



Club Administrator Guide



ADDING MEMBERS INTO THE CLUB DIRECTORY

Your Member Directory is home to your organization’s Member information. Think of it as your club “phone book”. Members are added into the directory through **import** or **manual entry**.

IMPORT MEMBERS INTO MEMBER DIRECTORY BY CREATING .CSV LIST:

1. Upload the member directory [template CSV](#).
 2. Input the required information into the template. The following fields are mandatory:
 - a. First Name
 - b. Last Name
 - c. Date of Birth (DOB)
 - d. Gender
 - e. Email – *Please use correct email for member.*
- Reminder - do not delete any unused fields in the template!**
3. Save the file as a **.cvs document**.

(Note – this information may be found in your club records, Webpoint, etc.)

4. Sign in to your account and go to “SportsEngine HQ”.
5. On the left-hand navigation, click **Members > Directory**.
6. On the top-right side of the screen, click the **3 dots**, and select **Import**.
7. On the *Upload a File* screen, click **Add File** to add and open your CSV template or click, drag, and drop the file into that area. Click **Next**.
8. The next screen will **match your import columns**. **Green** means the columns are correct, while **red** means you will need to make some edits. Once you have corrected any issues, click **Next**.
9. Now, a **Review** will take place checking for any errors or duplicates. Correct any errors. Then click **Import** once everything is accurate.

HOW TO ADD A SINGLE MEMBER MANUALLY INTO THE MEMBER DIRECTORY

1. Once in “SportsEngine HQ” click on the Members tab then choose **Directory**.
2. In the top-right corner of the screen, click **Add Person**.
3. Input the member’s First Name, Last Name, Email Address, Gender and Date of Birth.
4. Click **Add**.

