



Membership Export Template

Purpose: To provide an alternate data import method for 3rd party solution providers.

Data Format: Tab delimited text file (preferred). Excel spreadsheet **ALL** text fields.

Required information:

Please consult the sport governing body for a list of required information (unique to each role).

Requested information:

Please consult the sport governing body for a list of requested information (unique to each role).

Comments: Illegal characters will be replaced or ignored. Fields too long will be truncated. Illegal formats may be ignored

Illegal Characters: single quote, double quote, colon, front slash, back slash, number sign, ampersand, less than, greater than, pipe. (' " : / \ # & < > |)

Special Notes:

Bolded fields are mandatory

All fields except e-mail are UPPERCASE

Club: Please consult the sport governing body for the unique club id number

Role: 0 = Competitive, 1 = Recreational, 2 = Coach, 3 = Judge, 4 = Member

Status: 0 = Not Active, 1 = Active (all imported members will be made active)

Phone: All phone numbers even if they are blank must start with a “(“ followed by 3 spaces/numbers then the “)” followed by 3 spaces/numbers then the hyphen

Dates: All dates even if they are blank must have a hyphen in positions 5 and 8. Note that the month and day are always two characters long

Postal: note the space separator in the middle

Level 1,2 and 3: Please consult the sport governing body for a list of requested information (unique to each role).



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Data Template

Order	Name	Description	Length	Format	Example
1	#	Incremental count	Unlimited	number	1
2	Club	3 digit club number	3	999	321
3	Role	Main Category	1	0..4	0
4	Status	Active status	1	To be left blank	
5	Reg. Status	Registration Status	1	To be left blank	
6	Last Name		25		
7	First Name		15		
8	Phone	Primary Phone Number	13	(999)999-9999	
9	Birthdate		10	yyyy-mm-dd	1965-09-25
10	Sex	Gender	1	M/F	
11	Address		40		
12	Apt		6		
13	City		40		
14	Province		2	Canada Post	BC
15	Postal		7	A1A 1A1	
16	Email		60		
17	Level 1	Main Registration Category	20		
18	Level 2	Sub Registration Category	20		
19	Level 3	Sub-Sub Registration Category	20		
20	Card #	Membership Card	10	To be left blank	
21	Contact 1 LN	Main Contact Last Name	25		
22	Contact 1 FN	Main Contact First Name	15		
23	Contact 1 Phone	Main Contact Phone Number	13	(999)999-9999	
24	Contact 2 LN	Secondary Contact Last Name	25		
25	Contact 2 FN	Secondary Contact First Name	15		
26	Contact 2 Phone	Secondary Contact Phone Number	13	(999)999-9999	
27	Emer LN	Emergency Contact Last Name	25		
28	Emer FN	Emergency Contact First Name	15		
29	Emer Phone	Emergency Contact Phone Number	13	(999)999-9999	
30	Doc LN	Doctor's Last Name	25		
31	Doc FN	Doctor's First Name	15		
32	Doc Phone	Doctor's Phone Number	13	(999)999-9999	

For any additional clarification, please consult Michael Morris mmorris@integratedsports.net

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