, addresses, and related data from your school's student database. For most schools, the person responsible for your student records should be able to provide you with a file in the correct format for importing into Schedule Star.

Please use the instructions below to prepare the file needed for the import

1. Copy the header row from the sample file (This sample file can be found at the following website: <http://www.schedulestar.com/importstudent.cfm>).
2. Paste the header row at the top of the spreadsheet containing your student data.
3. Move your data columns to match the header.
4. The following fields are **REQUIRED** (All other columns may be left blank):

F_NAME (Column A)
L_NAME (Column C)
GENDER (Column E)
GRAD_YR (Column F)
BIRTHDATE (Column G)
SCHOOL ID (Column H)
ENROLLMENT (Column AM)

In addition to the required fields listed above, Schedule Star encourages schools to include all fields that are necessary for their state specific contracts. If you are unsure of your state requirements, please contact our 24/7 support number located at the bottom of this form.

5. **PHONE** numbers must be typed as: 614-555-1212.
6. **GENDER** is a required field and must be MALE or FEMALE (full words/ALL CAPS).
7. **SCHOOL ID** is a required field and must be unique for each student. If this field is left blank, we will automatically fill the field with sequential, generic numbers.
8. **GRAD YR** is a required field and must be a four-digit number.

9. **ENROLLMENT** is a required field and should either be the date the student originally enrolled in school OR the date they entered 9th grade—this depends on your state requirements (i.e. 09/23/02).
10. Leave a complete header row at the top of the spreadsheet before attempting to import.
11. CHECK YOUR FILE. Make sure that all of the required fields have data and confirm that the fields with special formatting requirements are correct. Verify that all of the information that you want imported is included as we will NOT be able to modify or delete the data after the import is complete.
12. Use your school name as the file name and save it as a .csv. For example: “Smithtown Area.csv”.
13. After you have checked your file, email it to: support@schedulestar.com. Put your school name in the subject line and provide contact information and a brief description of the file in the body of the email. We will insert your student file into Schedule Star for you.

NOTE: This import will ADD to your current student database. It will NOT overwrite any students or update any students. After your initial import, all subsequent imports will add to your current students.

Fees for Student Import:

The cost of the student import is as follows:

- \$50 for an initial import which includes all the students enrolled in the school district.
- \$25 for subsequent, annual imports which include any incoming students (freshmen) and/or transfers.

If you have any trouble with the import process, please do not hesitate to contact our support team at 1-800-258-8550.