

Instructions for

Importing Registration Spreadsheet to Winfree

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1 Quick Start Guide

1.1 Introduction

This feature of Winfree is used to merge (no existing information will be deleted) spreadsheets.

As a warning, the error checking is not as robust as used for the Name Entry window, so you need to be careful about checking for errors (e.g., a name in the “Year of Birth” field, commas in “ID” field, etc.). If any of these things cause severe problems, please report it by email.

Spreadsheets can be:

- A USSA Spreadsheet representing one event
- A Registration Spreadsheet with row headers describing each column

1.2 Quick Example

1) Use Winfree to:

- **Create a meet and add all the events you need.**
- **Make sure any meet options are set (such as men/women with same bib, type of meet, etc.)**
- **[Skip for USSA files] Write down the long event names from Options, or short event name from Registration (also, these appear in the Status screen). A good bet is to leave Winfree open to the Status screen.**

2) [Skip for USSA files] Bring up the spreadsheet in Excel. This is not needed if it's a USSA registration.

Make sure some of the column headers are taken from the following (see *Section 3.3 Column Contents*):

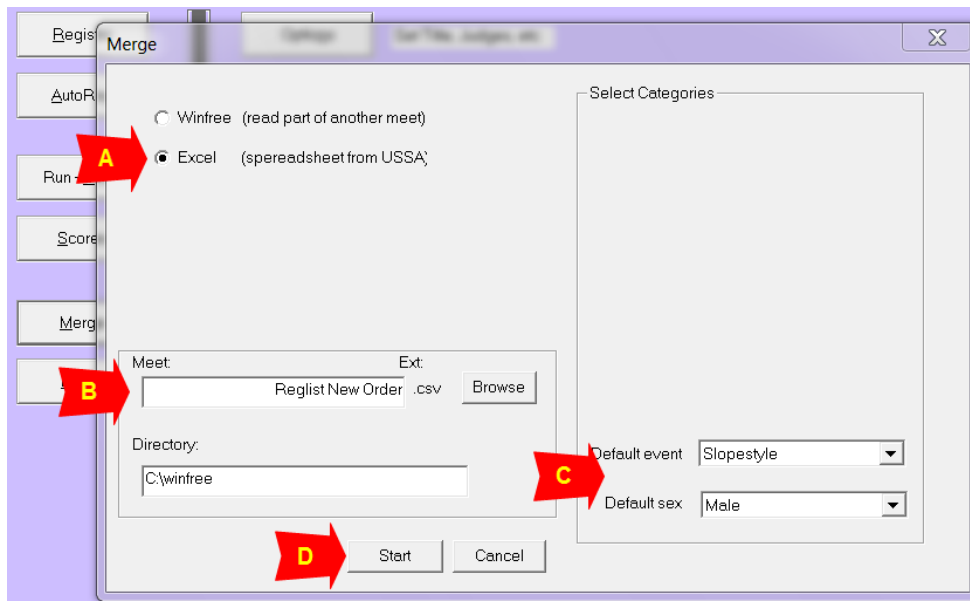
- **Last Name** (or Name, Last, Nom de Famille, Dernier, Nom)
- **First Name** (or First, Prénom, Première)
- **Sex** (or Gender, Sexe, Group, Groupe, Gp)
- **Year of Birth** (or Born, Birthday, Année de Naissance, Né)
- **ID** (or USSA ID, USSA#)
- **FIS ID** (or FIS#)
- **Club** (or Mountain, Montagne, Rep)
- **Nation**
- **Bib** (or Dossard)
- Events registered as either:
 - One column per event with X's (or other non-blank). The header must have an Option window name (like Moguls), a short Registration window name (like M), or a national event ID (like U4020). These can be found in the Status window.
 - A single column with multiple short event names (like MDSA) per person. The header must be “**Events**” (or Épreuves).
- Anything else will be ignored



