

CSV EXPORT GUIDE

This guide is intended to assist organizations using PlayAYF to upload rosters to a MyAYF.com account.

FOLLOW THE STEPS BELOW TO EXPORT YOUR ROSTER

1. Login as an administrator to the Sports Illustrated Play system.
2. (Optional) Verify your teams have been created and rosters are ready to upload.
 - Go to **Teams > Manage Teams**.
 - Then, select your **Session** to review the rosters.
3. To export the session, go to **Registrations > Export Session to AYF**.
4. Select the **Session, Division, and Team**.
 - **NOTE:** Only player data is exported, so **Includes Players** will be checked by default.
5. Click **Export**.
 - **NOTE:** AYF requires files to be in **.csv** format.
 - **NOTE:** In all columns the leading zeros will not show in this file. There is no need to update the format in the file. Once saved as **.csv**, the file is formatted according to the official AYF sample and will upload correctly.
6. Repeat steps 3-5 for each Team.

TO IMPORT SAVED ROSTERS TO MYAYF

Each team will need to be imported separately into MyAYF.com

1. Log in to your MyAYF account.
 - **NOTE:** Only Team Contacts or Conference Contacts have the privileges to manage rosters.
2. Hover over **Member Profile** and click **Rosters**.
3. Click on **Team Name**.
4. Click on **Manage Team** for specific teams.
5. Select **Browse** to find the correct saved roster.
6. Once you have selected the correct file, click **Upload Roster**.
7. Click **Confirm** if the information is correct.

CONTACT SUPPORT

If you need assistance exporting rosters from PlayAYF, e-mail us at support@siplay.com.

If you receive an error when importing rosters in MyAYF or have questions about MyAYF, email admin@myayf.com.