

# Add athletes from a CSV file

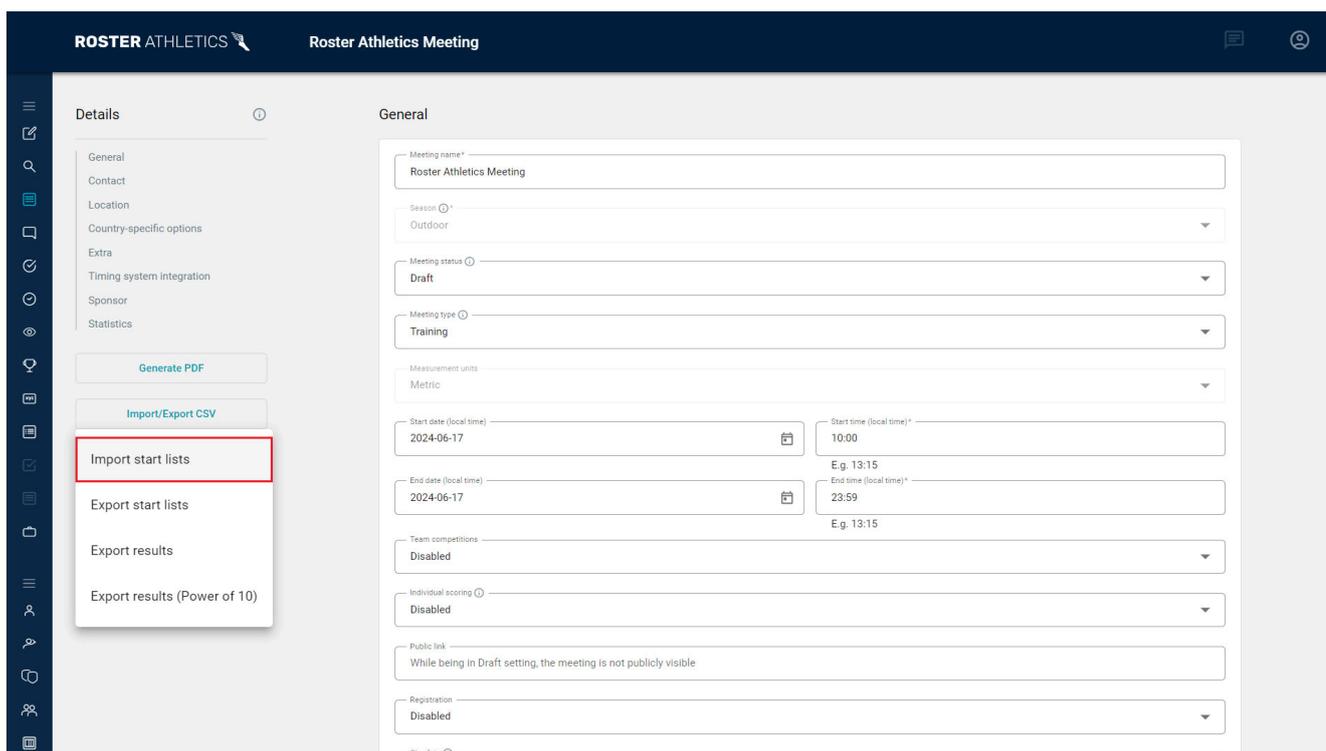
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Instead of adding athletes one at a time, you can add several (or all) athletes at once using the **Import CSV** tool. You will find the tool on the left-hand side of the **Details** page.

**Please note:** The import CSV feature cannot be used if registration is enabled.

This guide is divided into a few sections below:

- **Creating the CSV file**
- **Importing the CSV file**
- **Codes for EventCode, EventStage, and AgeGroup fields**
  - **Event Codes (EventCode)**
  - **Event stage (EventStage)**
  - **Age groups (AgeGroup)**
  - **Grades (SchoolGrade)**
- **How to open a CSV file in Excel?**



The screenshot shows the 'Roster Athletics Meeting' interface. On the left, a sidebar contains a menu with options: 'General', 'Contact', 'Location', 'Country-specific options', 'Extra', 'Timing system integration', 'Sponsor', and 'Statistics'. Below the menu are buttons for 'Generate PDF', 'Import/Export CSV', and a dropdown menu. The dropdown menu is open, showing options: 'Import start lists' (highlighted with a red border), 'Export start lists', 'Export results', and 'Export results (Power of 10)'. The main content area is titled 'General' and contains a form with the following fields: 'Meeting name\*' (Roster Athletics Meeting), 'Season' (Outdoor), 'Meeting status' (Draft), 'Meeting type' (Training), 'Measurement units' (Metric), 'Start date (local time)' (2024-06-17), 'Start time (local time)\*' (10:00), 'End date (local time)' (2024-06-17), 'End time (local time)\*' (E.g. 13:15, 23:59, E.g. 13:15), 'Team competitions' (Disabled), 'Individual scoring' (Disabled), 'Public link' (While being in Draft setting, the meeting is not publicly visible), 'Registration' (Disabled), and 'Check-in'.

## Creating the CSV file

You can create the CSV file by organizing/organising your athletes in an Excel spreadsheet. You will need the following columns (the ones in **red** are mandatory columns):

- **EntryId** - All athletes and relay teams are numbered sequentially for each meet/meeting (see example below).

- **StartListId** - All start lists can be numbered in groups with a unique number for each event list. This column is only relevant for mixed start lists and events with multiple age groups or relays.
- **RelayTeamName** - The name of the relay team.
- **FirstName** - The athlete's first name.
- **MiddleName** - The athlete's middle name.
- **LastName** - The athlete's last name.

Please capitalize the first letter only in first, middle, and last names, except where needed. Example: John Joseph McDonald.

- **Gender** - The athlete's gender (the only options are **Male** or **Female**). Please see below if you would like to add a mixed relay or mixed-gender competition.
- **LicenseType** (currently relevant only for World Athletics, World Para Athletics, and selected national federations) - The federation's name. The only options are:
  - **NorthernIrelandAth** for Athletics Northern Ireland,
  - **EnglandWalesAth** for England & Wales Athletics,
  - **GreekAth** for Greek Athletics,
  - **IcelandicAth** for Icelandic Athletic Federation,
  - **NewZealandAth** for New Zealand Athletics,
  - **RomaniaAth** for Romania Athletics,
  - **ScotlandAth** for Scottish Athletics,
  - **TFRRS** for NCAA,
  - **WorldAth** for World Athletics,
  - **WAPara** for World Para Athletics (SDMS).
- **LicenseNumber** (currently relevant only for World Athletics, World Para Athletics and selected national federations) - The athlete's license number.
- **CountryCode** - Three-letter abbreviation of the country (e.g., USA, FRA, CHN, SWE). You can find the abbreviations for all countries here in the World Athletics column: <https://admin.rosterathletics.com/admin/country-codes> (<https://admin.rosterathletics.com/admin/country-codes>) (link is available for users with access to Roster Athletics CMP).
- **SchoolGrade** - The athlete's grade (only for school meets in the United States). You can find the grade's codes below.
- **DateOfBirth** - The athlete's date of birth must be in the format of **YYYY-MM-DD**. *Note:* The date format is very important! You can use Excel's formatting functionality.
- **YearOfBirth** - The athlete's birth year in four digits (e.g., 1995).

Please do not add a fake date of birth (e.g., YYYY-01-01) for your athletes. If you only know the birth year, add it to the YearOfBirth column instead.

- **Tilastopajald** - The athlete's ID for the Tilastopaja Database.
- **RelayId** - If a **RelayTeamName** is added, then you can add the names of the individual runners on the team. Each name must have a number referring to the EntryID next to the Relay team name (see the example below).
- **EventStart** - The start time of the event. This can be left blank and set after import in Roster Athletics. If added, the format must be **YYYY-MM-DD HH:MM:SS** (e.g., 2020-02-14 15:55:00).
- **EventCode** - Event code. See the [list of events codes](https://support.rosterathletics.com/en/support/solutions/articles/44002209179) (<https://support.rosterathletics.com/en/support/solutions/articles/44002209179>). You can use the Roster Athletics event codes or complete event names (**100m Hurdles** or **3000m Steeplechase**) as the EventCode.
- **EventStage** - Add event stage, which can be *Qualification*, *Preliminary*, *Heat*, *SemiFinal*, or *Final*. This can be changed after the import.

- **AgeGroup** - Athlete's age group. See the [list of age group codes](https://support.rosterathletics.com/en/support/solutions/articles/44002589919) (<https://support.rosterathletics.com/en/support/solutions/articles/44002589919>) (you can select **Auto** if you want to automatically assign athletes to the age group based on date/year of birth).
- **ClubName** - The name of the club or school for which the athlete competes.
- **TeamName** - The team's name (if it is a team competition).
- **TeamGender** - The team's gender (the options are **Male**, **Female** or **Mixed**).
- **TeamName2** - If the meet/meeting includes several team competitions (optional).
- **TeamGender2** - If the meet/meeting includes several team competitions (optional).
- **TeamName3** - If the meet/meeting includes several team competitions (optional).
- **TeamGender3** - If the meet/meeting includes several team competitions (optional).
- **BibNumber** - Bib or start number for the athlete.
- **PersonalBest** - The athlete's personal best. Dividers between cm and meter have to be a ".". The same goes for dividers between seconds and 1/100s. Dividers between hours and minutes and between minutes and seconds must be a ":".
- **SeasonBest** - The athlete's season's best.
- **Title** - The title for an event. Note that when specifying Title, a new event will be created with this title, even if another untitled event exists or otherwise specified in the same file.