	A	B	C	D	E	F	G	H	I	J	K	L
1	Last Name	First Name	USSA Id	Club	Year of Birth	Email	Sex	Bib	Slope Style 2	Slope Style	Upright Aerials	
2	Abdalla	Alicia	6309886	Wasatch F	2002	aabda	M	1000	X	X	X	
3	Atkin, Zoe		6369411	Axis Freeri	1995	micha	M	1001	X	X	X	
4	Bailey	Madison	6160774	Wasatch F	1997	jayma	M	1002		X		
5	Beck	Lizzie	6478872	Park City F	2004	beck5	M	1003			X	
6	Briscoe	Abby	6037519	Wasatch F	1996	mogul	M			X		
7	Brown	Devon	6170674	Sun Valley	2000	devon	M				X	
8	Bush	Emma	6536411	UOP Sport	2001	bbush	M			X		
9	Davies	Mackenzie	6353358	Bridger Ski	2000	skibun	M				X	
10	Donahue	Grace	6479076	Wasatch F	2001	gdona	M			X		
11	Fischer	Christine	6290873	Wasatch F	2001	paul@	M				X	
12	Fisher	Gabriella	6330472	Heavenly M	2000	lpfish9	M			X		
13	Gersh	Anna	6441694	null	2003	gershf	M				X	
14	Herich	Alysha	6081053	Sun Valley	1996	crazyfi	M			X		
15	Hickman	Lynne	6106249	null	1998	ehickn	M				X	
16	Idzorek	Marissa	6506305	Heavenly S	2002	idzs@	M			X		

3) [Skip for USSA files] Save as CSV file.

4) Go into Winfree and merge it:



Where:

- A = Pick Excel
- B = Pick filename picked with Browse
- C = [Skip for USSA files] Optionally, pick default event/sex – used only if there is no other event information
- D = Hit Start button.

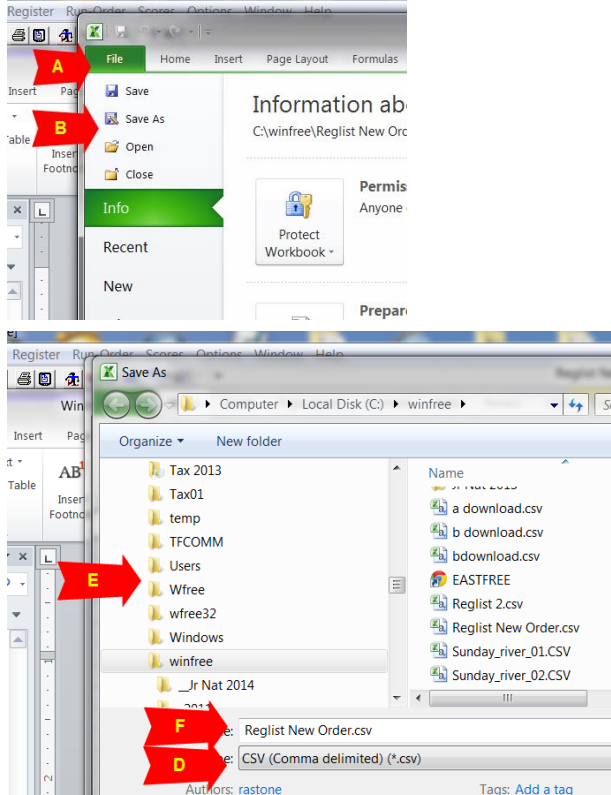
5) Check the registration to make sure it's OK.



