

## MyUniform Invitation

MyUniform will send you an email invitation containing your login information when you are entered as a Club Administrator. Your first step is to enter your list of fall teams and the corresponding team manager information. This will generate an email invitation to your managers with their login information. At this point, team rosters need to be added. This can be done either by the Club Administrator, Team Managers or a combination. The rosters are the most important—and time sensitive—part of the ordering process. It is critical that rosters are input into the system in a timely manner because players cannot place an order until their information has been entered. We have made roster entry as easy as possible. You will have the option to manually enter rosters player-by-player, or import an entire team from an excel spreadsheet. Most Club Administrators and Team Managers will choose to import their rosters. Please read the important information below, as you will enjoy significant time savings if you are proactive when setting your roster format.

## Roster Import Criteria

The roster will require six fields for every player in the following order; Player First Name, Player Last Name, Contact Name, Email Address, Phone Number, Player #. Your spreadsheets will not need to be set up in that specific order or use those column headings, but your spreadsheets will need to contain all of those fields. For instance, if your spreadsheets contain one column for player name, that column will need to be split into two columns. Similarly, if a Parent/Contact name is listed as first and last names in separate columns those will need to be combined. Also, the import will be done on a team-by-team basis so teams will need to be saved as individual files. Proactively setting up your roster spreadsheets with this criteria in mind will make the MyUniform import much faster and easier. If you have already set up your roster spreadsheets and they don't meet our requirements don't panic, there are a few ways to fix the common problems quickly.

## Splitting a Player Name Into Two Columns

There is a quick and easy way to convert a single column name into two separate columns that will work for almost all cases. You may still need to manually correct a couple of special scenarios. If a name contains a space within the first or last name, such as Mary Ann Smith or Sam Von Drake, it will be split into additional columns. The best option is to enter a hyphen into that space before splitting and then delete when finished. Start by inserting an additional column immediately after your name column. Highlight the entire column you wish to separate by clicking on the letter above your column heading. Under the data menu, select the "Text to Columns" option. When the Text to Columns wizard opens, select Delimited and press the "Next" button. For step 2 you will need to select "Comma" and "Space" as your Delimiters and check the box next to "Treat consecutive delimiters as one". If your data preview still shows 1 Column you may need to alter your delimiters to meet your needs. If your data preview shows more than 2 columns, you have names in your dataset that contain additional spaces. Select "Finish", there is no need for step 3, and select "OK" to "Replace destination cells" if prompted. Your Player name should now be split into 2 columns and will need corrected column headings to be entered.

## Combining a Contact Name Into One Column

There is a simple formula you can use to combine two columns into one string. Start by inserting an additional column immediately after your name column. Label your new column with the heading "Contact Name". For example, if your First Name is in Column A, Last Name is in Column B, and your new Contact Name column is C you would enter the following formula into cell C2; =A2&" "&B2 For clarification; =*First Name*&"(Space)"&*Last Name*

This will return the full name in one string into cell C2. That equation can be copied down through column C to populate with all of the names. If you do not need the originals any longer, those two columns can be deleted. If you need the contact name columns separated internally, those columns can be left and it won't affect your roster import.

## Converting Worksheets Into Separate Files

If your club was setup in one file or workbook with a separate worksheet for each team we can use Visual Basic to convert to individual files. With Your workbook open, press alt+F11, this will open the Visual Basic editor. Under the "Insert" menu select "Module". Paste the following code into the window:

```
Sub SaveEachWS()  
    Dim ws As Worksheet  
  
    For Each ws In ThisWorkbook.Worksheets  
        ws.Copy  
        ActiveWorkbook.SaveAs Filename:=ws.Name  
        ActiveWorkbook.Close  
    Next ws  
  
End Sub
```

Click the Play icon or under the Run menu select "Run Sub/UserForm". You will now have individual files named as the title of each worksheet tab. The save location will depend on your version and configuration and will either be the location of the original file or your documents folder.

## Importing Your Spreadsheets

Your data should now be ready for import. Once you receive your invitation to the MyUniform system you will be able begin the roster entry process. If you click on the import button below the roster entry fields, the system will then ask you for the excel file that you would like to import. MyUniform will display a preview of your data and the headings on the left side of your screen. On the right side of your screen you will see a drop down box for each set of columns that will be used to map your data into the correct fields. If your spreadsheet contains fields that aren't needed, you can tell the system to ignore those fields.