EntryId	StartListId	RelayTeamN	Full Name	First Name	Middle Name	Last Name	Gender	CountryCod	DateOfBirth	YearOfBirth	Tilastopajali RelayId	EventStart	EventCode	EventStage	AgeGroup	ClubName	TeamName	BibNumber	PersonalBest	SeasonBest
1	1		Mary Clark				Female	USA		1992			HJ	Final	Meeting_23	Berlin Tigers		745	1.68	1.68
2	1		Emma Johnson				Female	USA					HJ	Final	Meeting_23	London Sprinters		746	1.81	1.76
3	1		Olivia Smith				Female	USA					HJ	Final	Meeting_23	London Sprinters		747	1.82	1.75
4	1		Charlotte Petersen				Female	USA					HJ	Final	Meeting_23	Paris Track Club		748	1.99	1.79
5	1		Amelia Mia Gonzalez				Female	USA					HJ	Final	Meeting_23	Paris Track Club		749	1.81	1.75
6	2		Patricia Rodriguez				Female	USA					SP	Final		London Sprinters		750	13.42	13.42
7	3		George Allen Lewis				Male	USA		1988			100	Heat	Senior	Berlin Tigers		751	10.99	11.02
8	3		David Brown				Male	GBR		1987			100	Heat	Senior	London Sprinters		752	10.81	10.81
9	4		Richard Davis				Male	GBR		1986			100	Heat	Senior	London Sprinters		753	11.22	11.38
10	4		Charles Miller				Male	GBR		1985			100	Heat	Senior	London Sprinters		754	10.77	11.01
11	5		Steven Lee				Male	USA		2001-07-03			1500	Heat	Senior	London Sprinters		755	3:59.45	4:01.12
12	6		Linda Mia Walker	Linda	Mia	Walker	Female	USA		1995			LJ	Final	Senior	Paris Track Club		756	5.99	5.99
13	7		Barbara Hall	Barbara		Hall	Female	USA		1994			JT	Final	Senior	Paris Track Club		757	45.77	43.25
14	8	Berlin Tigers					Male	GER		1992			4x4	Heat	Senior	Berlin Tigers			3:12.11	
15	8		James Smith	James		Smith	Male	GER		1992		14	4x4	Heat	Senior	Berlin Tigers				
16	8		John Johnson	John		Johnson	Male	GER		1993		14	4x4	Heat	Senior	Berlin Tigers				
17	8		Robert Williams	Robert		Williams	Male	GER		1992		14	4x4	Heat	Senior	Berlin Tigers				
18	8		Michael Jones	Michael		Jones	Male	GER		1994		14	4x4	Heat	Senior	Berlin Tigers				
19	8	London Sprinters					Male	GBR					4x4	Heat	Senior	London Sprinters			3:10.56	
20	8		David Brown	David		Brown	Male	GBR		1992		19	4x4	Heat	Senior	London Sprinters				
21	8		Richard Davis	Richard		Davis	Male	GBR		1993		19	4x4	Heat	Senior	London Sprinters				
22	8		Charles Miller	Charles		Miller	Male	GBR		1992		19	4x4	Heat	Senior	London Sprinters				
23	8		Joseph Moore	Joseph		Moore	Male	GBR		1994		19	4x4	Heat	Senior	London Sprinters				
24	8	Paris Track C					Male	FRA					4x4	Heat	Senior	Paris Track Club			3:09.12	
25	8		Thomas Anderson	Thomas		Anderson	Male	FRA		1992		24	4x4	Heat	Senior	Paris Track Club				
26	8		Paul Jackson	Paul		Jackson	Male	FRA		1993		24	4x4	Heat	Senior	Paris Track Club				
27	8		Mark Thompson	Mark		Thompson	Male	FRA		1992		24	4x4	Heat	Senior	Paris Track Club				
28	8		Peter Garcia	Peter		Garcia	Male	FRA		1994		24	4x4	Heat	Senior	Paris Track Club				
29	9		Charlotte Petersen				Female	USA					5000	Final	Senior	Paris Track Club				
30	9		Amelia Mia Gonzalez				Female	USA					5000	Final	Senior	Paris Track Club				
31	9		Patricia Rodriguez				Female	USA					5000	Final	Senior	London Sprinters				
32	9		George Allen Lewis				Male	USA		1988			5000	Heat	Senior	Berlin Tigers				
33	9		David Brown				Male	GBR		1987			5000	Heat	Senior	London Sprinters				

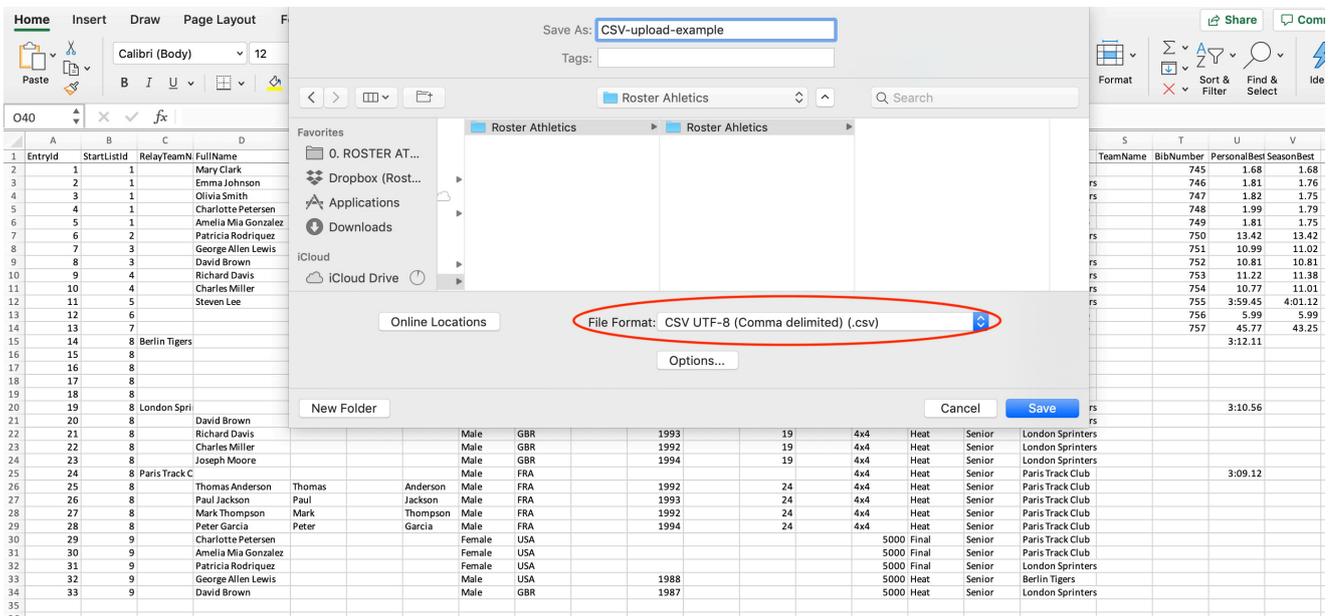
**Please note:**

- An example of a CSV file is attached to this article at the bottom of the page.
- If you use the PZLA or HyTek uploading functionality, use the CSV file directly from PZLA or HyTek
- If you have a problem importing a HyTek file, double check if the file uses **semicolon** delimited entries.

Remember **not** to use special characters in the CSV file (i.e., /comma/, ; /semicolon/ or “ /quotation mark/).

After all the athletes are saved in your Excel spreadsheet, save it to a CSV format.

**Please note: You must save the file in the UTF-8 CSV format.**



We have prepared a list of the most important things you must remember when preparing a CSV file for uploading entries. You can find it in the [Checklist for importing CSV entries](https://support.rosterathletics.com/en/support/solutions/articles/44002211746) (<https://support.rosterathletics.com/en/support/solutions/articles/44002211746>) guide.

## Importing the CSV file

**Please note:** if you already have a schedule set in the web admin platform for events and leave the EventStart field blank for those same events during the .csv upload, the previous schedule will be changed to default values. To keep the same schedule (or any specific schedule), please use the EventStart field in the .csv or change the schedule starts in the web admin platform after loading the .csv.

You can add the saved CSV file by clicking the **Import start lists** button and then choosing *Auto* or *Roster* format. You can also drag and drop the file.

## Upload a CSV file with the start lists

You can simply drag & drop the file

Need help? [Click here](#)

Format  
Roster ▼

Upload

Once you have imported a CSV file, you will see a new **CSV Import** menu option on the far left-hand side. This option will be visible until you change a meet/meeting, upload another file, click the **Finished** button, or reload the page.

**ROSTER ATHLETICS** Roster Athletics Meeting

Event: 100m Gender: Men Start time: 2024-06-03, 10:00 Age group: Senior Stage: Final

Entry id	Start list id	Participant	Gender	Date of birth	Licence	Country	Club	PB	SB	SR
681040	64268	Select a profile from the list <small>John Doe - 8</small>	Male	2000-01-01 - 2000	123456	GBR	Roster Athletics - Denmark			
681041	64268	Jan NOVÁK - Male - 2000-... <small>Jan Novák - 1</small>	Male	2000-01-01		CZE	Roster Athletics - Denmark			
681042	64268	Select a profile from the list <small>Jan Kowalski - 6</small>	Male	2000-01-01 - 2000		POL	Roster Athletics - Denmark			
681043	64268	Navn NAVNESEN - Male - ... <small>Navn Navnesen - 2000</small>	Male	2000-01-01		DEN	Roster Athletics - Denmark			
681044	64268	Jean DUPONT - Male - 20... <small>Jean Dupont - 3</small>	Male	2000-01-01		FRA	Roster Athletics - Denmark			
681045	64268	Max MUSTERMANN - Mal... <small>Max Mustermann - 4</small>	Male	2000-01-01		GER	Roster Athletics - Denmark			
681046	64268	Ola NORDMANN - Male - 2... <small>Ola Nordmann - 5</small>	Male	2000-01-01		NOR	Roster Athletics - Denmark			

After the import, you will see four different marks next to the names of the athletes or relay teams:

	athlete/relay already exists in the Roster Athletics database, and an exact match has been found,
	athlete/relay does not exist in the database but will be automatically created,
	athlete/relay matches with one or multiple athletes/relays in the database but isn't an exact match, so you have to select the correct athlete or relay team,
	there is a conflict, so you will need to select the athlete that is the correct athlete/relay to match with or remove (in case of a doublet). You must create a new one if the correct athlete/relay is not found.

Action is required by the user if there are yellow or red marks! See below.

Entry id	Start list id	Participant	Gender	Date of birth	Licence	Country	Club	PB	SB	SR
2	64268	Select a profile from the list <small>John Doe - 8</small>	Male	2000-01-01 - 2000		GBR	Roster Athletics - Denmark			
3	64268	Jan NOVÁK - Male - 2000... <small>Jan Novák - 1</small>	Male	2000-01-01		CZE	Roster Athletics - Denmark			
4	64268	Select a profile from the list <small>Jan Kowalski - 6</small>	Male	2000-01-01 - 2000		POL	Roster Athletics - Denmark			
5	64268	Navn NAVNESEN - Male - ... <small>Navn Navnesen - 2000</small>	Male	2000-01-01		DEN	Roster Athletics - Denmark			
6	64268	Jean DUPONT - Male - 20... <small>Jean Dupont - 3</small>	Male	2000-01-01		FRA	Roster Athletics - Denmark			
7	64268	Max MUSTERMANN - Mal... <small>Max Mustermann - 4</small>	Male	2000-01-01		GER	Roster Athletics - Denmark			
8	64268	Max MUSTERMANN - Mal... <small>Max Mustermann - 4</small>	Male	2000-01-01		GER	Roster Athletics - Denmark			
Duplicate entry										
9	64268	Ola NORDMANN - Male - ... <small>Ola Nordmann - 5</small>	Male	2000-01-01		NOR	Roster Athletics - Denmark			
10	64268	Sven SVENSSON - Male - ... <small>Sven Svensson - 7</small>	Male	2000-01-01		SWE	Roster Athletics - Denmark			

If there is a conflict (yellow or red mark), you can try to manually find the athlete or relay team in the Roster database by clicking on the **Select a profile from the list** and selecting **Search & select**. You can also create a new athlete or relay team (with data from the CSV file) by clicking **Select a profile from the list** and selecting **Create new athlete profile** or **Create relay team profile**.

For example, you uploaded a CSV start list with two relay teams named "Roster Relay Team", but one team is number 1, and the other is number 2. For purposes of this example, let's say that there is only one "Roster Relay Team" relay team in the Roster database. Therefore, both of your teams will be matched to the existing "Roster Relay Team", resulting in a conflict. To resolve this conflict, you must create two new relay teams named "Roster Relay Team 1" and "Roster Relay Team 2". See the screenshot below.