2 Detailed Instructions

2.1 Detailed Instructions for Setting up Registration Spreadsheet

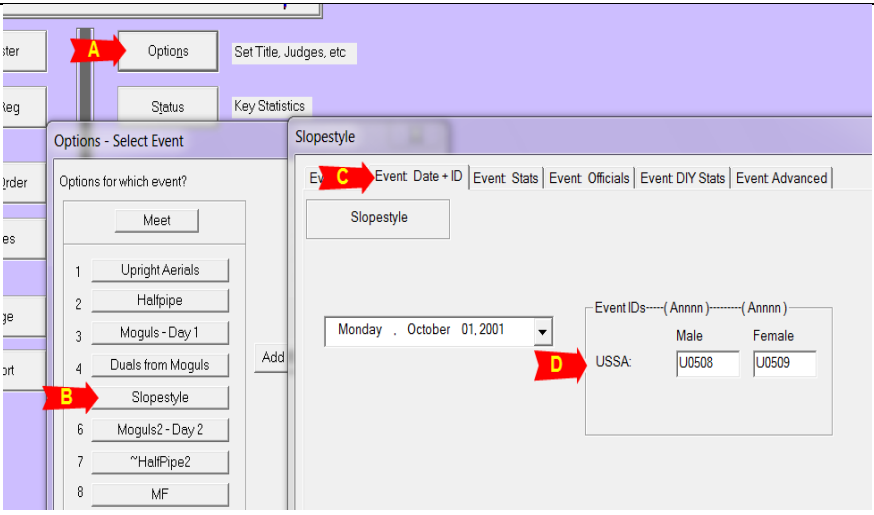
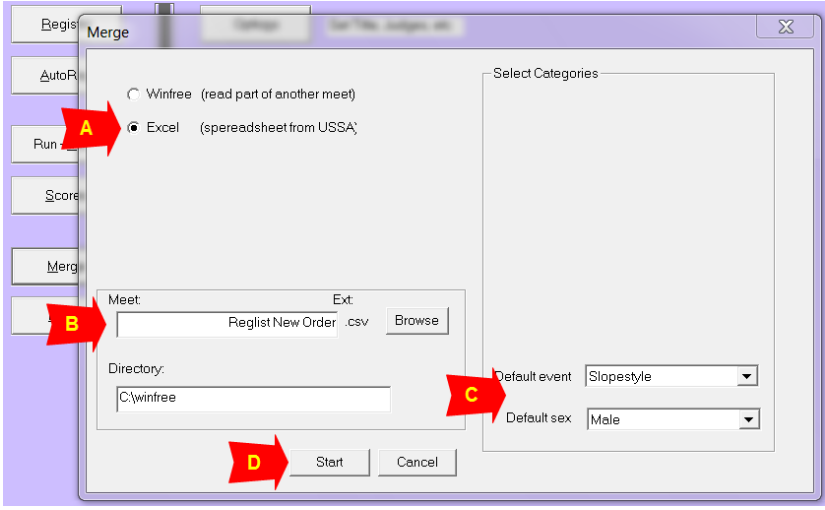
If you have a USSA Spreadsheet, please skip this section.

Instructions	Example
<p>1. Start Winfree, go into Options, and create any events you will need to import.</p>	
<p>2. Bring up the spreadsheet in Excel</p>	
<p>3. Make sure the column headers (Row 1) are the correct ones based on <i>Section 3.3 Column Contents</i>.</p> <p>Particularly, make sure the event columns have a header that's the Event ID, the "Registration" letters, or the "Option" names. Option names are recommended as the most 'readable'.</p>	<p>See <i>Section 3.3 Column Contents</i></p> <p>See <i>Section 3.4 Where to Find Event Header Information from Winfree</i>.</p>
<p>4. Do a "File" (A) and "Save As" (B).</p> <p>Pick "CSV" (D), a folder (E), and a file name (F).</p> <p>Hit "Save" and you'll get some warning messages.</p>	
<p>5. Continue with the steps in <i>Section</i></p>	

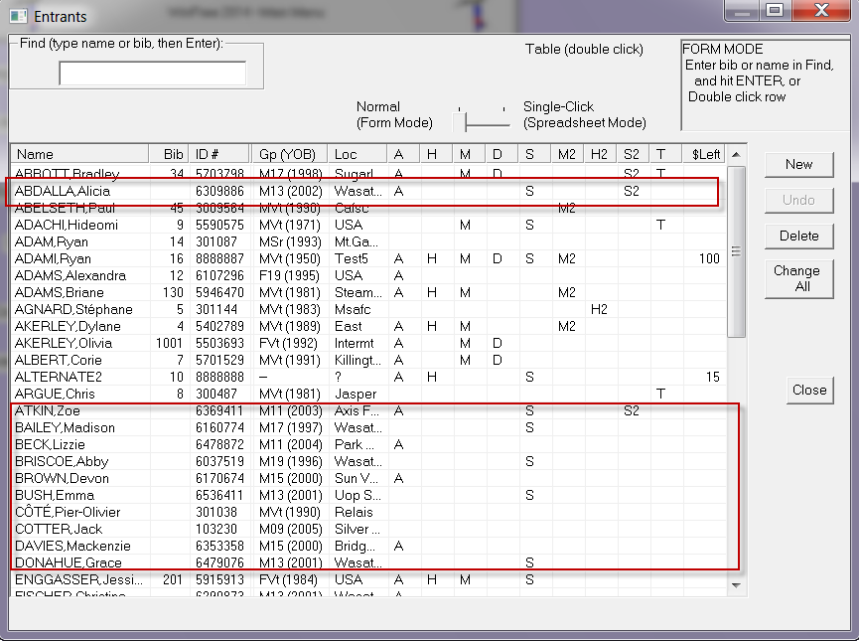
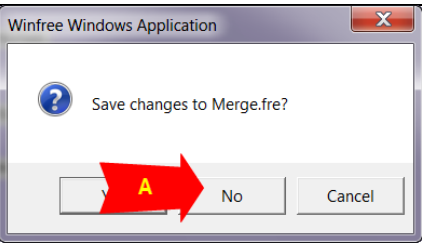


