

WSCA Group Mass-Upload Registration Instructions

Dear Group Administrator,

Below are some quick notes that will help you fill out the upload template.

Excel Template: <https://washcoach.net/docs/wsca-sample-upload-template.xlsx>

#1 - Each row is considered a coach record.

#2 - Each column must have a value (don't leave anything blank except).

#3 - The School Name cell must match the school(s) that you used on your application for group account. If they don't match, the system will reject the spreadsheet.

#4 - The Sports cells allow 5 choices. The first sport is the primary. Please use the sports list on page 2 for your choices. If you do not use the exact sports (spelling, capitalization, etc.), the system will reject the spreadsheet. The additional 4 sport columns are optional.

#5 - The Coaching Status cells must contain one of the values in the coaching status list on page 2. If you do not use the exact coaching status, the system will reject the spreadsheet.

#6 - Opting In / Out of Email (setting the value as 'Y' for each coach) is strongly suggested.

Use the **Import Spreadsheet** feature to upload your roster.

If you have any questions let us know.

Thank you for your support.

Art DeVaughn

WSCA Membership Registration Support

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WSCA SUPPORTED SPORTS

(Sport names in your spreadsheet **must** match these **exactly**)

Athletic Trainers
Baseball
Basketball Boys
Basketball Girls
Bowling
Cheerleading
Cross Country
Dance/Drill
Flag Football
Football
Golf
Gymnastics
Soccer
Softball/Fastpitch
Swim and Dive
Tennis
Track and Field
Volleyball
Wrestling

WSCA COACHING STATUSES

(Coaching statuses in your spreadsheet **must** match these **exactly**)

HS/MS Coach
HS Head Coach
MS Head Coach
Retired
Community Coach
Other