Entry id	Start list id	Participant	Gender	Date of birth	Licence	Country	Club	PB	SB	SR
⚠ 1	1	Select a profile from the list Roster Relay Team 1	Male			USA	Roster Athletics - United ... Roster Athletics			
✓ 2	1	John DOE - Male - 2000-... John Doe - 8	Male	2000-01-01		GBR	Roster Athletics - United ... Roster Athletics			
✓ 3	1	Jan NOVAK - Male - 200... Jan Novák - 1	Male	2000-01-01		CZE	Roster Athletics - United ... Roster Athletics			
✓ 4	1	Jan KOWALSKI - Male - ... Jan Kowalski - 6	Male	2000-01-01		POL	Roster Athletics - United ... Roster Athletics			
✓ 5	1	Navn NAVNESEN - Male... Navn Navnesen - 2000	Male	2000-01-01		DEN	Roster Athletics - United ... Roster Athletics			
⚠ 6	1	Roster Relay Team · Male · USA				USA	Roster Athletics - United ... Roster Athletics			
✓ 7	1	Create new relay team profile				FRA	Roster Athletics - United ... Roster Athletics			
✓ 8	1	Search & select				GER	Roster Athletics - United ... Roster Athletics			
✓ 9	1	Ola NORDMANN - Male ... Ola Nordmann - 5	Male	2000-01-01		NOR	Roster Athletics - United ... Roster Athletics			
✓ 10	1	Sven SVENSSON - Male... Sven Svensson - 7	Male	2000-01-01		SWE	Roster Athletics - United ... Roster Athletics			

Remember to resolve all conflicts and save the start list by clicking the **Import** button. After this step, click the Start list button to go to the start list.

**Please note:** you cannot save the start list until all conflicts have been solved (i.e., selecting the correct athlete).

## Regular Relay Events

When specifying relay teams using the input file, follow these rules, which are shown in the example:

- Relay definition line: set an **EntryId** line with **StartListId**, **RelayTeamName**, **Gender**, **CountryCode**, **EventCode**, **EventStage**, **AgeGroup**, **ClubName** (or school name), **TeamName** (can be assigned when importing).
- In the following lines, list each athlete on this team on their own line. They must have the **RelayId** field set to the **EntryId** value above. This allows the association between the athlete and team.  
**Please note:** in the CSV file, relay members may **NOT** be in a line above the relay to which they are assigned.
- Each athlete must have the same **StartListId** value as the team value set in the Relay definition line.

- Each team that is competing in the same relay event must have the same **StartListId** set in the Relay definition line and following athletes lines. This groups each team into the same relay event. Otherwise, separate events will be created.

### SPECIAL CASE for mixed-gender relay events (separate male and female teams in one event)

If you have an event where separate female and male teams are running in the same event, simply set the StartListId to be the same value for all the teams, and they will all appear in the **Start list** under the same event.

### SPECIAL CASE for 4x400m MIX TEAM mixed gender relay teams and event (male and female athletes together on the same relay team)

The special **4x400m MIXED TEAM** relay (or any other mixed team relay, 4x\_\_\_m MIXED TEAM, with male and female athletes on the same team) designates a relay event where teams are comprised of both male and female athletes on the same relay team (e.g. Bella, Wendy, Steven, and Tom on one relay team). Specify in the CSV upload:

- EventCode is **4x400m MIXED TEAM** (or other applicable 4x\_\_\_m MIXED TEAM event code)
- Gender for RelayTeamName row is **Mixed**
- Each athlete is **Male** or **Female** as appropriate
- Set the same RelayID for each athlete as described above for regular relays

### SPECIAL CASE for mixed gender individual events

If you want to upload an event which is mixed gender, you will need to add **Male** or **Female** for each athlete and give all athletes the same **Start List ID** (StartListId). In doing so, the start list will be uploaded as a mixed event. See the example below.

EntryId	StartListId	RelayTeamN Full Name	FirstName	MiddleName	LastName	Gender	CountryCode	DateOfBirth	YearOfBirth	Tilastopajald	RelayId	EventCode	EventStage	AgeGroup	ClubName	TeamName	BibNumber	PersonalBest	SeasonBest
29	9	Charlotte Petersen				Female	USA					5000 Final	Senior	Paris Track Club					
30	9	Amelia Mia Gonzalez				Female	USA					5000 Final	Senior	Paris Track Club					
31	9	Patricia Rodriguez				Female	USA					5000 Final	Senior	London Sprinters					
32	9	George Allen Lewis				Male	USA	1988				5000 Heat	Senior	Berlin Tigers					
33	9	David Brown				Male	GBR	1987				5000 Heat	Senior	London Sprinters					

### Codes for EventCode, EventStage, and AgeGroup fields

Use the following codes for events and age groups:

#### Event Codes (EventCode)

Event name = **code for the CSV file**

Please note that either the full Event name or code notation can be used as the EventCode in the CSV file. See the upload sample files for examples on EventCode.

The full list of events and their names is available in the **List of events** (<https://support.rosterathletics.com/en/support/solutions/articles/44002209179>) guide.

40m	=	<b>40</b>
50m	=	<b>50</b>
55m	=	<b>55</b>
60m	=	<b>60</b>
80m	=	<b>80</b>
100m	=	<b>100</b>
100yd	=	<b>100Y</b>
120m	=	<b>120</b>
150m	=	<b>150</b>
200m	=	<b>200</b>
300m	=	<b>300</b>
400m	=	<b>400</b>
500m	=	<b>500</b>
600m	=	<b>600</b>
800m	=	<b>800</b>
1000m	=	<b>1000</b>
1200m	=	<b>1200</b>
1500m	=	<b>1500</b>
1600m	=	<b>1600</b>
One Mile	=	<b>Mile</b>
2000m	=	<b>2000</b>
3000m	=	<b>3000</b>
Two Miles	=	<b>2M</b>
5000m	=	<b>5000</b>
5km	=	<b>5K</b>
10000m	=	<b>10000</b>
10km	=	<b>10K</b>
15km	=	<b>15K</b>
Ten Miles	=	<b>10M</b>
20000m	=	<b>20000</b>
20km	=	<b>20K</b>
Half Marathon	=	<b>HM</b>
One Hour	=	<b>1H</b>
25000m	=	<b>25000</b>
25km	=	<b>25K</b>
30000m	=	<b>30000</b>
30km	=	<b>30K</b>
Marathon	=	<b>Mar</b>
100km	=	<b>100K</b>
24 Hours	=	<b>24H</b>
1500m Steeplechase	=	<b>1500S</b>
2000m Steeplechase	=	<b>2000S</b>
3000m Steeplechase	=	<b>3000S</b>
50m Hurdles	=	<b>50H</b>

60m Hurdles	=	<b>60H</b>
80m Hurdles	=	<b>80H</b>
100m Hurdles	=	<b>100H</b>
110m Hurdles	=	<b>110H</b>
200m Hurdles	=	<b>200H</b>
300m Hurdles	=	<b>300H</b>
400m Hurdles	=	<b>400H</b>
High Jump	=	<b>HJ</b>
Standing High Jump	=	<b>HJS</b>
Pole Vault	=	<b>PV</b>
Long Jump	=	<b>LJ</b>
Long Jump (Zone)	=	<b>LJZ</b>
Standing Long Jump	=	<b>LJs</b>
Triple Jump	=	<b>TJ</b>
Triple Jump (Zone)	=	<b>TJZ</b>
Standing Triple Jump	=	<b>TJs</b>
Shot Put	=	<b>SP</b>
Discus Throw	=	<b>DT</b>
Hammer Throw	=	<b>HT</b>
Javelin Throw	=	<b>JT</b>
Weight Throw	=	<b>WT</b>
1000m Race Walking	=	<b>1000W</b>
One Mile Race Walking	=	<b>MileW</b>
2000m Race Walking	=	<b>2000W</b>
3000m Race Walking	=	<b>3000W</b>
5000m Race Walking	=	<b>5000W</b>
10000m Race Walking	=	<b>10000W</b>
10km Race Walking	=	<b>10W</b>
20000m Race Walking	=	<b>20000W</b>
20km Race Walking	=	<b>20W</b>
30km Race Walking	=	<b>30W</b>
35km Race Walking	=	<b>35K</b>
50km Race Walking	=	<b>50W</b>
4x40m	=	<b>4x40</b>
4x40m MIX	=	<b>4x40m MIXED TEAM</b>
4x60m	=	<b>4x60</b>
4x60m MIX	=	<b>4x60m MIXED TEAM</b>
4x80m	=	<b>4x80</b>
4x80m MIX	=	<b>4x80m MIXED TEAM</b>
4x100m	=	<b>4x1</b>
4x100m MIX	=	<b>4x100m MIXED TEAM</b>
4x200m	=	<b>4x2</b>
4x200m MIX	=	<b>4x200m MIXED TEAM</b>
4x300m	=	<b>4x3</b>
4x300m MIX	=	<b>4x300m MIXED TEAM</b>
4x400m	=	<b>4x4</b>
4x400m MIX	=	<b>4x400m MIXED TEAM</b>
4x800m	=	<b>4x8</b>
4x800m MIX	=	<b>4x800m MIXED TEAM</b>

4x1500m	=	<b>4x15</b>
4x1500m MIX	=	<b>4x1500m MIXED TEAM</b>
4xMile	=	<b>4xMile</b>
Sprint Medley Relay	=	<b>4xSPRMED</b>
Distance Medley Relay	=	<b>4xDISMED</b>
Medley Relay	=	<b>4xMED</b>

### Event stage (EventStage)

Possible values:

**Qualification**

**Preliminary**

**Heat**

**SemiFinal**

**Final**

### Age groups (AgeGroup)

Age group = **code for the CSV file**

Age group = **Auto** (select if you want to automatically assign athletes to the age group based on date/year of birth)

The full list of events and their names is available in the **List of age groups**

(<https://support.rosterathletics.com/en/support/solutions/articles/44002589919>) guide.

