Version: 1.0

Document Date: 27 May 2024

# Introduction

Gymnastics Australia is moving to a new Microsoft Dynamics based Membership system in early July 2024. As part of this upgrade, the Club Importer process and template will be changing.

# Document Purpose

These are report requirements for Gymnastics in Australia New Club Importer to be used from it's release from early July 2024.

These requirements can be passed onto any Club Class Management software in order for them to build reports which allow you to easily import participants (athletes) from our system.

# How can I ensure a successful upload?

To you upload your file directly into the club importer please ensure the following to ensure you have a successful upload:

1. The file is an xlsx format (Microsoft Excel)
2. The headers have not been altered
3. There are no special characters in any field. This includes removing names in brackets.
4. The birthdates are not in the future and are valid dates in DD/MM/YYYY format.
5. You have completed all mandatory information
6. Every participant has at least one program registered and you are using the correct format for the levels (see [2024 Athlete Coding Guide Release 2](https://support.gymnastics.org.au/knowledgebase/article/KA-01007/en-us) for more information).
7. We recommend adding a space to all phone numbers to ensure that that the zeros at the front of the numbers do not drop off in excel. [More info](https://support.gymnastics.org.au/knowledgebase/article/KA-01117/en-us).
8. There is no hidden data in the rows below and to the right of the table with the data. [Here is how you can resolve.](https://support.gymnastics.org.au/knowledgebase/article/KA-01125/en-us)

# What has changed compared to the previous importer template?

The following has changed in the 2024 Club Importer template:

1. Mobile phone is now a mandatory field. There is an optional phone field for an alternative phone number of any type.
2. Ability to enter more than one email address per participant.
3. There is now a column per Gymsport. The Levels are displayed in a dropdown and no longer require a code. For more information, please refer to [2024 Athlete Coding Guide Release 2](https://support.gymnastics.org.au/knowledgebase/article/KA-01007/en-us)
4. Parent/Guardian fields (Parent Guardian First Name, Parent Guardian Last Name, Parent Guardian Email) are now mandatory as all Gymnastics Clubs have agreed to provide this information under the National Integrity Framework. For adults (over 18s), this will the participant’s emergency contact. These headers will be relabelled in a future release.

# How can my Club get ready for the new Club Importer Template?

Gymnastics Australia recommends that all Gymnastics Clubs in Australia action the following to get ready for the new Club Importer template and process coming soon in early July 2024:

1. Contact your Club’s Class Management System Provider which manages participant registrations to request an updated report which matches the new report requirements listed in this document.
2. Review your parent/guardian/emergency contacts for participants at your Club to ensure completeness of this information.
3. Review phone numbers collected at your Club as Mobile phones will now be a mandatory field.
4. Get any large club imports done before the system has an outage in mid June 2024.

# How can my Club or their Class Management System Provider get help with these changes?

Please [contact us](https://support.gymnastics.org.au/new-conversation/) for any assistance with the 2024 Club Importer Template changes.

# Gymnastics Australia Club Importer Template Requirements for new CRM release (eta early July 2024)

| Column Number | Column Header | Is this field mandatory for Gymnastics Australia club importer to work? | Recommended column format in Excel | Notes |
| --- | --- | --- | --- | --- |
| 1 | First Name | Yes | Text | * These must be separate fields * Character limits:   + First Name: 50 characters   + Middle name: 50 characters   + Last Name: 50 characters * No special characters |
| 2 | Middle Name | No | Text |
| 3 | Last Name | Yes | Text |
| 4 | Birth Date | Yes | DD/MM/YYYY | * Cannot be a date in the future (exceeds today) or too far in the past (over 100 years ago) |
| 5 | Gender | Yes | Use dropdown options | * Dropdown Options: * Male * Female * Undisclosed * Non Binary/Gender Fluid * Different Identity |
| 6 | Email | Yes | Email | * Must be a valid email address eg. Needs to have a @ * No commas or special characters |
| 7 | Alternate Email | No | Email |
| 8 | Phone | No | Text | * If a landline number, please add the area code into the number. |
| 9 | Mobile Phone | Yes | Text | * Suggest adding in spaces into the number masking so that excel does not drop the zero at the front. |
| 10 | Street Address 1 | Yes | Text | * 250 character limit * No special characters |
| 11 | Street Address 2 | No | Text |
| 12 | Suburb | Yes | Text | * No special characters |
| 13 | State | Yes | Text | * States must be in the format eg. ACT, NT, NSW, QLD, VIC, TAS, WA |
| 14 | Postal Code | Yes | Text | * Must be 4 numbers eg. 2611 * Must be exported as text column so 0 does not get dropped in NT postcodes. [More information](https://support.gymnastics.org.au/knowledgebase/article/KA-01195/en-us) |
| 15 | Country | No | Text | * This will automatically populate to Australia if left blank |
| 16 | Parent Guardian First Name^ | Yes | Text | ^For over 18s this will be an emergency contact field. This header will be relabelled in a future release.  All clubs now required to provide parent/guardian information under the [National Integrity Framework](https://www.gymnastics.org.au/by-laws-policies-and-technical-regulations). |
| 17 | Parent Guardian Last Name^ | Yes | Text |
| 18 | Parent Guardian Email^ | Yes | Email |
| 19 | Parent Guardian Birth Date | No | DD/MM/YYYY |  |
| 20 | Gymnastics For All (GFA) 1 | No\* | Use dropdown options | \*Every athlete requires at least one program registered  \*Every athlete requires at least one program registered  Levels can be found in 2024 Athlete Coding Guide (release 2). You can also see the levels format if you unhide the tab in the excel sheet called ‘Conditional Formatting’ |
| 21 | Gymnastics For All (GFA) 2 | No\* | Use dropdown options |
| 22 | Gymnastics For All (GFA) 3 | No\* | Use dropdown options |
| 23 | Acrobatic Gymnastics (ACR) | No\* | Use dropdown options |
| 24 | Aerobic Gymnastics (AER) | No\* | Use dropdown options |
| 25 | Aerodance (AERD) | No\* | Use dropdown options |
| 26 | Double Mini Trampoline (DMT) | No\* | Use dropdown options |
| 27 | Men’s Artistic Gymnastics (MAG) | No\* | Use dropdown options |
| 28 | Parkour (PK) | No\* | Use dropdown options |
| 29 | Rhythmic Gymnastics (RG) | No\* | Use dropdown options |
| 30 | Trampoline Gymnastics (TRP) | No\* | Use dropdown options |
| 31 | Tumbling (TUM) | No\* | Use dropdown options |
| 32 | Women’s Artistic Gymnastics (WAG) | No\* | Use dropdown options |