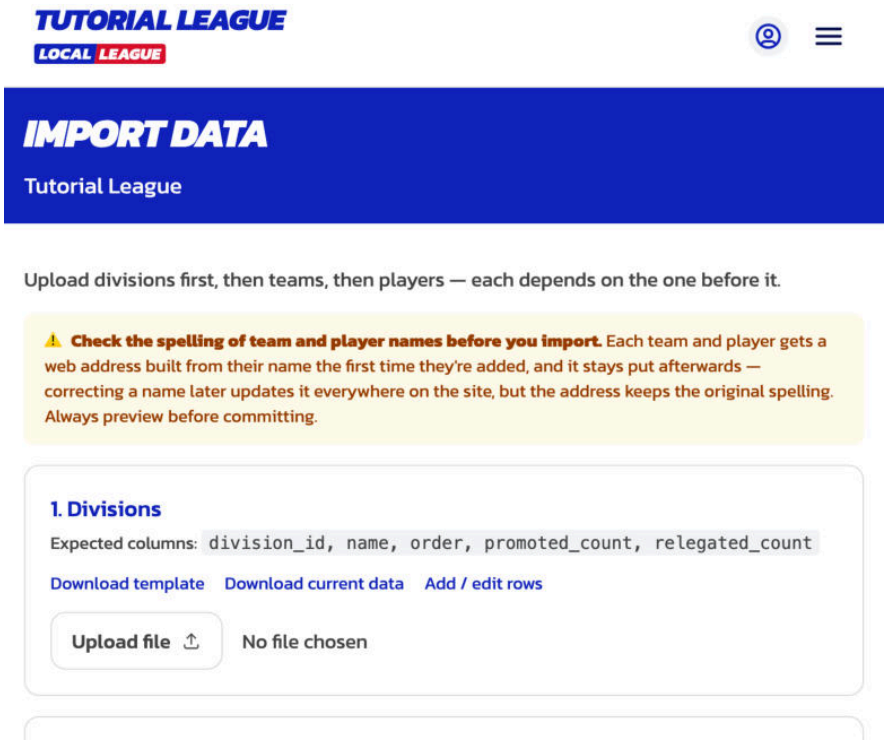
IMPORTING DIVISIONS, TEAMS AND PLAYERS

This guide shows you how to get your league into Local League using three simple spreadsheets, and how to generate your fixtures so you're ready to go live.

BEFORE YOU START

Everything happens in one place: on your admin home page, find your season's card and tap the **upload arrow** (Import data).



You'll see the steps stacked in order: **1. Divisions**, **2. Teams**, **3. Players** and finally **4. Generate fixtures**. Work from the top down. Teams need their divisions to exist first, and players need their teams.

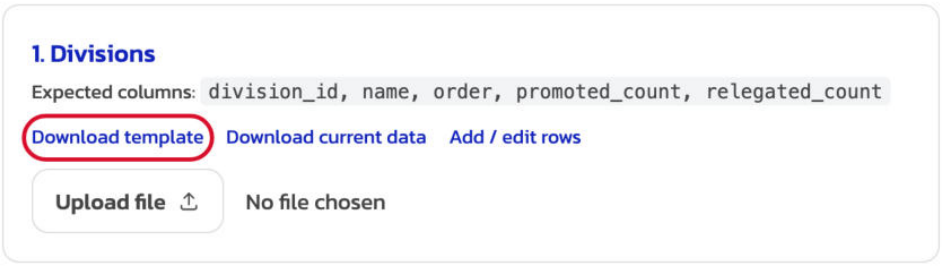
> **Check your spellings first.** Every team and player gets a web address built from their name the first time they're added, and it never changes. You can correct a name later and it updates everywhere, but the address keeps the original spelling. That's why you always see a preview before anything is saved.

HOW EACH STEP WORKS

Every step works the same way:

1. **Download template** – a CSV file with the right column headings and one example row.

2. Fill it in using Excel, Numbers or Google Sheets, then save it as a **CSV**.
3. **Upload file** – choose your finished CSV.
4. Check the **preview**. Nothing has been saved yet.
5. Happy with it? Tap **Commit import**.



The preview tells you exactly what will happen to every row before anything is written. Each row gets a coloured tag:

- **create** (green) – a new record will be added.
- **update** (blue) – an existing record will change, for example a renamed team.
- **no_change** (grey) – already there and identical.
- **deactivate** (amber) – it will be removed from this season.
- **error** (red) – something's wrong with that row.