<b>Youth and senior</b>	<b>Master</b>	<b>School</b>
U8 = <b>Meeting_8</b>	M30 = <b>Master_30</b>	1st grade = <b>School_1</b>
U10 = <b>Meeting_10</b>	M35 = <b>Master_35</b>	2nd grade = <b>School_2</b>
U12 = <b>Meeting_12</b>	M40 = <b>Master_40</b>	3rd grade = <b>School_3</b>
U14 = <b>Meeting_14</b>	M45 = <b>Master_45</b>	4th grade = <b>School_4</b>
U16 = <b>Meeting_16</b>	M50 = <b>Master_50</b>	5th grade = <b>School_5</b>
U18 = <b>Meeting_18</b>	M55 = <b>Master_55</b>	6th grade = <b>School_6</b>
U20 = <b>Meeting_20</b>	M60 = <b>Master_60</b>	7th grade = <b>School_7</b>
U23 = <b>Meeting_23</b>	M65 = <b>Master_65</b>	8th grade = <b>School_8</b>
Senior = <b>Senior</b>	M70 = <b>Master_70</b>	9th grade = <b>School_9</b>
	M75 = <b>Master_75</b>	10th grade = <b>School_10</b>
	M80 = <b>Master_80</b>	11th grade = <b>School_11</b>
	M85 = <b>Master_85</b>	12th grade = <b>School_12</b>
	M90 = <b>Master_90</b>	Frosh/Soph = <b>School_Frosh_Soph</b>
	M95 = <b>Master_95</b>	Junior Varsity =
	M100 = <b>Master_100</b>	<b>School_Junior_Varsity</b>
		Varsity = <b>School_Varsity</b>
		Division 1 = <b>Division_1</b>
		Division 2 = <b>Division_2</b>
		Division 3 = <b>Division_3</b>

## Grades (SchoolGrade)

School grade = **code for the CSV file**

Kindergarten = **K**

1st grade = **1**

2nd grade = **2**

3rd grade = **3**

4th grade = **4**

5th grade = **5**

6th grade = **6**

7th grade = **7**

8th grade = **8**

9th grade = **9**

10th grade = **10**

11th grade = **11**

12th grade = **12**

Freshman = **FR**

Sophomore = **SO**

Junior = **JR**

Senior = **SR**

## How to open a CSV file in Excel?

See this link: <https://answers.microsoft.com/en-us/msoffice/forum/all/how-to-open-utf-8-csv-file-in-excel-without-mis/1eb15700-d235-441e-8b99-db10faff3c2> (<https://answers.microsoft.com/en-us/msoffice/forum/all/how-to-open-utf-8-csv-file-in-excel-without-mis/1eb15700-d235-441e-8b99-db10faff3c2>).

# Checklist for importing CSV entries

Modified on: Thu, 13 Jun, 2024 at 4:57 PM

Here is a list of the most important things to remember when preparing a CSV file for uploading entries. You can find all details related to importing CSV files in the **Add athletes from a CSV file**

(<https://support.rosterathletics.com/en/support/solutions/articles/44001359909>) guide.

- For words, only the first letter should be in **uppercase**,
- Correct **CountryCode**, all of it in **uppercase**,
- Correct event name in English or **EventCode**,
- **All cells empty below the last athlete on the list**,
- Unique **EntryId** for each line,
- Correct **EventStage**,
- **DateofBirth** in the proper format (YYYY-MM-DD),
- No empty **AgeGroup** field (appropriate one or *Auto*),
- If a relay event is present, add a **RelayId**,
- Save the file in the **UTF-8 CSV format**,
- No need to add a **StartListId** (if you import individual events only),
- If using the column **FullName**, you should add first name + last name and not the opposite.
- Do not add *Unattached* (or similar wording) to the **ClubName** or **TeamName** columns. The field should be empty if an athlete or relay team has no club/team.

# List of events

Modified on: Tue, 28 Jan, 2025 at 9:35 AM

List of events in the Roster Athletics database (last update January 28, 2025).

Event name	EventCode	Event type	Only available in
25m		Sprint	
30m		Sprint	
40yd		Sprint	USA
40m	40	Sprint	
50m	50	Sprint	
55m	55	Sprint	
60m	60	Sprint	
2x30m		Sprint	DEN
60m Frame Running		Sprint	
70m		Sprint	GBR, JAM
75m		Sprint	
80m	80	Sprint	
100yd	100Y	Sprint	USA
100m	100	Sprint	
100m Wheelchair		Sprint	
100m Frame Running		Sprint	
120m	120	Sprint	
150m	150	Sprint	
200m	200	Sprint	
200m sh		Sprint	
200m OT		Sprint	
200m Wheelchair		Sprint	
200m Frame Running		Sprint	
250m	250	Sprint	
300m	300	Sprint	
300m sh		Sprint	
300m Frame Running		Sprint	DEN
350m		Sprint	
400m	400	Sprint	
400m sh		Sprint	
400m OT		Sprint	
400m Wheelchair		Sprint	
400m Frame Running		Sprint	
500m	500	Distance	
500m sh		Distance	
600m	600	Distance	
600m sh		Distance	

700m		Distance	GBR
800m	800	Distance	
800m sh		Distance	
800m OT		Distance	
800m Wheelchair		Distance	
800m Frame Running		Distance	
1000m	1000	Distance	
1000m sh		Distance	
1000m OT		Distance	
1200m	1200	Distance	
1500m	1500	Distance	
1500m sh		Distance	
1500m OT		Distance	
1500m Wheelchair		Distance	
1500m Frame Running		Distance	
1600m	1600	Distance	
One Mile	Mile	Distance	
One Mile sh		Distance	
One Mile OT		Distance	
2000m	2000	Distance	
2000m sh		Distance	
3000m	3000	Distance	
3000m sh		Distance	
3000m OT		Distance	
3200m	3200	Distance	
Two Miles	2M	Distance	
Two Miles sh		Distance	
5000m	5000	Distance	
5000m sh		Distance	
5000m OT		Distance	
5000m Wheelchair		Distance	
5000m Frame Running		Distance	
10000m	10000	Distance	
10000m OT		Distance	
10000m Wheelchair		Distance	
20000m	20000	Distance	
One Hour	1H	Distance	
25000m	25000	Distance	
30000m	30000	Distance	
1km		Road Race	
One Mile Road	MileR	Road Race	
2km		Road Race	
3km		Road Race	
Two Miles Road	2MR	Road Race	
4km		Road Race	

5km	5K	Road Race	
5km Frame Running		Road Race	
6km		Road Race	
8km		Road Race	
10km	10K	Road Race	
10km Frame Running		Road Race	
12km		Road Race	
15km	15K	Road Race	
Ten Miles	10M	Road Race	
20km	20K	Road Race	
Half Marathon	HM	Road Race	
Half Marathon Wheelchair		Road Race	
Half Marathon Frame Running		Road Race	
15 Miles		Road Race	
25km	25K	Road Race	
30km	30K	Road Race	
Marathon	Mar	Road Race	
Marathon Wheelchair		Road Race	
Marathon Frame Running		Road Race	
50km		Road Race	
50 Miles		Road Race	
100km	100K	Road Race	
24 Hours	24H	Road Race	
Park run		Road Race	
1km XC		Cross Country	
1.5km XC		Cross Country	
2km XC		Cross Country	
2.5km XC		Cross Country	
3km XC		Cross Country	
3.5km XC		Cross Country	
4km XC		Cross Country	
4.5km XC		Cross Country	
5km XC		Cross Country	
5.5km XC		Cross Country	
6km XC		Cross Country	
6.5km XC		Cross Country	
7km XC		Cross Country	
7.5km XC		Cross Country	
8km XC		Cross Country	
8.5km XC		Cross Country	
9km XC		Cross Country	
9.5km XC		Cross Country	
10km XC		Cross Country	
10.5km XC		Cross Country	
11km XC		Cross Country	

11.5km XC		Cross Country	
12km XC		Cross Country	
14km XC		Cross Country	
16km XC		Cross Country	
18km XC		Cross Country	
XC		Cross Country	
5km Fell		Fell	
10km Fell		Fell	
Fell		Fell	
5km Trail		Trail	
10km Trail		Trail	
Trail		Trail	
600m Steeplechase		Steeplechase	POL
800m Steeplechase		Steeplechase	POL
1000m Steeplechase		Steeplechase	POL
1000m Hurdles		Steeplechase	GRE
1500m Steeplechase	1500S	Steeplechase	
1500m Hurdles		Steeplechase	GRE
2000m Steeplechase	2000S	Steeplechase	
2000m Hurdles		Steeplechase	GRE
3000m Steeplechase	3000S	Steeplechase	
40m Hurdles		Hurdle	
50m Hurdles	50H	Hurdle	
55m Hurdles		Hurdle	
60m Hurdles	60H	Hurdle	
65m Hurdles		Hurdle	USA (NFHS)
2x33m Hurdles		Hurdle	DEN
70m Hurdles		Hurdle	JAM, GBR
75m Hurdles		Hurdle	GBR
80m Hurdles	80H	Hurdle	
90m Hurdles		Hurdle	AUS
100m Hurdles	100H	Hurdle	
110m Hurdles	110H	Hurdle	
200m Hurdles	200H	Hurdle	
250m Hurdles		Hurdle	FRA, TUN
300m Hurdles	300H	Hurdle	
320m Hurdles		Hurdle	FRA
400m Hurdles	400H	Hurdle	
High Jump	HJ	Jump	
Standing High Jump	HJS	Jump	
Pole Vault	PV	Jump	
Long Jump	LJ	Jump	
Long Jump (Zone)	LJZ	Jump	
Standing Long Jump	LJS	Jump	
Triple Jump	TJ	Jump	

Triple Jump (Zone)	TJZ	Jump	
Standing Triple Jump	TJS	Jump	
Quadruple Jump		Jump	GRE
Quadruple Jump (Zone)		Jump	GRE
Standing Quadruple Jump		Jump	GRE
Multi Jump		Jump	POL
Shot Put	SP	Throw	
Seated Shot Put		Throw	
Discus Throw	DT	Throw	
Seated Discus Throw		Throw	
Hammer Throw	HT	Throw	
Javelin Throw	JT	Throw	
Seated Javelin Throw		Throw	
Weight Throw	WT	Throw	
Ball Throw	Ball	Throw	
Cricket Ball Throw		Throw	GBR
Rounders Ball Throw		Throw	GBR
Softball Throw		Throw	GRE
Tennis Ball Throw		Throw	GBR, LTU
Howler Throw		Throw	DEN
Sling Ball		Throw	DEN, NOR
Club Throw		Throw	
Seated Club Throw		Throw	
Medicine Ball Throw		Throw	GRE
Push Throw		Throw	GBR
Turbojav Throw		Throw	GRE
Sprint Triathlon		Combined	
Triathlon (KS - 50m-sLJ-HowT)		Combined	GBR
Triathlon (KS - 75m-sLJ-HowT)		Combined	GBR
Triathlon (USATF 9-10)		Combined	USATF
Running Triathlon (GRE U14)		Combined	GRE
Jumping Triathlon (GRE U14)		Combined	GRE
Throwing Triathlon (GRE U14 - Vortex)		Combined	GRE
Throwing Triathlon (GRE U14 - Softball)		Combined	GRE
Castorama		Combined	SWE
Tetrathlon		Combined	
Throws Tetrathlon		Combined	
Tetrathlon (U14)		Combined	SWE
Tetrathlon (DEN U16)		Combined	DEN
Run Tetrathlon (GRE U14 - 1200m/Vortex)		Combined	GRE
Run Tetrathlon (GRE U14 - 2000mW/Vortex)		Combined	GRE
Run Tetrathlon (GRE U14 - 1200m/Softball)		Combined	GRE
Run Tetrathlon (GRE U14 - 2000mW/Softball)		Combined	GRE
Jumps Tetrathlon (GRE U14 - 60H)		Combined	GRE
Jumps Tetrathlon (GRE U14 - 2000W)		Combined	GRE