2.2 Detailed Instructions for Importing Spreadsheet	
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2.2 Detailed Instructions for Importing Spreadsheet

Instructions	Example
<p>1. Start Winfree, or</p> <p>Save the file with control-s if already in Winfree.</p>	
<p>2. Go into Options, and create any events you will need to import.</p>	
<p>3. Go into “Options”, and make sure that the Event IDs are set (not mandatory for the Registration Spreadsheet files).</p> <p>Note that you can skip this step if you’d rather set Event/Sex Manually (see <i>Setting Event & Sex Manually</i> below)</p>	
<p>4. Save the file (do a control-S)</p>	
<p>5. Go into “Merge”</p>	
<p>6. Select “Import Spreadsheet” at the top</p>	<p>See“(A)” in example below</p> 



<p>7. Hit “Browse” at the bottom, and pick the file</p>	<p>See”(B)” in example above</p>																																																																																																																																																																																																																																																																																																																																																																																																																					
<p>8. Setting Event & Sex Manually: Check the Event and Sex setting on the right.</p> <p>If the first 5 characters of the file are not the Event ID, or the Event IDs have not been set in “Options”, or it is the wrong event, then set the default event and sex on the right (not required for the Registration Spreadsheet files)</p>	<p>See”(C)” in example above</p>																																																																																																																																																																																																																																																																																																																																																																																																																					
<p>9. Hit “Start”</p>	<p>See”(D)” in example above</p>																																																																																																																																																																																																																																																																																																																																																																																																																					
<p>10. You’ll see the number of people read in.</p>																																																																																																																																																																																																																																																																																																																																																																																																																						
<p>11. Pick “Registration”, and inspect the contents very carefully to make sure it’s what’s expected.</p>	 <p>The screenshot shows a window titled "Entrants" with a search bar and a table of entrants. The table has the following columns: Name, Bib, ID #, Gp (YOB), Loc, A, H, M, D, S, M2, H2, S2, T, and \$Left. The rows are as follows:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Bib</th> <th>ID #</th> <th>Gp (YOB)</th> <th>Loc</th> <th>A</th> <th>H</th> <th>M</th> <th>D</th> <th>S</th> <th>M2</th> <th>H2</th> <th>S2</th> <th>T</th> <th>\$Left</th> </tr> </thead> <tbody> <tr><td>ABBOTT,Bradley</td><td>34</td><td>5203298</td><td>M12 (1998)</td><td>Wesat...</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>ABDALLA,Alicia</td><td>6309886</td><td></td><td>M13 (2002)</td><td>Wesat...</td><td>A</td><td></td><td></td><td></td><td>S</td><td></td><td></td><td>S2</td><td></td><td></td></tr> <tr><td>ABELSETH,Paul</td><td>45</td><td>3069564</td><td>MV (1990)</td><td>Catsc...</td><td></td><td></td><td></td><td></td><td></td><td>M2</td><td></td><td></td><td></td><td></td></tr> <tr><td>ADACHI,Hideomi</td><td>9</td><td>5590575</td><td>MV (1971)</td><td>USA</td><td></td><td></td><td>M</td><td></td><td>S</td><td></td><td></td><td></td><td>T</td><td></td></tr> <tr><td>ADAM,Ryan</td><td>14</td><td>301087</td><td>MSr (1993)</td><td>Mt.Ga...</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>ADAM,Ryan</td><td>16</td><td>8888887</td><td>MV (1950)</td><td>Test5</td><td>A</td><td>H</td><td>M</td><td>D</td><td>S</td><td>M2</td><td></td><td></td><td></td><td>100</td></tr> <tr><td>ADAMS,Alexandra</td><td>12</td><td>6107296</td><td>F19 (1995)</td><td>USA</td><td>A</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>ADAMS,Briane</td><td>130</td><td>5946470</td><td>MV (1981)</td><td>Steam...