**Gymnastics Australia Club Importer template requirements (as at 23 April 2021)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Column Number** | **Column Header** | **Is this field mandatory for Gymnastics Australia club importer to work?** | **Recommended column format in Excel** | **Notes** |
| 1 | LastName | Yes | Text | * These must be separate fields
* Character limits:
	+ First Name: 20 characters
	+ Middle name: 20 characters
	+ Last Name: 30 characters
* No commas or special characters
 |
| 2 | FirstName | Yes | Text |
| 3 | MiddleName | No | Text |
| 4 | Email | Yes | Text | * Must be a valid email address eg. Needs to have a @
* No commas or special characters
 |
| 5 | Birthdate | Yes | Date  | * Must be formatted DD/MM/YYYY
* Cannot be a date in the future (exceeds today) or too far in the past (over 90 years ago)
* Athletes over 90 yrs should use the bulk renew or individual athlete registration form.
 |
| 6 | Gender | Yes | Text | * Can be either Female (F), Male (M), Non Binary (N) or Other (O)
 |
| 7 | WorkPhone | No | Text | * Can be a mobile phone eg. 04112223333
* Needs to only be numbers (spaces and special characters are dropped the by system)
* Must be 10 digits eg 0386989718
* Must include area code if landline eg. 0386989718
* Must be exported as text column so 0 does not get dropped by excel. Recommend to add a space(s) in the field so excel doesn’t drop zeros eg. 0411 222 333
 |
| 8 | HomePhone | Yes | Text | * Can be a mobile phone eg. 04112223333
* Needs to only be numbers (spaces and special characters are dropped the by system)
* Must be 10 digits eg 0386989718
* Must include area code if landline eg. 0386989718
* Must be exported as text column so 0 does not get dropped by excel. Recommend to add a space(s) in the field so excel doesn’t drop zeros eg. 0411 222 333
* Recommend copying mobile phone into this field if empty
 |
| 9 | Mobile | No | Text | * Needs to only be numbers
* Must be 10 digits eg. 0411222333
* Must be exported as text column so 0 does not get dropped by excel. Recommend to add a space(s) in the field so excel doesn’t drop zeros eg. 0411 222 333
 |
| 10 | Address1 | Yes | Text | * Character limit: 40 characters
* No commas or special characters
 |
| 11 | Address2 | No | Text | * Character limit: 40 characters
* No commas or special characters
 |
| 12 | City | Yes | Text | * Please enter suburb in this field.
* No commas or special characters
 |
| 13 | State | Yes | Text | * States must be in the format eg. ACT, NT, NSW, QLD, VIC, TAS, WA
 |
| 14 | PostalCode | Yes | Text | * Must be 4 numbers eg. 2611
* Must be exported as text column so 0 does not get dropped in NT postcodes
 |
| 15 | EmergencyContact | No | Text | * Character limit: 30 characters
* No commas or special characters
 |
| 16 | EmergencyNumber | No | Text | * Can be a mobile phone eg. 04112223333
* Needs to only be numbers (spaces and special characters are dropped the by system)
* Must be 10 digits eg 0386989718
* Must include area code if landline eg. 0386989718
* Must be exported as text column so 0 does not get dropped by excel. Recommend to add a space(s) in the field so excel doesn’t drop zeros eg. 0411 222 333
 |
| 17 | GuardianAddress | No | Text | * Character limit: 40 characters
* No commas
 |
| 18 | Gymsport1 | Yes | Text | * This corresponds to the [Athlete Coding Guide](https://support.gymnastics.org.au/article/127-athlete-coding-guide) which is released in December annually by Gymnastics Australia.
* All athletes need to have at least one gymsport and level (athlete code) defined in order to be imported.
* Codes which are either not in the current Athlete Coding Guide or incomplete will be registered as undefined and in the bad data reports tab.
* Athletes can now have up to 3 different Athlete Codes (Gymsport and Level) defined on the same line.
* If your system does not record Athlete Codes, we recommend you have only the header and the Club will need to complete this information before importing.
* Must be exported as text column so 0 does not get dropped by excel in some levels.
 |
| 19 | Level1 | Yes | Text |
| 20 | Gymsport2 | No | Text |
| 21 | Level2 | No | Text |
| 22 | Gymsport3 | No | Text |
| 23 | Level3 | No | Text |

**Validation Process**

Is Club using a software or report configured with GA mandatory fields, field formats and character limits, Athlete Codes and exported as a CSV file?

NO

YES

Club corrects missing and invalid data highlighted in yellow

YES: Club proceeds to import Extracted Data into Club Importer

Club proceeds to import Club Import File into Club Importer

Club creates Club Import file

Club imports Extracted Data into the Validation Template

NO: Club downloads Validation Template from Club Admin Portal (currently known as New Importer Template)

Club extracts report (Extracted Data) from their software with the exact headers as defined in requirements
(or alternatively using an excel spreadsheet with the same headers if using no software)