Throws Tetrathlon (GRE U14 - Vortex)		Combined	GRE
Throws Tetrathlon (GRE U14 - Softball)		Combined	GRE
Quadrathlon (GBR U13)		Combined	GBR
Pentathlon	Pen	Combined	
Pentathlon sh		Combined	
Throws Pentathlon	ThrowsPen	Combined	
Pentathlon (DEN U14)		Combined	DEN
Pentathlon (DEN U16/U18)		Combined	DEN
Pentathlon (POL U16)		Combined	POL
Pentathlon (SWE U14)		Combined	SWE
Pentathlon (SWE U16)		Combined	SWE
Pentathlon (SWE U18)		Combined	SWE
Pentathlon (GBR U13)		Combined	GBR
Pentathlon (GBR U15)		Combined	GBR
Pentathlon (GBR U17)		Combined	GBR
Pentathlon (GBR U20/SR)		Combined	GBR
Pentathlon (USATF 11-12)		Combined	USATF
Pentathlon (USATF 13-14)		Combined	USATF
Pentathlon (GRE U16)		Combined	GRE
Pentathlon (LTU U14)		Combined	LTU
Hexathlon (DEN U14)		Combined	DEN
Hexathlon (SWE U16)		Combined	SWE
Hexathlon (GBR U15)		Combined	GBR
Hexathlon (GRE U16)		Combined	GRE
Hexathlon (NOR 13 - SP)		Combined	NOR
Hexathlon (NOR 13 - JT)		Combined	NOR
Hexathlon (NOR 14 - SP)		Combined	NOR
Hexathlon (NOR 14 - JT)		Combined	NOR
Heptathlon	Hep	Combined	
Heptathlon sh		Combined	
Heptathlon (DEN U16)		Combined	DEN
Heptathlon (SWE U16)		Combined	SWE
Heptathlon (SWE U18)		Combined	SWE
Heptathlon (GBR U17)		Combined	GBR
Heptathlon (AUS U15/U16)		Combined	AUS
Heptathlon (NOR 15/16)		Combined	NOR
Octathlon	Oct	Combined	
Octathlon (SWE U16)		Combined	SWE
Octathlon (GBR U15)		Combined	GBR
Octathlon (GBR U17)		Combined	GBR
Octathlon (GRE U16)		Combined	GRE
Nonathlon (DEN)	Non	Combined	DEN
Nonathlon (NOR 15)		Combined	NOR
Decathlon	Dec	Combined	
Decathlon (SWE U18)		Combined	SWE

Decathlon (GBR U17)		Combined	GBR
Decathlon (NOR 16)		Combined	NOR
Decathlon (NOR U18)		Combined	NOR
KMC - Triathlon (50-LJ-HowT)		Combined	GBR
KMC - Triathlon (75-LJ-HowT)		Combined	GBR
KMC - Triathlon (50-sLJ-HowT)		Combined	GBR
KMC - Triathlon (400-LJ-HowT)		Combined	GBR
KMC - Triathlon (600-LJ-HowT)		Combined	GBR
KMC - Triathlon (400-sLJ-HowT)		Combined	GBR
KMC - Quadrathlon (50-400-LJ-HowT)		Combined	GBR
KMC - Quadrathlon (75-600-LJ-HowT)		Combined	GBR
KMC - Quadrathlon (50-400-sLJ-HowT)		Combined	GBR
600m Race Walk		Race Walk	
800m Race Walk		Race Walk	
1000m Race Walk	1000W	Race Walk	
1km Race Walk		Race Walk	
1500m Race Walk		Race Walk	
Mile Race Walk	MileW	Race Walk	
2000m Race Walk	2000W	Race Walk	
2km Race Walk		Race Walk	
3000m Race Walk	3000W	Race Walk	
3000m Race Walk sh		Race Walk	
3000m Race Walk OT		Race Walk	
3km Race Walk	3W	Race Walk	
5000m Race Walk	5000W	Race Walk	
5000m Race Walk sh		Race Walk	
5000m Race Walk OT		Race Walk	
5km Race Walk	5W	Race Walk	
10000m Race Walk	10000W	Race Walk	
10km Race Walk	10W	Race Walk	
15000m Race Walk		Race Walk	
15km Race Walk		Race Walk	
20000m Race Walk	20000W	Race Walk	
20km Race Walk	20W	Race Walk	
Half Marathon Race Walk		Race Walk	
25km Race Walk		Race Walk	
30000m Race Walk		Race Walk	
30km Race Walk	30W	Race Walk	
35000m Race Walk		Race Walk	
35km Race Walk	35W	Race Walk	
Marathon Race Walk		Race Walk	
50000m Race Walk		Race Walk	
50km Race Walk	50W	Race Walk	
One Hour Race Walk		Race Walk	
4x40m	4x40	Sprint: Relay	

4x40m MIXED TEAM		Sprint: Relay	
4x50m		Sprint: Relay	
4x50m MIXED TEAM		Sprint: Relay	
6x50m		Sprint: Relay	
6x50m MIXED TEAM		Sprint: Relay	
4x60m	4x60	Sprint: Relay	
4x60m MIXED TEAM		Sprint: Relay	
5x60m		Sprint: Relay	
5x60m MIXED TEAM	5x60MX	Sprint: Relay	
4x80m	4x80	Sprint: Relay	
4x80m MIXED TEAM		Sprint: Relay	
5x80m		Sprint: Relay	
5x80m MIXED TEAM		Sprint: Relay	
4x100m	4x1	Sprint: Relay	
4x100m MIXED TEAM		Sprint: Relay	
4x100m Wheelchair		Sprint: Relay	
4x200m	4x2	Sprint: Relay	
4x200m sh		Sprint: Relay	
4x200m OT		Sprint: Relay	
4x200m MIXED TEAM		Sprint: Relay	
6x200m		Sprint: Relay	
6x200m MIXED TEAM		Sprint: Relay	
8x200m		Sprint: Relay	
8x200m MIXED TEAM	8x2mix	Sprint: Relay	
10x200m		Sprint: Relay	
10x200m MIXED TEAM		Sprint: Relay	
4x300m	4x3	Sprint: Relay	
4x300m MIXED TEAM		Sprint: Relay	
4x400m	4x4	Sprint: Relay	
4x400m sh		Sprint: Relay	
4x400m OT		Sprint: Relay	
4x400m MIXED TEAM	4x4MX	Sprint: Relay	
4x400m MIXED TEAM sh		Sprint: Relay	
4x400m Wheelchair		Sprint: Relay	
2x2x400m		Sprint: Relay	
2x2x400m MIXED TEAM	2x2x4MIX	Sprint: Relay	
1000m Relay		Sprint: Relay	
1000m Relay MIXED TEAM		Sprint: Relay	
8x200m MIXED TEAM	8x2mix	Sprint: Relay	
Mixed Shuttle Hurdles Relay	4xHURMIX	Sprint: Relay	
Sprint Medley Relay	4xSPRMED	Sprint: Relay	
Sprint Medley Relay MIXED TEAM	4xSPRMEDMX	Sprint: Relay	
SMR (1-1-2-4)		Sprint: Relay	
4x600m		Distance: Relay	POL
4x600m MIXED TEAM		Distance: Relay	POL

4x800m	4x8	Distance: Relay	
4x800m sh		Distance: Relay	
4x800m OT		Distance: Relay	
4x800m MIXED TEAM		Distance: Relay	
6x1km		Distance: Relay	
6x1km MIXED TEAM		Distance: Relay	
8x1km		Distance: Relay	
8x1km MIXED TEAM		Distance: Relay	
10x1km		Distance: Relay	
10x1km MIXED TEAM		Distance: Relay	
12x1km		Distance: Relay	
12x1km MIXED TEAM		Distance: Relay	
3x1200m		Distance: Relay	GRE
3x1200m MIXED TEAM		Distance: Relay	GRE
4x1500m	4x15	Distance: Relay	
4x1500m sh		Distance: Relay	
4x1500m OT		Distance: Relay	
4x1500m MIXED TEAM		Distance: Relay	
4x1.5km Relay		Distance: Relay	
4xMile	4xMile	Distance: Relay	
4xMile sh		Distance: Relay	
4xMile OT		Distance: Relay	
4x2000m XC		Distance: Relay	AUS
4x2000m XC MIXED TEAM		Distance: Relay	AUS
Distance Medley Relay	4xDISMED	Distance: Relay	not in POL, TUN
DMR (12-4-8-16)		Distance: Relay	
Medley Relay	4xMED	Distance: Relay	not in POL, TUN
Marathon Race Walk Mixed Relay		Distance: Relay	
Flying 10m		Generic / Test events	
Flying 20m		Generic / Test events	
Flying 30m		Generic / Test events	
Flying 40m		Generic / Test events	
Standing 10m		Generic / Test events	
Standing 20m		Generic / Test events	
Standing 30m		Generic / Test events	
Standing 40m		Generic / Test events	
Cooper test		Generic / Test events	
Standing 3-jump (3 alternating leg bound)		Generic / Test events	
Standing 3-jump (3 single leg bound)		Generic / Test events	
Standing 3-jump (3 double leg bound)		Generic / Test events	
Standing 5-jump (5 alternating leg bound)		Generic / Test events	
Standing 5-jump (5 single leg bound)		Generic / Test events	
Standing 5-jump (5 double leg bound)		Generic / Test events	
Standing 10-jump (10 alternating leg bound)		Generic / Test events	
Standing 10-jump (10 single leg bound)		Generic / Test events	

Jump & Reach		Generic / Test events	
Underhand forward SP Throw		Generic / Test events	
Overhead backward SP Throw		Generic / Test events	
Standing Shot Put		Generic / Test events	
Standing Discus Throw		Generic / Test events	
Standing Javelin Throw		Generic / Test events	
Clean & Jerk		Generic / Test events	
Clean		Generic / Test events	
Snatch		Generic / Test events	
Squat (front)		Generic / Test events	
Squat (back)		Generic / Test events	
Squat (Single Leg)		Generic / Test events	
Deadlift		Generic / Test events	
Romanian Deadlift		Generic / Test events	
Military Press		Generic / Test events	
Bench Press		Generic / Test events	
Plank		Generic / Test events	
Wall Sit		Generic / Test events	
Push-ups		Generic / Test events	
Sit-ups		Generic / Test events	
Pull-ups		Generic / Test events	
High Knees		Generic / Test events	
Burpees		Generic / Test events	
3x10m Shuttle run		Generic / Test events	POL

OT = Oversized Track

sh = Short Track

# List of age groups

Modified on: Tue, 18 Feb, 2025 at 3:31 PM

List of age groups in the Roster Athletics database (last update February 18, 2025).