</td><td>A</td><td>H</td><td>M</td><td></td><td></td><td>M2</td><td></td><td></td><td></td><td></td></tr> <tr><td>AGNARD,Stephane</td><td>5</td><td>301144</td><td>MV (1983)</td><td>Msaic</td><td></td><td></td><td></td><td></td><td></td><td></td><td>H2</td><td></td><td></td><td></td></tr> <tr><td>AKERLEY,Dylene</td><td>4</td><td>5402789</td><td>MV (1989)</td><td>East</td><td>A</td><td>H</td><td>M</td><td></td><td></td><td>M2</td><td></td><td></td><td></td><td></td></tr> <tr><td>AKERLEY,Olivia</td><td>1001</td><td>5503693</td><td>FVt (1992)</td><td>Intermt</td><td>A</td><td></td><td></td><td>M</td><td>D</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>ALBERT,Corie</td><td>7</td><td>5701529</td><td>MV (1991)</td><td>Killingt...</td><td>A</td><td></td><td></td><td>M</td><td>D</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>ALTERNATE2</td><td>10</td><td>8888888</td><td>-</td><td>?</td><td>A</td><td>H</td><td></td><td></td><td>S</td><td></td><td></td><td></td><td></td><td>15</td></tr> <tr><td>ARGUE,Chris</td><td>8</td><td>300487</td><td>MV 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V...</td><td>A</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>BUSH,Emma</td><td>6536411</td><td></td><td>M13 (2001)</td><td>Uop S...</td><td></td><td></td><td></td><td></td><td>S</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>CÔTÉ,Pier-Olivier</td><td>301038</td><td></td><td>MV (1990)</td><td>Relais</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>COTTER,Jack</td><td>103230</td><td></td><td>M09 (2005)</td><td>Silver ...</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>DAVIES,Mackenzie</td><td>6353358</td><td></td><td>M15 (2000)</td><td>Bridg...</td><td>A</td><td></td><td></td><td></td><td>S</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>DONAHUE,Grace</td><td>6479076</td><td></td><td>M13 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COTTER,Jack	103230		M09 (2005)	Silver ...																																																																																																																																																																																																																																																																																																																																																																																																																		
DAVIES,Mackenzie	6353358		M15 (2000)	Bridg...	A				S																																																																																																																																																																																																																																																																																																																																																																																																													
DONAHUE,Grace	6479076		M13 (2001)	Wesat...					S																																																																																																																																																																																																																																																																																																																																																																																																													
ENGGASSER,Jessi...	201	5915913	FVt (1984)	USA	A	H	M		S																																																																																																																																																																																																																																																																																																																																																																																																													
FISCHER,Christa...	6208872		M12 (2001)	Wesat...	A																																																																																																																																																																																																																																																																																																																																																																																																																	
<p>12. If there is something wrong with the import, exit the program (answering not to save the file), and fix the spreadsheet by bringing the .csv file up in Excel</p>	 <p>The screenshot shows a dialog box titled "Winfree Windows Application" with a question mark icon and the text "Save changes to Merge.fre?". There are three buttons: "Yes", "No", and "Cancel". A red arrow points to the "No" button.</p>																																																																																																																																																																																																																																																																																																																																																																																																																					



3 Setting up Registration Spreadsheet Files

3.1 Sample Files

(The “Prénom” is French for “First Name”, showing synonyms are allowed.)

