Here are the instructions for the Bulk Upload process along with the AIMS Bulk Upload Template to be filled by the club. To support the instructions mentioned below, I have also attached a couple of Screenshots to make the explanation process a little more easier.

A template, to be used in preparing a bulk upload of players for registration into AIMS, is attached with this email. The first line of template demonstrates how data should be presented and the required data is also highlighted. Once your data is entered please return the template to me.

Before any registration data can be accepted by the AIMS Bulk Upload tool, **Programs must be created in AIMS for the players to be assigned into each season**. The list of Programs needs to be entered into the Template in Column A - ProgramID. If you are including Team Assignment data, you will also need to create or edit your teams in AIMS prior to submitting the data.

1.   This spreadsheet is only for the registration of PLAYERS (Recreational players only).
2.   Programs must exist in AIMS before players can be registered in them.
3.   Programs in AIMS should be named as: (Club Name Initials) (Season number) (ProgramAgeGroup) (Gender) (Program Type).
      Example: ZZZSC O2016 GU12 X Recreational (For the ZZZ Soccer Club). This will ensure the uniqueness of each program in AIMS. Please ensure the program names in AIMS do not contain special characters such as / or + or & signs.
4.   In the template, the ProgramID column needs to contain the Program Name, exactly as it appears in AIMS. ProgramGender - gender entered for the program, AgeGroup - age entered for the program, SubRole - Player Classification entered for the program in AIMS.
5.   Teams need to be created within the AIMS system if you intend to assign player to teams. Only after the creation of Teams can Players be assigned to them.
6.   Dates must be entered in 3 separate columns, using numbers only DOB (YEAR-YYYY), DOB (MONTH-MM) and DOB (DAY-DD).
7.   Format for Phone numbers is 1234567890 (10 digits without dashes).
8.   Format for Postal Code is X9X 9X9.
9.   Province should be Ontario, not ON.
10. Country should be Canada, not CA.
11. For clarity, please ensure that the Season for Upload (Indoor or Outdoor) is clearly specified in the Template - Column AA, in the name of the file being submitted and in the Subject Line of the email.

Sample data is included to give you more information on the format for each column.

(See attached file: AIMS Bulk Upload Template_v 1.4.xls)

For your reference and more details, please refer to the attached Screenshots.

(See attached file: Bulk Upload Reference 1.jpg) (See attached file: Bulk Upload Reference 2.jpg)

The Bulk upload process is available only for the entry of Recreational Players; Competitive Players cannot be entered through this mechanism.

Do not remove or delete any columns from the Template; all columns must be submitted for upload even if a column is empty and contains no data. All columns that are marked as Required must have data. If you submit without any birthdates or are missing parts of the address that are required or are missing data in any of the required fields the data will be returned to you.

Please ensure that the data provided has not already been entered into the AIMS system. Manually registering an individual player or players who are included in the upload

Template before the Template is uploaded, greatly increases the probability of duplicate records. As much as possible, data should be submitted in one file to reduce the risk of duplicate records.

When you are ready to submit your data for review and upload please email it to your District Administrator. This will ensure that your District is aware that you are uploading your data rather than entering it and also send it to us at the same time.

Please do not hesitate to contact me if you have any questions.

Thanks and Regards,

Dhaval Trivedi