



### **Matrix Player & Coach Data Upload Requirements**

In the tables below you will find the information requirements for excel uploads into Matrix.

**Information** - The various types of information Matrix can store.

**Data Requirements** - Specific formats or restrictions that apply to that specific set of information.

**Matrix requirements** - Necessity level of that information.

**Matrix Upload Field** – Corresponding data field when uploading excel files into team builder. For more information on how to manipulate data in the teambuilder please view the Team Builder Overview resource document.

- *Sports Connect users should have the ability to add all the information below to their Sports Connect Team building report. If you are a Sports Connect user, User ID is a requirement. For more information on accessing/editing your reports in Sports Connect please see the Sports Connect Team Builder Report training material.*

**Matrix team builder will work most effectively when the most data is entered at once. Do not create teams until you have the majority of registrations.**

**Prior to uploading information into Matrix always check the excel file to make sure the information is for the correct season and league, that the data is reflected properly, and all information is represented.**

**Player ID and Volunteer ID will prevent players and coaches from being uploaded multiple times, it is important these ID's do not change.**

**ORDERS WITH SUBLIMATED JERSEYS ARE NOT ELIGIBLE FOR PACK BY TEAM OPTIONS OR JERSEY LETTERING!**



## Matrix Player & Coach Data Upload Requirements

### Coach Upload Information

If you are a Sports Connect user who has selected the NFL FLAG affiliation, your Organization, League, and Season at registration creation you DO NOT need to upload your coach's information into Matrix, it should come into your Matrix account automatically.

All Sports Connect users who did not select the NFL FLAG affiliation at registration creation and all Non-Sports Connect users can use the information below to upload coaches into Matrix.

Requirements in red are items that must be uploaded for Matrix to function, yellow items will enhance Matrix functionality, and items in green when combined with the rest of the fields will allow Matrix to function at its highest capacity.

The coach data should be a separate excel file from the player data.

#### Key Items:

**Matrix can accept coach roles of Head Coach and Assistant Coach. Any other role will default to Head Coach.**

**Sports Connect users who did not select the NFL FLAG affiliation will need to upload their coaches BEFORE they upload player data.**

**Non-Sports Connect users will need to upload coaches AFTER player data has been upload AND divisions have been created.**

**The information below does not need to be in a specific column order for upload.**



### Matrix Player & Coach Data Upload Requirements

Information	Matrix Upload Field	Data Requirements	Matrix Requirement	Why?
<b>Program Name</b> – Season Name or League Name	None		<b>Low</b>	Verify correct information is being uploaded
<b>Division Name</b> – League name or age divisions	None		<b>Low</b>	Verify correct information is being uploaded
<b>Volunteer ID</b> - any unique number associated to each volunteer that will not change.	volunteerID	Numbers Only	<b>Required – High for Sports Connect Users</b>  <b>Medium – Non-Sports Connect Users</b>	Prevents coaches from being uploaded into Matrix multiple times.
<b>User ID</b> - A unique ID associated to the user account this ID would be the same for all children and coaches registered under the same account.	userIdBS	Numbers Only	<b>Required – High for Sports Connect Users</b>  <b>Medium – Non-Sports Connect Users</b>	Pairs coaches to their participants if both are registered under the same account.
<b>Role</b> – Type of volunteer, Head Coach/Assistant Coach, etc.	role	Head Coach, Assistant Coach	<b>Medium</b>	Role will be listed on rosters
<b>Volunteer First Name</b>	firstName		<b>Required - High</b>	Select pieces of contact information will be used for rosters and other optional forms of
<b>Volunteer Last Name</b>	lastName		<b>Required - High</b>	
<b>Volunteer DOB</b>	dob	mm/dd/yyyy	<b>Medium</b>	
<b>Email</b>	email		<b>Required - High</b>	
<b>Volunteer Cell Phone</b>	cellphone		<b>Required - High</b>	



## Matrix Player & Coach Data Upload Requirements

Information	Matrix Upload Field	Data Requirements	Matrix Requirement	Why?
Street Address 1	Street1		Required - High	communication in Matrix. In the future this information will be used for a background check option.
Address Street 2 or Unit	Street2		Required - High	
City	city		Required - High	
State	state		Required - High	
Zip	zip		Required - High	
Special Requests	specialRequests	only applicable if you take request from coaches. This data can be any text	Medium	Makes information viewable when team forming.

