




eAYSO Data Transfer Guide

The following document will take you through the steps of transferring your Player data from the Clubspaces system into the eAYSO database. This process will transfer all players from your Clubspaces website, adding new players and supplying them with an AYSO membership number and updating current players. You will want to make sure that you are using each player's given name to avoid duplicate entry into the eAYSO records.


Setting Email Summary Recipient

Once logged in to the Administrative area you will first want to verify that the **Primary Email Address** is setup correctly, this is where your transfer summary will be sent. From

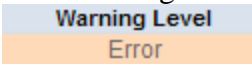
your Admin Panel click  You will be placed in the **General** tab, near the bottom of the page will be **Primary Admin Email**. In this field enter the email address (or addresses separated by a semi-colon) that you would like to receive the summary.

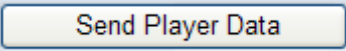
Transferring Data

Move your mouse over the  button and select **Players** 

On the right hand side under the blue Player Search options area click  You are brought to the **Export Player Data** page. From the drop down list select a **Sub Season/League/Program**, this will be the name you created for your Clubspaces League/Program. Then select which **AYSO Membership Year** this transfer is being used towards. Spring seasons use the previous year. For example, FS2007 would be for the Fall 2007 and Spring 2008 seasons. FS2008 is used for Fall 2008 and Spring 2009, and so forth. Lastly, choose a division to the right. You may select an individual Division or select All.


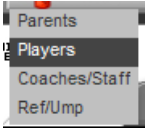
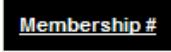
When a Division is selected, the list of players to be transferred will populate. Any member with missing or invalid data will show an error message in their **Warning Level**

column  For any member that returns an error, click the **Edit** hyperlink in the furthest left column. A new window will open with a **Player Information Editor**. The field that needs adjusting will be flagged with a comment as to

what needs to be edited. Click the **Edit** button next to the field that needs to be adjusted, enter the new value and click **Update**. When the selected Player has all of their information accurate, you may close the window. The error message will be removed from the **Warning Level** column. Continue this procedure for any other players that show an error. When all players have been updated, click  to initiate the transmission.

You will be able to save the data to a CSV file if you would like to keep a copy for your records or continue with other work. Whether you save the data to a CSV file or not, all data will remain in your website and be transferred to eAYSO.

The transmission process can take 5-40 minutes before its completion. Once it has begun you may move on to other work, close the window or shutoff your computer and the transmission will still complete. When the process is complete an email will be sent to the address that was setup in the first step. This email will verify that the data was valid, received and updated. It will also indicate how many records, if any, need correcting.

When you go to  and select **Players**  all players that were included in the transfer will now have a membership number  which is their AYSO Membership Number.

You may send your data as many times as needed. Just be sure to use the Players given name to avoid duplicate entries.