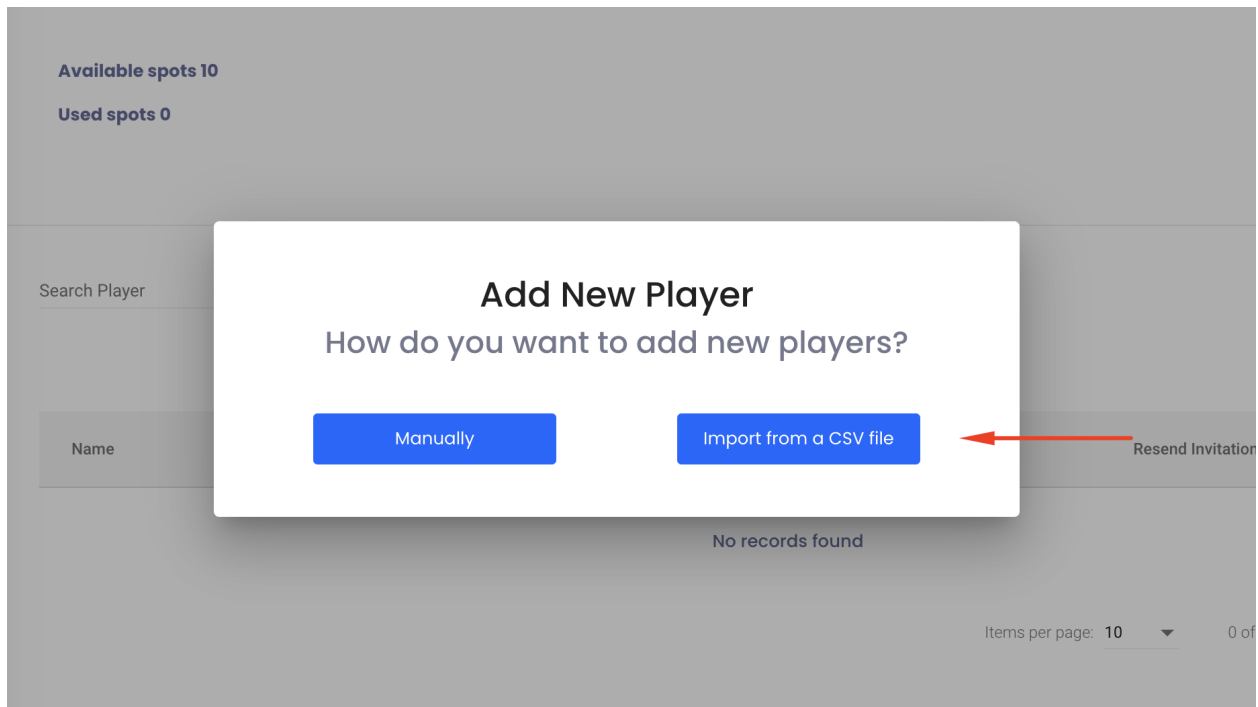


How to add players from a CSV file?

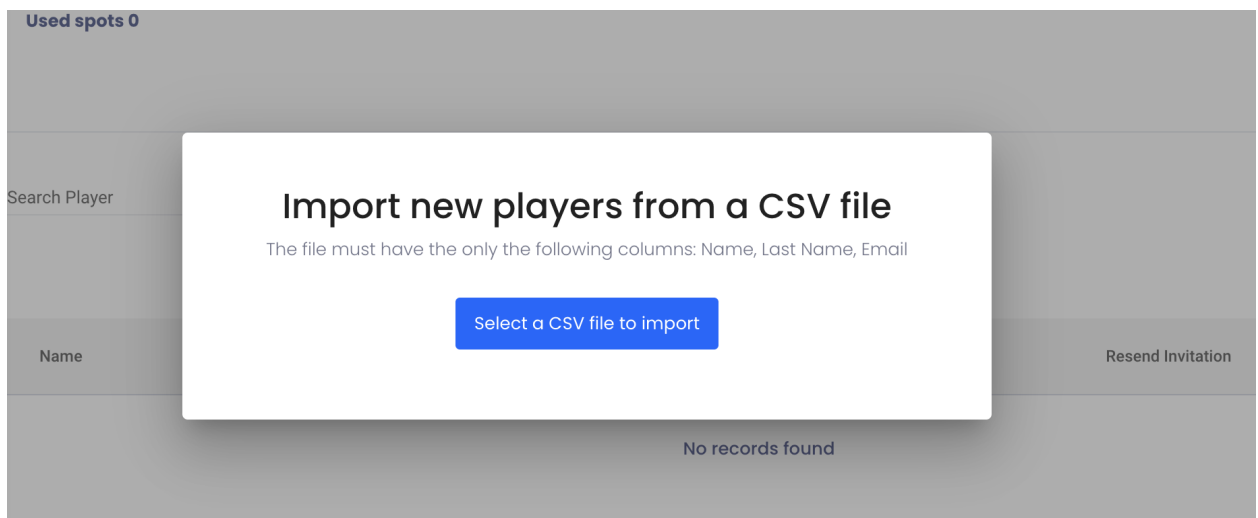
To add a new player first, navigate to the "Players" tab. From there, click on the "+ Add New Player" button.