STEP 1 – DIVISIONS

Start with one row per division.

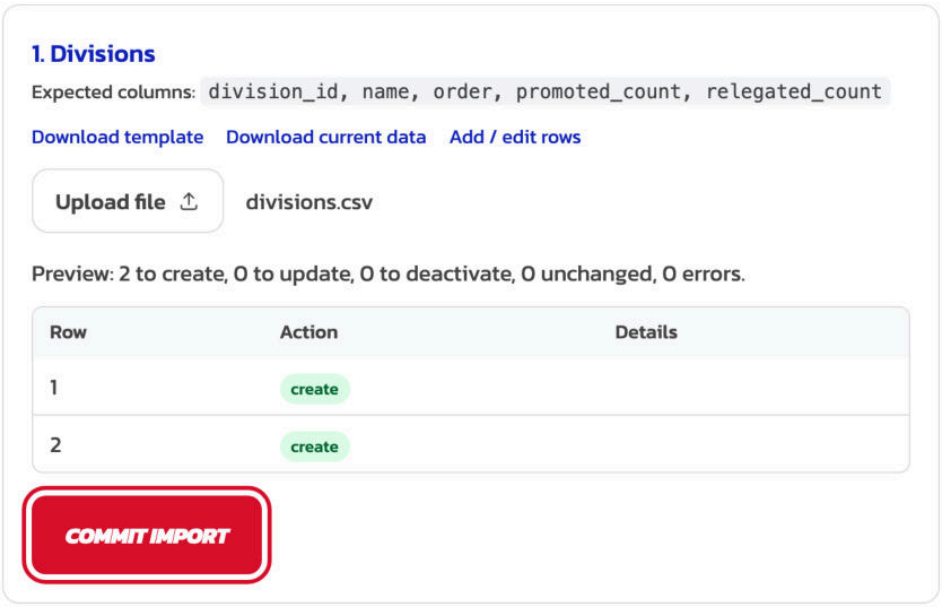
divisions.csv

	A	B	C	D	E
1	**division_id**	**name**	**order**	**promoted_count**	**relegated_count**
2	D1	Division 1 tutorial	1	0	1
3	D2	Division 2 tutorial	2	1	0

The columns are:

- **division_id** (required) – your own short reference, for example D1.
- **name** (required) – what players see, for example Premier Division.
- **order** (required) – 1 for the top division, 2 for the next, and so on. Each number can only be used once.
- **promoted_count** (optional) – how many teams go up. Blank means 0.
- **relegated_count** (optional) – how many go down. Blank means 0.

Upload it and the preview appears straight away. Here every row is green, because both divisions are new. When you're happy, tap **Commit import**.



STEP 2 – TEAMS

Singles leagues skip this step. Your players go straight into a division.