## Player Upload Information

All users must upload participants to Matrix using an excel upload. Below is information that the excel file should contain. As a reminder requirement in red are items that must be uploaded for Matrix to function, yellow items will enhance Matrix functionality, and items in green when combined with the rest of the fields will allow Matrix to function at its highest capacity.

**It is important to check for any participant that may be registered in multiple divisions. Matrix is currently programmed to only upload one participant per player ID. If the same participant is registered in an 8U and 10U division that participant will only be uploaded into Matrix one time. To correct this one of the player ID's associated to this participant in the excel file must be changed, so they are no longer the same. This can be done quickly by highlighting the player ID column then select Condition Formatting>Highlight Cells Rule>Duplicate Values>ok This will highlight any players with the same player ID.**

The information below does not need to be in a specific column order for upload.



## Matrix Player & Coach Data Upload Requirements

Information	Matrix Upload Field	Data Requirements	Matrix Requirement	Why?
<b>Program Name</b> – Season Name or League Name	None		Low	Verify correct information is being uploaded
<b>Division Name</b> – League name or age divisions	If you prefer to build teams based on the divisions participants have registered under in your registration system, pair division name with the Matrix field AGE or GRADE and omit the actual age/grade data below. Otherwise, do not pair this with a field in Matrix		Low	Teams can be created in Matrix by Age, Grade, or Divisions created in Registration. Verify correct information is being uploaded
<b>Player First Name</b>	playerFirstName		Required - High	Required for team placement, buddy pairing, rosters, and equipment ordering.
<b>Player Last Name</b>	playerLastName		Required - High	Required for team placement, buddy pairing, rosters, and equipment ordering.
<b>Player Date of Birth</b>	playerDob	mm/dd/yyyy	Required - High	



### **Matrix Player & Coach Data Upload Requirements**

Information	Matrix Upload Field	Data Requirements	Matrix Requirement	Why?
Primary Account Holder First Name	accountFirstName		Required - High	Account holder information is used in a variety of ways including sending rosters and information on rosters, sending unfulfilled requests, schedule reminders, and quick contact reference for league operators. Future developments will use this information for coach recruitment, end of season survey text messages, text communication to families, etc.
Primary Account Holder Last Name	AccountLastName		Required - High	
Primary Account Holder Telephone	telephone		Low	
Primary Account Holder Cell Phone	cellPhone		Required - High	
Primary Account Holder Email	email		Required - High	
Secondary Account Holder First Name	secFirstName		Low	
Secondary Account Holder Last Name	secLastName		Low	
Secondary Account Holder Cell Phone	secCellPhone		Low	



### Matrix Player & Coach Data Upload Requirements

Information	Matrix Upload Field	Data Requirements	Matrix Requirement	Why?
<b>Secondary Account Holder Email</b>	secEmail		Low	
<b>Address Street 1</b>	shippingStreet1		Low	
<b>Address Street 2 or Unit</b>	shippingStreet2		Low	
<b>City</b>	shippingCity		Low	
<b>State</b>	shippingState		Low	
<b>Zip</b>	shippingZip		Low	
<b>Order Time Stamp</b>	orderTimeStamp		Low	Order date provided as reference in team builder.
<b>Player ID</b> - any unique number associated to a player that will not change.	playerIdBS	Numbers Only	Required - High	Prevents players from being uploaded into Matrix multiple times.
<b>User ID</b> - A unique ID associated to the user account this ID would be the same for all children and coaches registered under the same account.	userIdBS	Numbers Only	Required – High for Sports Connect Users  Medium – Non-Sports Connect Users	Will pair coaches and their participant so long as they are registered under the same account.



