Importing of Events

School Datebooks

INTRODUCTION

If you provide us with a .csv or .xls file set up properly, we can do a one-time import of your list of events into The Zone™. Many sports scheduling programs can export .csv or .xls files. These exported files are typically useable - just upload the file! However, if you are compiling an events list yourself, the file needs to be set up in a particular way to be properly imported into The Zone™. Additional details are included below.

Click to Download the Event Import template

FORMATTING YOUR FILE

> **NOTE: Date and time fields cannot hold ranges (ex:10/20/23-10/30/23); they can only hold 1 date or 1 time.**
> - Start and end times should be entered separately in the respective 'Start Time' and 'End Time' fields; these cannot be combined in 1 field!
> - Events that span **multiple days**, for example Spring break, have to be **entered as separate days**. If Spring break lasts 5 days, you'll have 5 entries.

The columns should be in the following order. Please note that the only required fields are **Date** and **Event Text**. All others are optional, depending on the information you have for your particular event.

Column Title	Field Description	Examples
Date (required)	MM/DD/YYYY format	10/30/2023
Level	Classifications	V, JV, 9th, Varsity, 7A and 8A
Sport	Sports team titles	Boys Basketball, BBB, Volleyball, VB
Activity	Groups with a variety of events	Band, Choir, Student Government
Event Text (required)	Description of event	Practice, Spring Break, First Day of School, Grades Due, Tournament
Opponent	Opponent's name	North HS, BCHS, Northern University
Start Tme	Remember to include AM or PM	6:00 PM, 8:00 AM
End Time	Remember to include AM or PM	8:00 PM, 10:00 AM
Location	Event location	West Gym, Home, Away, Westend Golf Course, Practice Field, Room 225

Below is an example of what a correct file may look like:

	A	B	C	D	E	F	G	H	I
1	Date	Level	Sport	Activity	Event Text	Opponent	Start Time	End time	Location
2	8/15/2023	Varsity	Boys Cross Country		North HS Invitational vs. North HS & East HS		10:00 AM		North H.S. (Smith Stadium)
3	8/15/2023		Softball			State College	6:00 PM		Home
4	8/15/2023			University Math Club	Callout Meeting		TBA		Math Building (Room 210)
5	8/15/2023				Senior Pictures		9:30 AM	10:30 AM	Main Gym

*Get this template by **clicking here** or by contacting your customer service representative.*

IF YOU HAVE ANY QUESTIONS, PLEASE CALL SCHOOL DATEBOOKS AT 800.705.7526.