	A	B	C	D	E	F	G	H	I	J	K
	Last Name	Prénom	USSA Id	Club	Year of Birth	Email	Sex	S2	U0508	Upright Aerials	
2	Abdalla	Alicia	6309886	Wasatch F	2002	aabda	M	X	X	X	
	Atkin, Zoe		6369411	Axis Freeri	6/14/2003	micha	M	X	X	X	
	Bailey	Madison	6160774	Wasatch F	6/14/1997	jayma	M		X		
	Beck	Lizzie	6478872	Park City F	2004	beck5	M			X	
	Briscoe	Abby	6037519	Wasatch F	1996	mogu	M		X		
	Brown	Devon	6170674	Sun Valley	2000	devor	M			X	
	Bush	Emma	6536411	UOP Sport	2001	bbush	M		X		
	Davies	Mackenzie	6353358	Bridger Ski	2000	skibur	M			X	
0	Donahue	Grace	6479076	Wasatch F	2001	gdon@	M		X		
1	Fischer	Christine	6290873	Wasatch F	2001	paul@	M			X	
	Fisher	Gabriella	6330472	Heavenly M	2000	lpfish@	M		X		
3	Gersh	Anna	6441694	null	2003	gersh@	M			X	
4	Herich	Alysha	6081053	Sun Valley	1996	crazyf	M		X		
	Hickman	Lynne	6106249	null	1998	ehickr	M			X	
16	Idzorek	Marissa	6506305	Heavenly S	2002	idzs@	M		X		
	Idzorek	Mia	6372895	Heavenly S	2000	tahoe	M			X	

A second example is:

	A	B	C	D	E	F	H	I	M	N	O
	First Nam	Last Name	Born	Gender	Mountain	USSA ID	Events	Bib	Waiver	Banquet	
222	Jake	Sear	1997	M	Steamboat Springs	6115018	H	318			
223	Nik	Seemann	1997	M	Seedog's Flying Circ	5943295	A	319		Yes	
224	Sawyer	Sellingham	1995	M	WVA Waterville Val	6039127	SH	320			
225	Trevor	Semmens	1995	M	Squaw Valley	5980529	MD	321		Yes	
226	Julia	Semmens	1997	F	Squaw Valley	6043186	MD	322		Yes	
227	Sydney	Shaffer	1996	F	WVA Waterville Val	6145262	M	323		Yes	
228	Renee	Shapiro	1997	F	Sun Valley Ski Educa	6172225	MD	324		Yes	
229	Morgan	Shaver	1995	F	Sun Valley Ski Educa	6322014	MD	325		Yes	
230	Zach	Shearer	1998	M	Heavenly Mountain	6303914	MD	326		Yes	
231	Ben	Sherer lykes	1998	M	UOP Sports Clubs	6127245	A	327		Yes	
232	Avital	Shimko	1996	F	steamboat	5983127	MD	328		Yes	
233	Sydney	Shuster	1997	F	HUN Hunter Mount	6156582	M	329		Yes	
234	Seth	Shuster	1995	M		6360882	AS	330		Yes	
235	Hunter	Simpson	1998	M	Squawfree	6473509			injured		
236	Jack	Skidmore	1998	M	SSV Ski & Snowboar	6088850	M	331		Yes	
237	Colby	Smith	1999	M	Axis Freeride	6051361	AS	332		Yes	
238	Evan	Smith	1996	M	Steamboat Sprgs W	6141212	M	333		Yes	
239	Emerson	Smith	1997	M	Ski club vail	6100366	MD	334		Yes	
240	Sadie	Smith	1998	F	Purgatory Ski Club	6115679	MDASH	335		Yes	
41	Hannah	Smith	1996	F	Purgatory Ski Club	6115570	MDASH	336		Yes	



3.2 Important Notes

- It is a merge. Information is added or replaced, but nothing is deleted. People not on the spreadsheet are retained, existing bibs are kept if the new bib is blank, etc.
- The first row or ‘header’ row is used to describe what is in the column.
- After the header row, there is one row for each person.
- The header row titles are case insensitive, so that “Last Name” and “LAST NAME” and “last name” are all the same.
- Characters other than letters and numbers in the header row are ignored, so that “Last name” and “Lastname” and “Last-name” are all the same.
- The order of the columns is not important.
- Other non-standard columns may be included and will be ignored. Each will result in a request to proceed.
- Rows above the header row are ignored, as long as the first column is blank.
- There must be a Last Name (or Name) column. Every person must have this column filled in.
- Synonyms can be used in place of the suggested column headers. Feel free to email other suggestions for synonyms (including names to ignore).

