

Importing of Events



INTRODUCTION

If you provide us with a .csv, .xls, or .xlsx 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, .xls, or .xlsx files. These exported files are typically usable - 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™.

Please see below for more information on setting up your event file.



FORMATTING YOUR FILE

NOTE: Date and time fields cannot hold ranges (ex: 10/20/25-10/30/25); they can only hold one date or one time.

- Start and end times should be entered separately in the respective ‘Start Time’ and ‘End Time’ fields; these cannot be combined in one field!
- Events that span **multiple days**, for example Spring Break, have to be **entered as separate days**. If Spring Break lasts five days, you’ll have five event 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	11/18/2025
Level	Classifications	V, JV, 9th, Varsity, Junior Varsity, 7A, 8B
Sport	Sports team titles	Boys Basketball, BBB, Volleyball, VB
Activity	Groups with a variety of events	Band, Choir, Student Council, Math Club
Event Text	Description of event	Practice, Spring Break, First Day of School, Grades Due, Tournament, No School
Opponent	Opponent’s name	North HS, BCHS, Northern University <i>Note: “vs” will be automatically added before the text in this column, so it will end up being “vs North HS”, “vs BCHS”, etc.</i>
Start Time	Remember to include AM or PM	8:45 AM, 6:30 PM
End Time	Remember to include AM or PM	11:00 AM, 8:00 PM
Location	Event location	West Gym, Auditorium, Home, Away, Westend Golf Course, Room 225, Practice Field

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

	A	B	C	D	E	F	G	H	I
	Date	Level	Sport	Activity	Event Text	Opponent	Start Time	End Time	Location
2	08/15/2025	Varsity	Football		Scrimmage	North High School	6:30 PM	8:00 PM	Home
3	08/20/2025	JV	Girls Softball			BCHS	6:00 PM		Away
4	08/21/2025			Choir	Callout Meeting		TBA		Auditorium
5	09/01/2025				NO SCHOOL				

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IF YOU HAVE ANY QUESTIONS, PLEASE CALL SCHOOL DATEBOOKS AT 800-705-7526.