teams.csv

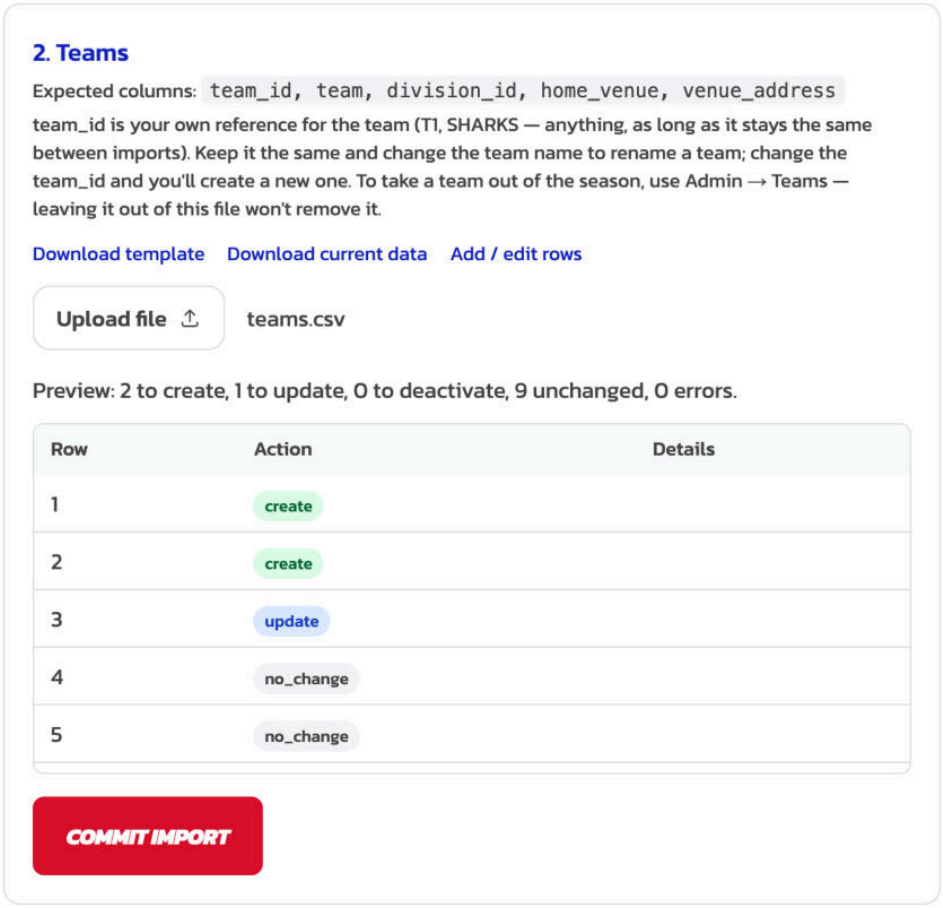
	A	B	C	D	E
1	**team_id**	**team**	**division_id**	**home_venue**	**venue_address**
2	T1	Team 1 tutorial	D1	Venue 1 tutorial	1 Tutorial Street, Nuneaton, CV11 1AA
3	T2	Team 2 tutorial	D1	Venue 2 tutorial	2 Tutorial Street, Nuneaton, CV11 2AA
4	T3	Team 3 tutorial	D1	Venue 3 tutorial	3 Tutorial Street, Nuneaton, CV11 3AA
5	T4	Team 4 tutorial	D1	Venue 4 tutorial	4 Tutorial Street, Nuneaton, CV11 4AA
6	T5	Team 5 tutorial	D1	Venue 5 tutorial	5 Tutorial Street, Nuneaton, CV11 5AA
7	T6	Team 6 tutorial	D2	Venue 6 tutorial	6 Tutorial Street, Nuneaton, CV11 6AA
…	*and 4 more rows*				

The columns are:

- **team_id** (required) – your own reference, for example T1 or SHARKS.
- **team** (required) – the team name players see.
- **division_id** (required) – must match a division_id you've already imported.
- **home_venue** (optional) – where they play.
- **venue_address** (optional) – useful for away teams finding the place.

The team_id is the important one. It's how we recognise a team between imports. Keep it the same and change the name to rename a team. Change the team_id and you'll create a brand new team instead.

This preview is of an edited file: two new teams (green), one renamed (blue), and the rest unchanged (grey).



To take a team out of a season, use **Manage teams** on your admin home. Simply leaving it out of the file won't remove it.

STEP 3 – PLAYERS

players.csv

	A	B	C	D	E
1	**player_id**	**name**	**email**	**team**	**role**
2	P1	Player 1 tutorial	player1@example.com	Team 1 tutorial	captain
3	P2	Player 2 tutorial	player2@example.com	Team 1 tutorial	player
4	P3	Player 3 tutorial	player3@example.com	Team 1 tutorial	player
5	P4	Player 4 tutorial	player4@example.com	Team 2 tutorial	captain
6	P5	Player 5 tutorial	player5@example.com	Team 2 tutorial	player
7	P6	Player 6 tutorial	player6@example.com	Team 2 tutorial	player
8	P7	Player 7 tutorial	player7@example.com	Team 3 tutorial	captain
…	*and 23 more rows*				