3.3 Column Contents

Colum Headers (First Row)	Synonyms	Examples of Contents in Other Rows in the Same Column
Last Name	Name Last Nom de Famille Dernier Nom	There are two possible contents: <ul style="list-style-type: none"> • Stone (Last name of person) • Stone, Dick (Both names separated by a comma. If you do this, the First Name column must be blank or not used) This is the only mandatory column.
First Name	First Prénom Première	Dick (First name of person)
Sex	Gender Sexe Group Groupe Gp	Only the first character is used, so valid examples are: <ul style="list-style-type: none"> • M or F • Male or Female • Mâle or Femelle • M3 or F1
ID	USSA ID USSA#	123456 (National number of the person. This is the key field for identifying the person unless the name fields match exactly)
FIS ID	FIS#	12335 (FIS number)

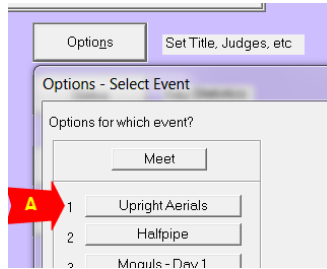


Colum Headers (First Row)	Synonyms	Examples of Contents in Other Rows in the Same Column
Club	Mountain Rep Montagne	Wasatch Freestyle Foundation (Name of club)
Nation		USA (Three character national abbreviation)
Year of Birth	Born Birthday Année de Naissance Né	There are three possible contents: <ul style="list-style-type: none"> • 1990 (Year born) • 1990-03-07 (Birth date – where only year is used). • 3/7/1990 (Birth date – where only year is used).
Bib	Dossard	Bib number
<p>There are 3 ways to identify a column (see <i>Section 3.4 Where to Find Event Header Information from</i>) with the event where people are registered:</p> <ul style="list-style-type: none"> • Aerials Saturday (Names set in the Option window) (Recommended method) • M2 (Short event names used in the Registration window) • U1405 (National event ID, which must have been previously set up in Options). Note that gender of the Event ID isn't important. 		X (Or any other character)
Events (alternate way of showing in events where all events are in one column) (Not recommended)	Épreuves	MDSHM2 (Can be used in place of the above to set all events out of one column using the Registration short names. In this case, it's Moguls, Duals, SlopeStyle, Halfpipe, Moguls 2)
Ignore	Division Club Code Age Email Points Date Registered Âge	Ignore this column without asking



3.4 Where to Find Event Header Information from Winfree

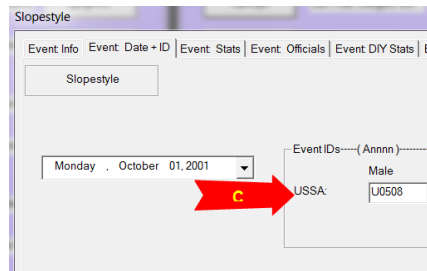
Using the name in Options



(or) Using the short names in Registration

The screenshot shows a spreadsheet with two modes: 'Normal (Form Mode)' and 'Single-Click (Spreadsheet Mode)'. The spreadsheet has columns for event types: A, H, M, D, S, M2, H2, S2, T. A red arrow labeled 'B' points to the 'A' column. The rows contain various event names and their corresponding event type and ID values.

(or) Using Option > Event Date+ID > Event IDs:



Note that all three can be found in the Status window.

The screenshot shows a 'Status' window with a table of event runs. The table has columns: Name, Date, #Runs, Sex, ID. A red arrow labeled 'B' points to the 'Name' column, 'A' points to the 'Date' column, and 'C' points to the 'ID' column. The table contains the following data:

Name	Date	#Runs	Sex	ID
A Upright Aerials	12/30/2000	2	M	U0002
			F	U0001
H Halfpipe	2/3/1997	2	M	U0003
			F	U0004
M Moguls - Day 1	3/9/1996	2	M	U0005
			F	U0006
D Duals from Moguls	10/22/2002	2	M	U0008
			F	U0009
S Slopestyle	10/1/2001	1	M	U0508
			F	U0010