The screenshot displays the SurfWisely Teacher Portal interface. On the left, a dark sidebar contains the SurfWisely logo and a menu with options: Dashboard, Subjects, Players (highlighted with a red arrow), and YOUR ACCOUNT (Student View, Account, Log Out). The main content area is titled 'Teacher Portal Players'. It shows 'Available spots 10' and 'Used spots 0'. A blue '+ Add new player' button is located in the top right, with a red arrow pointing to it. Below this is a search bar labeled 'Search Player'. A table with columns 'Name', 'Team', 'Coach', 'Created On', 'Resend Invitation', and 'Details' is shown, with the message 'No records found' below it. At the bottom right, there is a pagination control showing 'Items per page: 10', '0 of 0', and navigation arrows.

Then select the "Import from a CSV File" button.



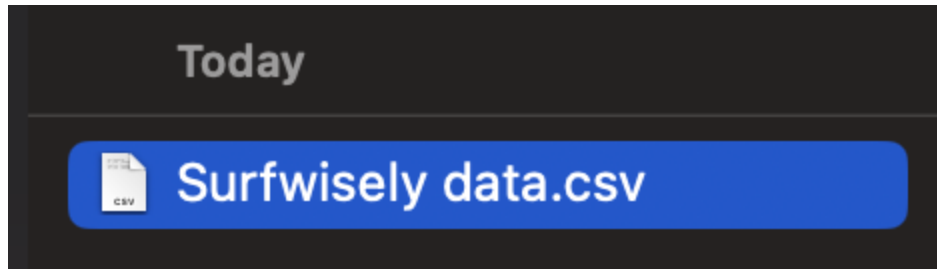
Click on the “Select a CSV file to import” this will open up a window where you can select the CSV file you want to import.



To import data from a CSV file, please select the file from your computer. Please make sure that the file you select is a CSV file and contains the following columns: Name,

Last Name, and Email.

If your CSV file doesn't contain these columns or is in a different format, you may encounter errors or issues during the importing process. Please ensure that your CSV file meets these requirements before importing.



To help you prepare your CSV file for importing, here's an example of what it should look like:

Name	Last Name	Email
First	Account	<u>test1@test.com</u>
Second	Account	<u>test2@test.com</u>
Third	Account	<u>test3@test.com</u>

If your CSV file is formatted correctly, it's time to review your players. You'll see the extracted information from the CSV file, and you can confirm that these are the players you want to add by clicking the "Confirm and Add n players" button.

Review the information carefully to ensure that everything is correct before confirming the addition of the players to your account. If you need to make any changes or corrections, you can do so before confirming.

Check your players

Please review the information and click on the confirm button to add the players

File: Surfwisely data.csv

No.	First Name	Last Name	Email
1	First	Account	example@example.com
2	Second	Account	example@example.com
3	Third	Account	example@example.com

Previous

Next

Confirm and add 3 players

Please wait while we add the players to our platform. This process may take some time depending on your network speed.

Please do not close the tab until the process is finished. Once your players have been successfully added, the window will automatically reload.

Adding players

We are adding your players, please wait. This may take some time, thank you.



0 of 3 players added

To ensure the completion of the process, please avoid reloading or closing this window as it will be automatically refreshed once the process is finished.