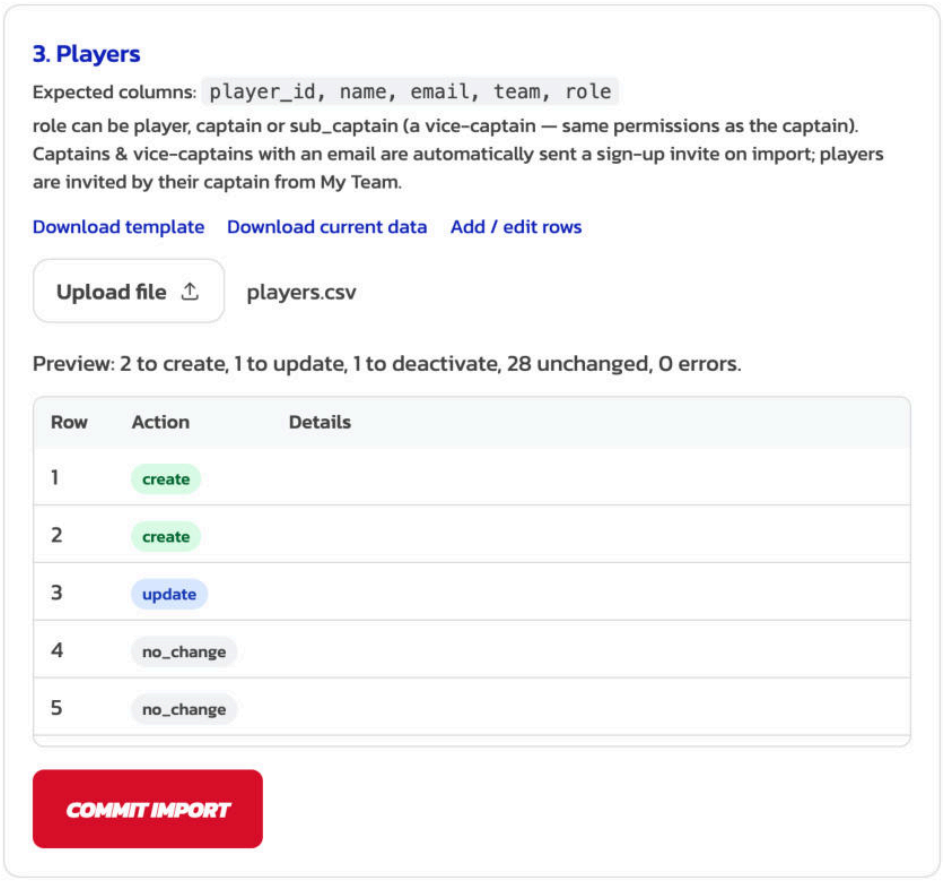
The columns are:

- **player_id** (required) – your own reference, for example P001.
- **name** (required) – the player's name.
- **email** (optional) – needed to invite them to their profile.
- **team** (required) – must exactly match a team name you've imported.
- **role** (optional) – player, captain or sub_captain. Blank means player.

A **sub_captain** is a vice-captain, with the same permissions as the captain. Give every team a captain or vice-captain, because a season can't go live until each team has one.

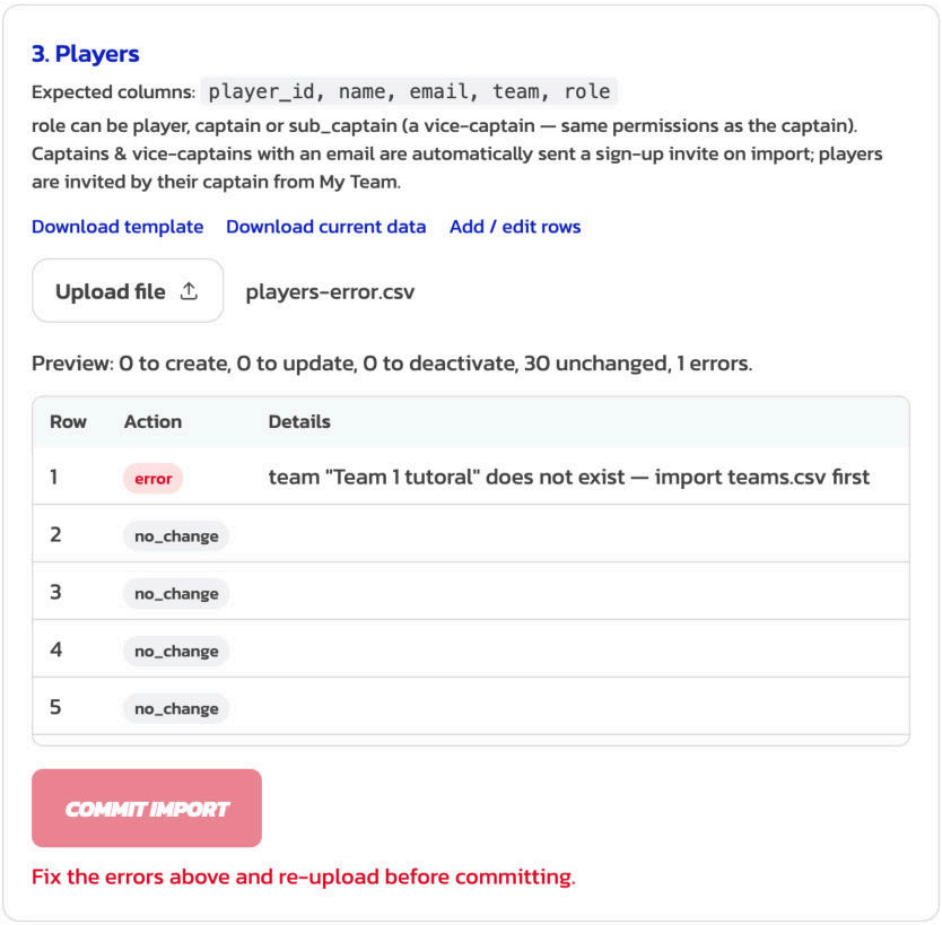
Who gets invited automatically: captains and vice-captains with an email address are sent a sign-up invite the moment you commit the import. Ordinary players aren't. Their captain invites them from **My team**, which keeps you out of the business of chasing everyone.