### Matrix Player & Coach Data Upload Requirements

Information	Matrix Upload Field	Data Requirements	Matrix Requirement	Why?
<b>Age/Grade</b> – Only Age or Grade should be uploaded. This is determined by your company structure.	Age or Grade If building divisions based on the divisions participants have registered under in your registration system, do not pair with a Matrix Field	Age – Numbers Only Grade - [Pre-K/ Kindergarten/1st/2nd/3rd etc]	<b>Required - High</b>	Criteria in which teams are formed. Will provide an average per team based on this information.
<b>School Name</b> - Criteria in which teams are formed and participants grouped together. Can be any data set.	school		<b>Required - High</b>	Main criteria in which teams are formed. Does not have to be school however school will most likely give the best results.
<b>Buddy Request 1</b> - If your coach requests and player requests are combined in one "Special request" upload them in this field.	buddyRequest1	25-Character limit for best results	<b>Medium</b>	Auto pairing buddy request functionality





### Matrix Player & Coach Data Upload Requirements

Information	Matrix Upload Field	Data Requirements	Matrix Requirement	Why?
<b>Buddy Request 2</b> - If your coach requests and player requests are combined in one "Special request" use the buddy Request 1 option. You can then use this field for any data set you wish to see during team formation.	buddyRequest2	25-Character limit for best results	Medium	Auto pairing buddy request functionality
<b>Coach Request</b> - If your coach requests and player requests are combined in one "Special request" use the buddy Request 1 option. You can then use this field for any data set you wish to see during team formation.	coachRequest	25-Character limit for best results	Medium	Auto pairing coach request functionality
<b>Athletic Ability/Years of Experience</b> - Any criteria in which you want to capture player ability, experience, years played, etc.	athleticAbility	Numbers Only	Low	Provides an average per team based on this information



### Matrix Player & Coach Data Upload Requirements

Information	Matrix Upload Field	Data Requirements	Matrix Requirement	Why?
<b>Jersey Size</b>	jerseySize	Youth Small, Youth Medium, Youth Large, Youth X-Large, Adult Medium, Adult Large, Adult X-Large, Adult 2X-Large	<b>Required - High</b>	Required to place equipment order
<b>Is a family member interested in coaching?</b> - Registration question would you or a family member be interested in coaching?	coachInterest	Head Coach, Assistant Coach, No Thank you or Yes, No	<b>Low</b>	Collects coaching interest at registration in the event the volunteer information is not completed.
<b>Admin Notes</b> - Any pertinent notes associated with the player or account. This should not include buddy or coach requests.	adminNotes		<b>Low</b>	Any League Operator notes on a specific player or account
<b>The following fields pertain to merchandise only. If you offer any merchandise, there needs to be a column that denotes the size (except mouth guards which is strictly a Yes or No question no size required). <b>ORDERS WITH SUBLIMATED JERSEYS ARE NOT ELIGIBLE FOR TEAM PACK OPTIONS OR JERSEY LETTERING.</b></b>				
Short Size	shortsSize	YS, YM, YL, AS, AM, AL, AXL, A2XL	<b>Required if offering</b>	If offering required for equipment ordering
Sleeve Size	sleeveSize	Youth S/M, Youth L/XL	<b>Required if offering</b>	If offering required for equipment ordering



### **Matrix Player & Coach Data Upload Requirements**

<b>Information</b>	<b>Matrix Upload Field</b>	<b>Data Requirements</b>	<b>Matrix Requirement</b>	<b>Why?</b>
Sock Size	sockSize	YS, YM/YL, AS/AM	<b>Required if offering</b>	If offering required for equipment ordering
Football Size	footballSize	Mini, Blue, Brown	<b>Required if offering</b>	If offering required for equipment ordering
Jersey Lettering	jerseyLettering	Letters only, character limit of 16	<b>Required if offering</b>	If offering required for equipment ordering
Mouth Guard	purchaseMouthguard	YES, NO	<b>Required if offering</b>	If offering required for equipment ordering