

Required Format for Bulk Student Uploads

To ensure your students can be uploaded and enrolled successfully, please submit your roster as a **CSV file** with **one student per row**.

Please use the provided CSV template.

We will be unable to process the roster if it does not meet the required format for bulk enrollment.

Required columns – First Name, Last Name, Email

Example:

First Name	Last Name	Email	Student ID (optional)	Misc 1 (optional)
Jane	Smith	jsmith@school.edu	12345	Field Hockey
John	Doe	jdoe@school.edu	67890	Mens Rugby

You may also include the **OPTIONAL** columns – **Student ID**, **Misc 1**, **Misc 2**, **Misc 3** if needed.

Formatting requirements

- Use CSV format only.
- Keep First Name, Last Name, and Email in separate columns.
- Include one person per row and only individuals who should actually be enrolled.
- Place optional information such as team, class year, or group in one of the labeled Misc columns.
- **Do not use apostrophes or other unsupported special characters in any field, including names, emails and Misc fields.**
- Do not include numbering, titles, roles, or class years as part of a student's name.
- Do not include team header rows, section headers, notes, or blank separator rows.
- Do not add columns beyond First Name, Last Name, Email, Student ID, Misc 1, Misc 2, and Misc 3.
- Make sure every row follows the same column structure. All students should have the same number of columns.

Please use the provided bulk upload template rather than creating a roster in another format and converting it afterward.

You may also use the Bulk Enrollment Tool within the Admin Portal (Student Management System) to do the bulk upload.

CONTACT OUR HELP DESK FOR SUPPORT

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