Unlike teams, leaving a player out of the file does remove them. They're withdrawn from the season when you commit, and the preview shows this in amber so you always see it coming. This preview has two new players, one renamed, and one left out:



IF A ROW HAS A PROBLEM

If any row has an error, the **Commit import** button stays locked until you fix the file and upload it again. The Details column tells you what's wrong. Here a team name has a typo:



SINGLES LEAGUES

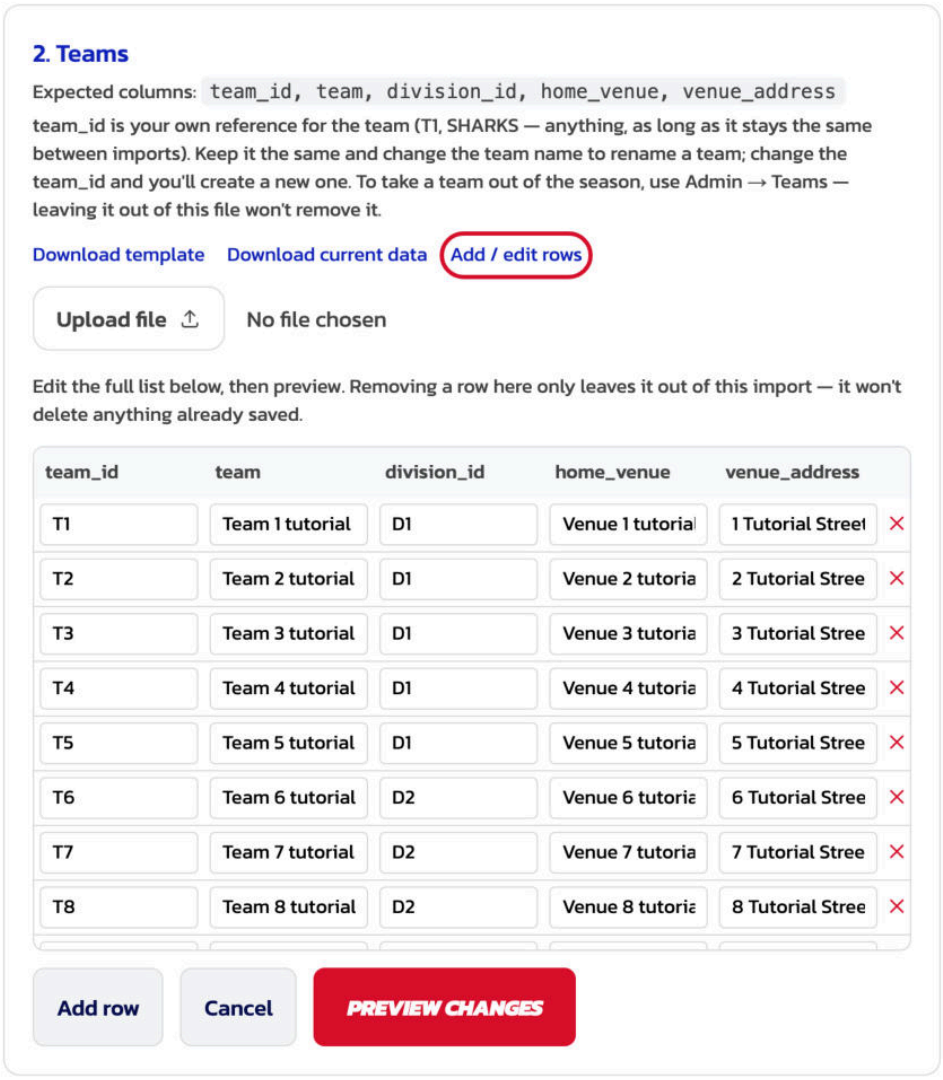
Use **division_id** instead of team, and there's no role column. If you've set venues per player, you'll also have **venue** and **venue_address** columns. Every player with an email address is invited automatically.