Name	Code	Type	Only available in
Multiple age groups	Multi	Special	
1st grade	School_1	School	
2nd grade	School_2	School	
3rd grade	School_3	School	
4th grade	School_4	School	
5th grade	School_5	School	
6th grade	School_6	School	
7th grade	School_7	School	
8th grade	School_8	School	
9th grade	School_9	School	
10th grade	School_10	School	
11th grade	School_11	School	
12th grade	School_12	School	
KS1	School_KS1	School	UK
KS2 Lower	School_KS2_Lower	School	UK
KS2 Upper	School_KS2_Upper	School	UK
Prep Class 1	School_Prep_Class_1	School	JAM
Prep Class 2	School_Prep_Class_2	School	JAM
Prep Class 3	School_Prep_Class_3	School	JAM
Prep 13 & under	School_Prep_U13	School	JAM
Class 1	Class_1	School	JAM
Class 2	Class_2	School	JAM
Class 3	Class_3	School	JAM
Class 4	Class_4	School	JAM
Class 5	Class_5	School	JAM
Class 6	Class_6	School	JAM
Class 7	Class_7	School	JAM
Class 8	Class_8	School	JAM
Varsity	School_Varsity	School	USA (NFHS)
Junior Varsity	School_Junior_Varsity	School	USA (NFHS)
Frosh/Soph	School_Frosh_Soph	School	USA (NFHS)
Division 1	Division_1	School	USA (NCAA)
Division 2	Division_2	School	USA (NCAA)
Division 3	Division_3	School	USA (NCAA)
Division 4	Division_4	School	USA (NCAA)
Cadet (U14)	School_Nigeria_Cadet	School	NGR
Youth (U17)	School_Nigeria_Youth	School	NGR

Junior (U20)	School_Nigeria_Junior	School	NGR
U7	Meeting_7	Youth	
U8	Meeting_8	Youth	
U9	Meeting_9	Youth	
U10	Meeting_10	Youth	
U10	Meeting_10_2	Youth	FRA
U11	Meeting_11	Youth	
U12	Meeting_12	Youth	
U13	Meeting_13	Youth	
U14	Meeting_14	Youth	
U15	Meeting_15	Youth	
U16	Meeting_16	Youth	
U17	Meeting_17	Youth	
U18	Meeting_18	Youth	
U19	Meeting_19	Youth	
U20	Meeting_20	Youth	
U23	Meeting_23	Youth	
PA U11	PA_U11	Youth	
PA U12	PA_U12	Youth	
PA U13	PA_U13	Youth	
PA U14	PA_U14	Youth	
PA U15	PA_U15	Youth	
PA U16	PA_U16	Youth	
PA U17	PA_U17	Youth	
PA U18	PA_U18	Youth	
PA U20	PA_U20	Youth	
PA Senior	PA_Senior	Senior	
Senior	Senior	Senior	
M30 / W30	Master_30	Master	
M35 / W35	Master_35	Master	
M40 / W40	Master_40	Master	
M40 / W45	Master_45	Master	
M50 / W50	Master_50	Master	
M50 / W55	Master_55	Master	
M60 / W60	Master_60	Master	
M60 / W65	Master_65	Master	
M70 / W70	Master_70	Master	
M70 / W75	Master_75	Master	
M80 / W80	Master_80	Master	
M80 / W85	Master_85	Master	
M90 / W90	Master_90	Master	
M90 / W95	Master_95	Master	
M100 / W100	Master_100	Master	
M105 / W105	Master_105	Master	
M100 / W110	Master_110	Master	

M-10 / W-10	Road_10	Road Race	
M-12 / W-12	Road_12	Road Race	
M-14 / W-14	Road_14	Road Race	
M-16 / W-16	Road_16	Road Race	
M-18 / W-18	Road_18	Road Race	
M-20 / W-20	Road_20	Road Race	
M-25 / W-25	Road_25	Road Race	
M-30 / W-30	Road_30	Road Race	
M-35 / W-35	Road_35	Road Race	
M-40 / W-40	Road_40	Road Race	
M-45 / W-45	Road_45	Road Race	
M-50 / W-50	Road_50	Road Race	
M-55 / W-55	Road_55	Road Race	
M-60 / W-60	Road_60	Road Race	
M-65 / W-65	Road_65	Road Race	
M-70 / W-70	Road_70	Road Race	
M-75 / W-75	Road_75	Road Race	
M-80 / W-80	Road_80	Road Race	

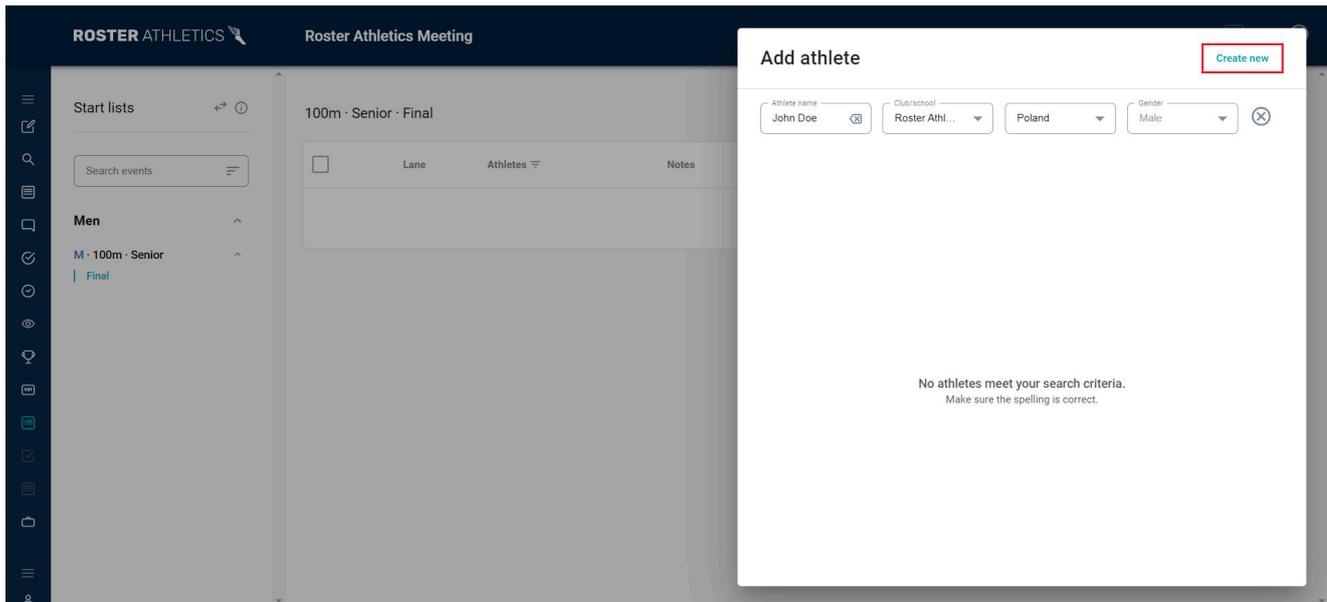
If you want to import athletes using the CSV file, you can add **Auto** to the **AgeGroup** column to automatically assign athletes to the age group based on their date/year of birth or use the age group's code from the table. Remember to enable all relevant age groups in the meeting details before the import.

# Add athletes

Modified on: Thu, 30 Jan, 2025 at 8:12 AM

You can add a new athlete to the Roster Athletics database from either (i) the start lists of the meet/meeting or (ii) the **OVERVIEW** → **Athletes** in the left-hand side menu.

1. To add a new athlete from the start list, click the **Add athletes** button and then click the **Create new** button.



To add a new athlete from the **OVERVIEW** → **Athletes** in the left-hand side menu, click the **Create new athlete** button.

2. You will see a **Create new athlete** window in both situations.

## Create new athlete



Given name (first)

Middle name (optional)

Surname (last)

Competition Category \*

Male

Female

Date of birth

Year of birth

Country

Club/school association \*

Auto-format names

To add a new athlete, you must add the **First name**, **Last name** and select the applicable **Gender** and **Country** (all these fields are mandatory). You can also add a **Middle name**, a **Birthdate** (you can change the date format in the user profile settings in the upper right hand corner) or only the year if you only know the birth year.

Remember, if you select the United States as a country, you will see a new **Grade** field that can be used if applicable.

**Please note:** If you want to change the capitalization within a name (e.g. if you're going to add McDonald), turn off the **Auto-format names** option.

3. You can also add a club or a school or mark an athlete as unattached if they are not a member of a club/school.

To assign an athlete to a club/school, click the **Add club/school** button and find your club/school in the **Select club/school** window.

Club/school association \*

Unattached

Roster Athletics · Poland

You can add as many clubs/schools as you need. To do this, click the **Add club/school** button again and select the club/school.

For more information on how to add a new club or school, see the [Add club/school](https://support.rosterathletics.com/en/support/solutions/articles/44001831787-add-club-school) (<https://support.rosterathletics.com/en/support/solutions/articles/44001831787-add-club-school>), guide.

If an athlete is not a member of any club or school, select the **Unattached** option.

4. If you add a disabled athlete, you can choose one or two **Para classes** (one T-class and one F-class) from the fields at the bottom of the window.



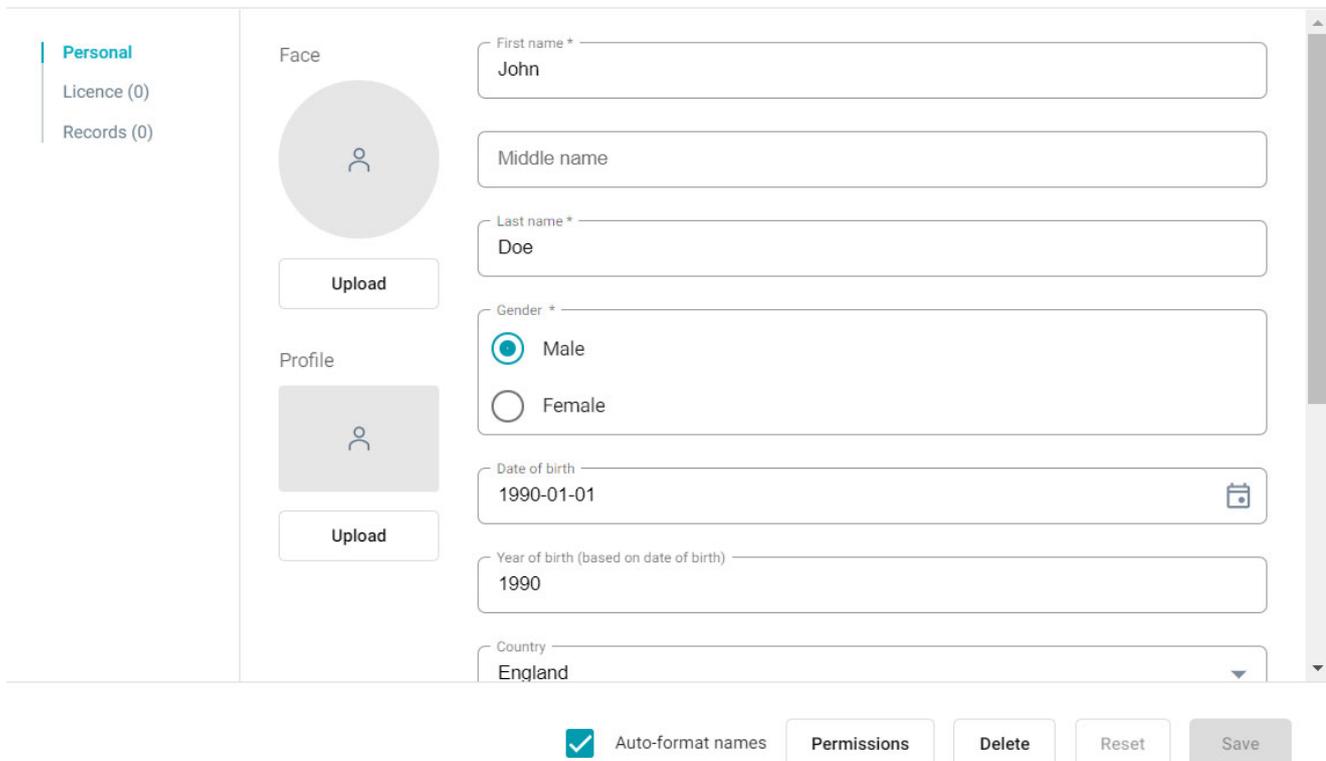
Para class: Track and Jump

Para class: Throws

5. After adding all the data, click the **Save** button.

6. If you have added a new athlete correctly, you will see a window with a menu containing **Personal**, **Licence/License**, and **Records** links. The **Permissions** button will also appear at the bottom of the page.