MAKING CHANGES LATER

Importing isn't a one-shot. You can come back at any time, and there are two ways to

make changes:

- **Download current data** gives you a CSV of what's there now. Edit it and upload it back. Keep the IDs the same and existing records are updated rather than duplicated.
- **Add / edit rows** opens your current data as an editable list right in the browser. Change what you need, add or remove rows, then tap **Preview changes**.



For divisions and teams, removing a row here only leaves it out of this import. It won't delete anything already saved. For players, a removed row means that player is withdrawn when you commit.

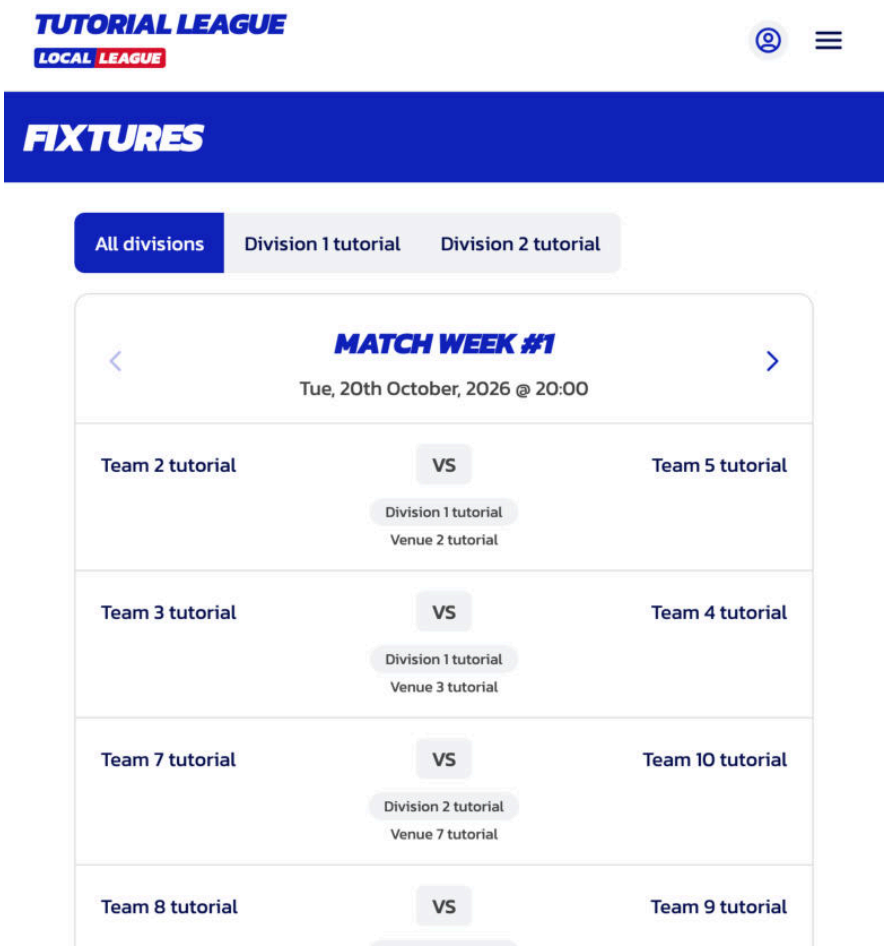
GENERATING YOUR FIXTURES

Once divisions, teams and players are all in, use the **4. Generate fixtures** panel at the bottom of the same page. It builds a round-robin schedule for every division.



1. Tap **Preview fixtures**. You'll see when matches would run, from the first date to the last, and on which day of the week. Under that, each division shows its number of teams, rounds and matches.
2. Check it over. This is the easiest possible moment to spot a team in the wrong division.
3. Tap **Generate fixtures** to confirm.

This only works once, so check your teams and divisions first. The dates come from your season's settings: its start date, match days and how many matches a week. After generating, tap **View fixtures** to see the schedule exactly as your players will.



WHAT NEXT

Your season is now ready to go live. It stays a private draft until we switch it on, so get in touch when you're happy with it. The next guide covers creating, editing and duplicating seasons, and what happens when one goes live.