John Doe · Male · 1990-01-01 (ID: 65409)



Personal

Licence (0)

Records (0)

Face

First name \*

John

Middle name

Last name \*

Doe

Gender \*

Male

Female

Date of birth

1990-01-01

Year of birth (based on date of birth)

1990

Country

England

Upload

Profile

Upload

Auto-format names

Permissions

Delete

Reset

Save

In the **Personal** tab, in addition to previously added information, you will find the option to add photos. To add a new photo, click the **Upload** button and upload a photo of the athlete. All photos are verified by Roster Athletics Staff and will only be displayed once approved.

**Face** photo will be used as the avatar, for example, displayed next to the athlete's name on a start list. The profile photo will be used when viewing the athlete's profile in the Roster app. It doesn't need to focus on the head.

Under **Licence/License**, you can add a new licence/license number if your federation is on the supported list.

Under **Records**, you can see the personal and season records of the athlete. If you are the creator of an athlete or you have permission to edit the athlete, you can add records manually by pressing the **Add records** button.

## Add new PB & SB



Season

Outdoor



Event



Personal best

Season best

Save

In the new **Add new PB & SB** window, select the right season, event, and implement (if relevant). Type in the record in the proper format and save. Your records will be marked as added by the **Organizer/Organiser** (Source column and start lists).

Personal

Licence

**Records (1)**

Event	Season	Personal best	Season best	Source
1500m	Outdoor	4:10.00	—	 <b>Organiser</b>

Units  
Metric

Add records

In the lower-left corner, you can switch between metric and imperial (feet-inches) units.

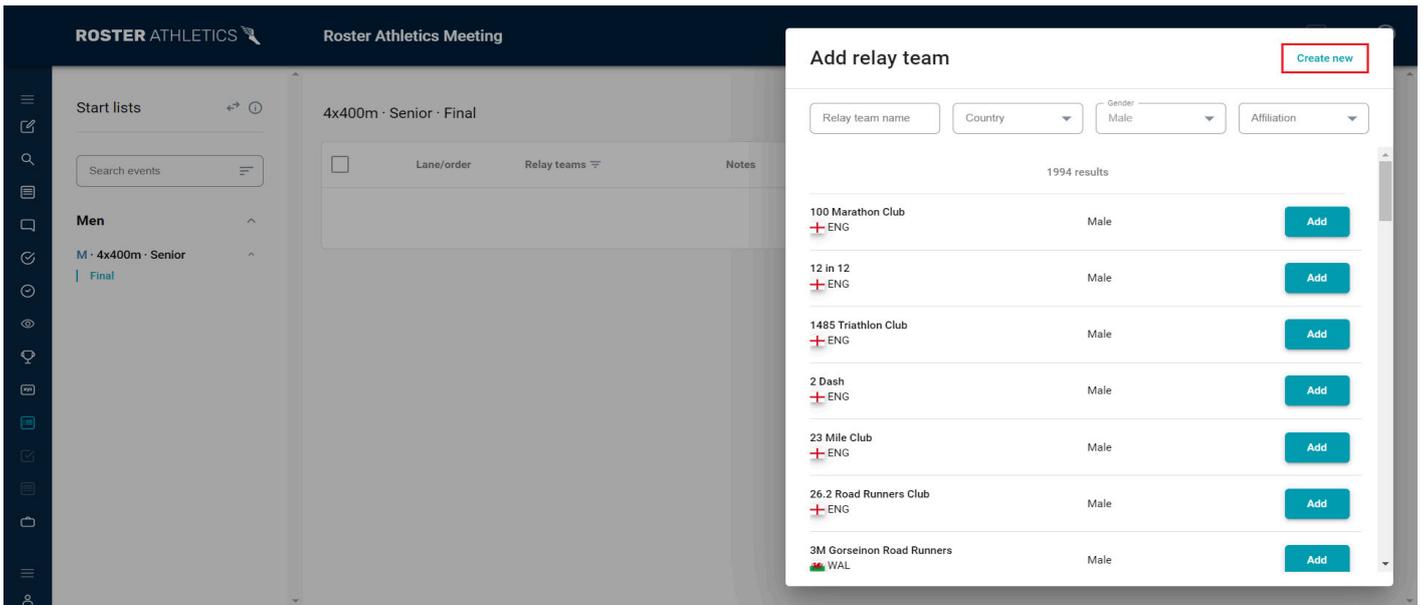
By clicking on the **Permissions** button, you can add users who will have permission to read, edit or delete data for this athlete. For more information on how to add permissions to a new user, see the **[Permission to edit athlete](https://support.rosterathletics.com/en/support/solutions/articles/44001847362-permission-to-edit-athlete-relay-club-school-team)** (<https://support.rosterathletics.com/en/support/solutions/articles/44001847362-permission-to-edit-athlete-relay-club-school-team>), guide.

# Add relay teams

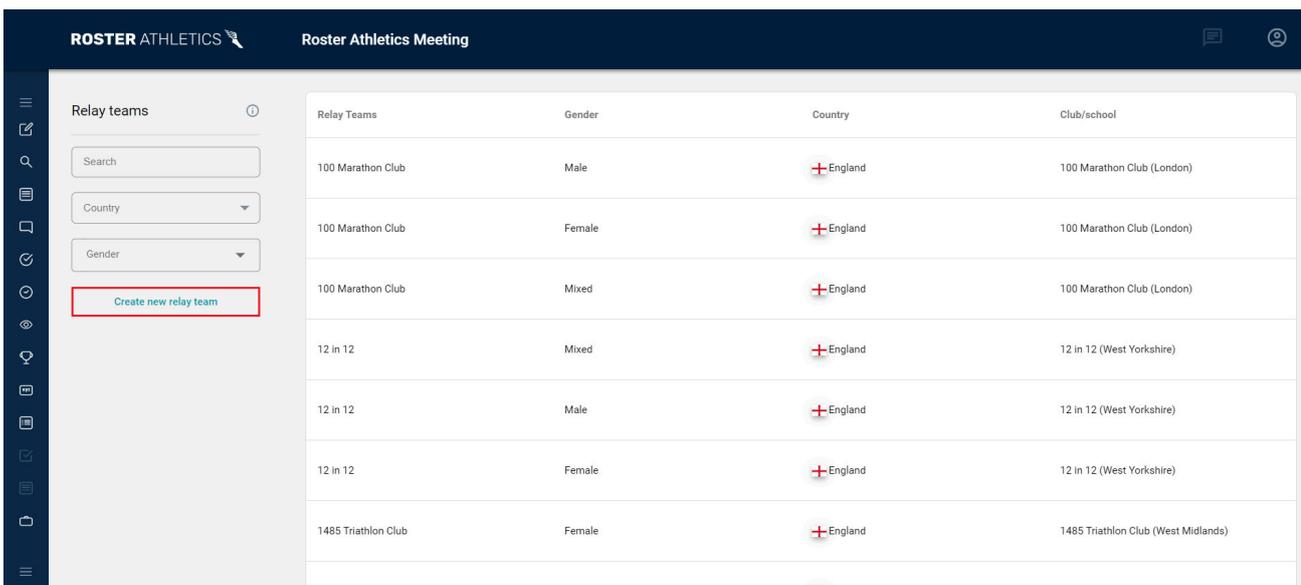
Modified on: Mon, 24 Jun, 2024 at 12:10 PM

You can add a new relay team to the Roster Athletics database from either (i) the start lists of the meet/meeting or (ii) the **OVERVIEW** → **Relay teams** on the left-hand side menu.

1. To add a new relay team from the start list, click the **Add relay teams** button and then click the **Create new** button.



To add a new relay team from the **OVERVIEW** → **Relay teams** in the left-hand side menu, click the **Create new relay team** button.



2. You will see a **Create new relay team** window in both situations.

## Create new relay team



### | General

Team type

Regular

National

Name

Club/school

Club/school 

Country 

Male

Female

Mixed

Reset

Save

To add a new relay team, you must add the **Name** and select the **Country** and **Gender**.

3. You can also add a club or a school.

To assign a relay team to a club/school, click the edit icon and find your club/school in the **Select club/school** window.

For more information on how to add a new club or school, see the **[Add club/school](https://support.rosterathletics.com/en/support/solutions/articles/44001831787-add-club-school)** (<https://support.rosterathletics.com/en/support/solutions/articles/44001831787-add-club-school>), guide.

4. After adding all the data, click the **Save** button.

5. If you have added a new relay team correctly, you will see a menu with **General** and **Records** links. The **Permissions** button will also appear at the bottom of the page.

**General**

Records

Team type

Regular

National

Name \*

Roster relay team

Club/school

Roster Athletics

Country

United States

Gender \*

Male

Female

Mixed

Permissions Delete Reset Save

Under the **Records** tab, you can edit the personal and seasonal records of the relay team.

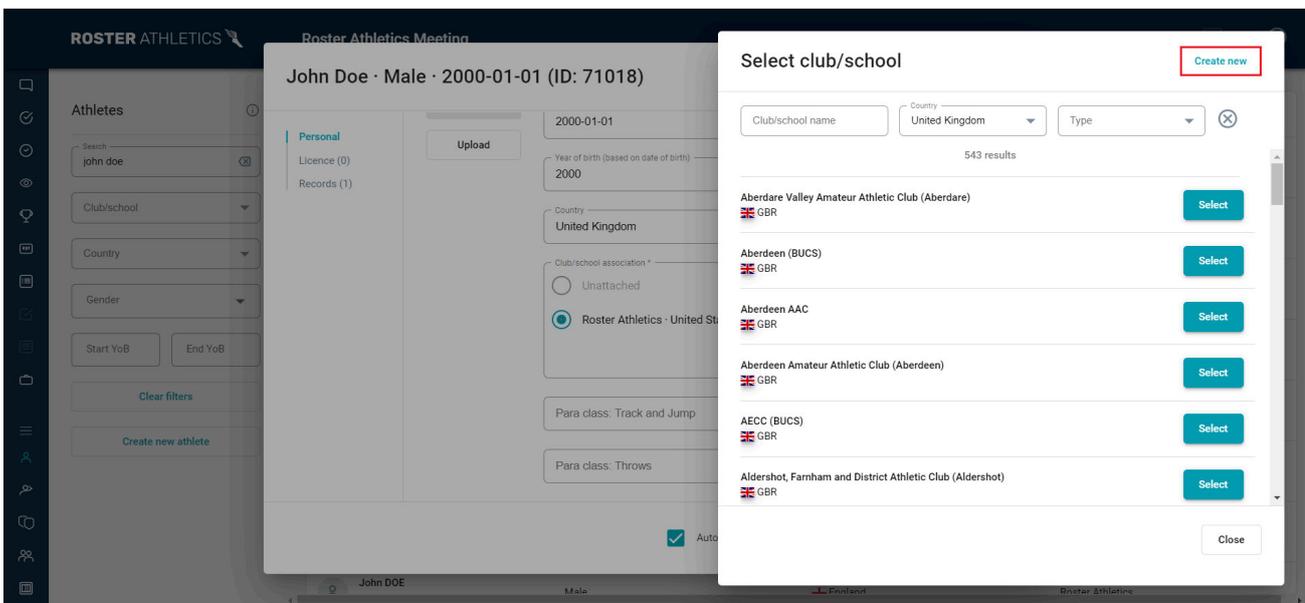
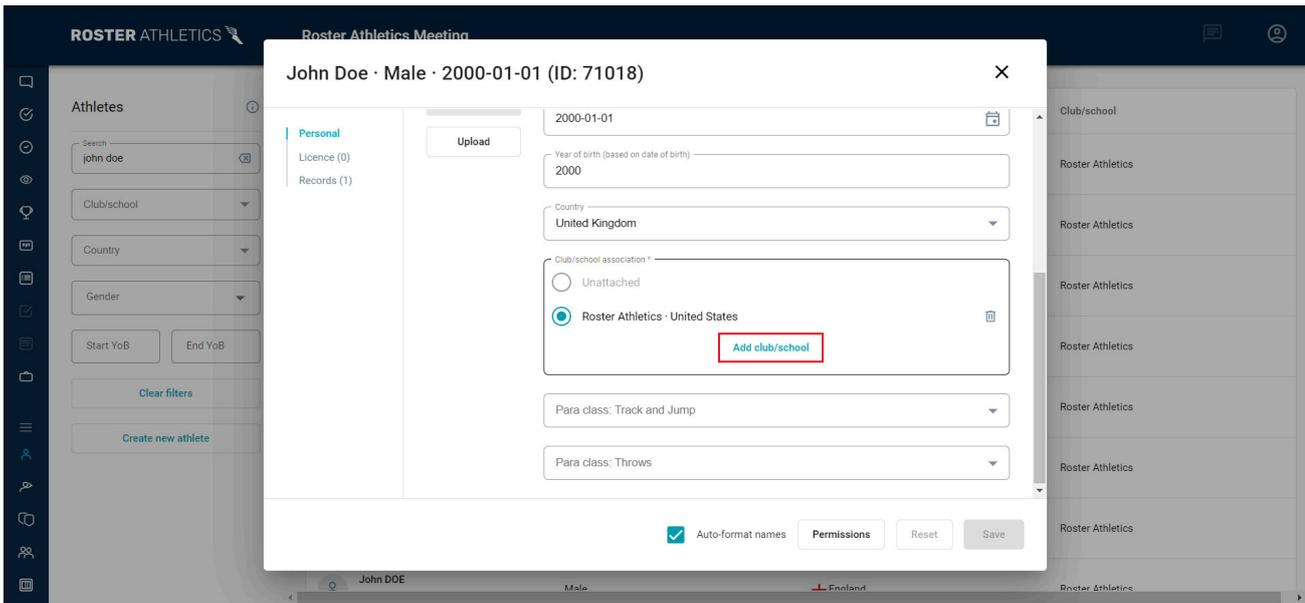
By clicking the **Permissions** button, you can add users with permission to read, edit or delete data for this relay team. For more information on adding permissions to a new user, see the **Permission to edit relay** (<https://support.rosterathletics.com/en/support/solutions/articles/44001847362-permission-to-edit-athlete-relay-club-school-team>) guide.

# Add club/school

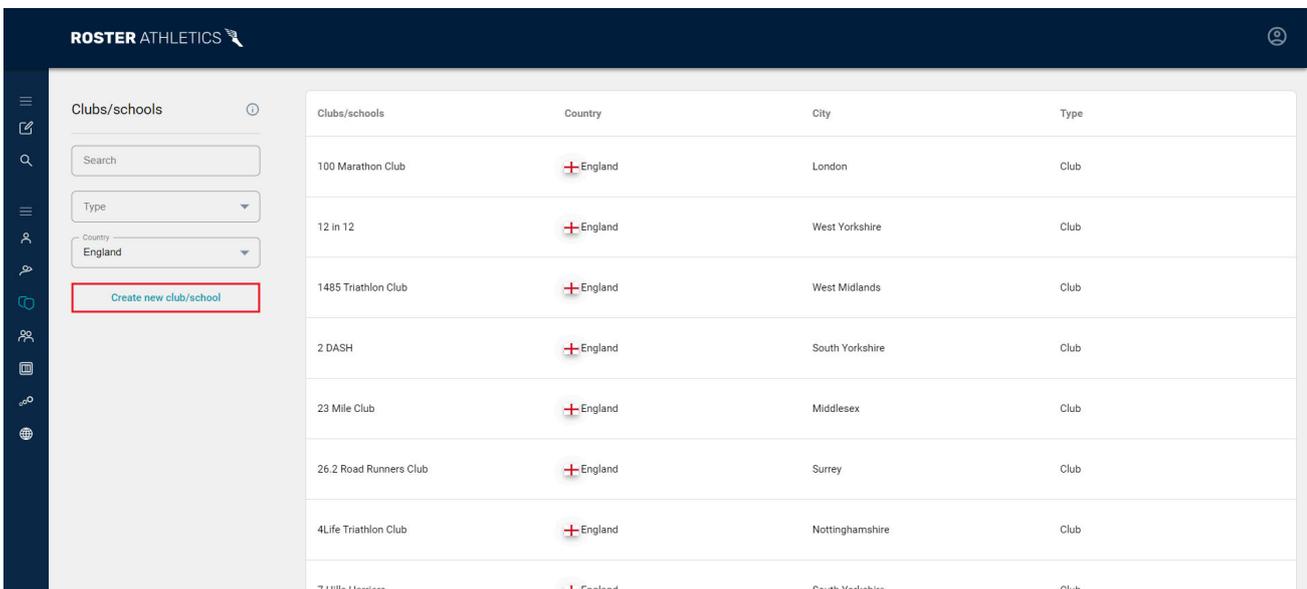
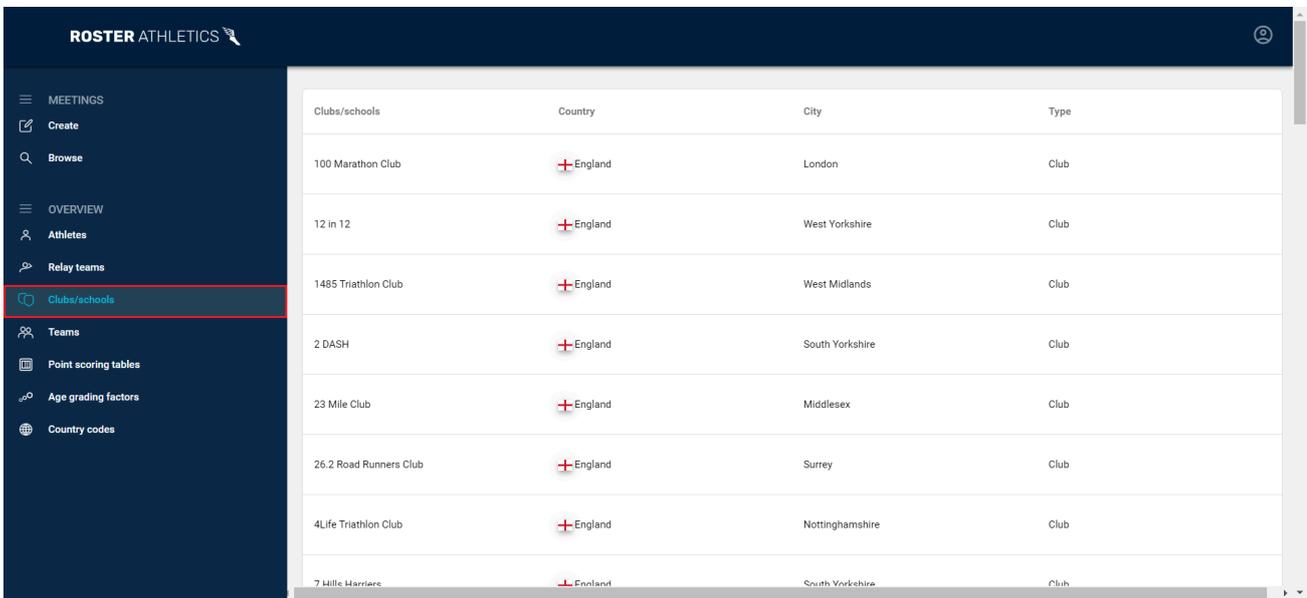
Modified on: Mon, 24 Jun, 2024 at 12:11 PM

You can add a new club or school to the Roster Athletics database from either (i) the athlete, relay or team card or (ii) the **OVERVIEW** → **Clubs/schools** on the left-hand side menu.

1. To add a new club/school for the athlete, relay or team card, go to the **Personal/General** view and click the **Add club/school** button in the **Club/school association** field. Then click on the **Create new** button.



To add a new club/school from the **OVERVIEW** → **Clubs/schools** in the left-hand side menu, click on the **Create new club/school** button.



2. You will see a **Create new club/school** window in both situations.

## Create new club/school

**Details**

Type  
Club

Long name (unique) ⓘ \*

Short name ⓘ \*

City

Country

Reset

Save

To add a new club or school, you must select the applicable **Type**, add the **Long name**, **Short name**, and select the **Country**.

You can also add a **City** where the club or school is located.

**Please note:** a long name must be unique.

3. After adding all the data, click the **Save** button.

4. If you have added a new club or school correctly, you will see a window with a menu that contains **Details**, **Athletes**, **Relay teams**, and **Teams** links. The **Permissions** button will also appear at the bottom of the page.

## Test club (ID: 5748 )

<b>Details</b>	Type Club
Athletes (1)	Long name (unique) ⓘ* Test club
Relay teams	Short name ⓘ* Test club
Teams	City
	Country England

Permissions

Delete

Reset

Save

Under **Athletes**, **Relay teams**, and **Teams**, you can see the list of athletes, relays, and teams assigned to the club or school.

By clicking the **Permissions** button, you can add users with permission to read, edit or delete data for this club/school. For more information on how to add permissions to a new user, see the **[Permission to edit club/school](https://support.rosterathletics.com/en/support/solutions/articles/44001847362-permission-to-edit-athlete-relay-club-school-team)** (<https://support.rosterathletics.com/en/support/solutions/articles/44001847362-permission-to-edit-athlete-relay-club-school-team>), guide.