

FAInet Schools Player Import



The Import process

The .CSV File

Excel file must be saved in .CSV format. Please use the import template.

You must enter all data in white boxes which are mandatory. Please leave columns in Red blank.

Data must be in the following Order;

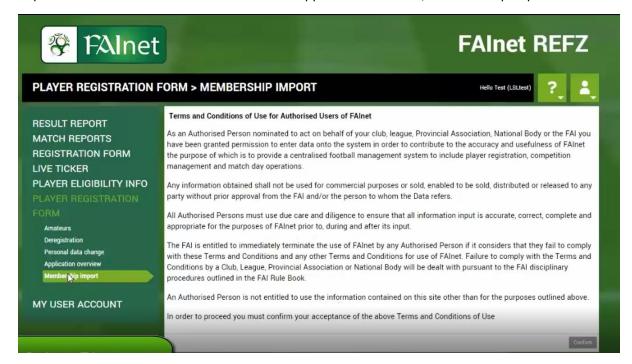
Last	First	Gender	Date	Place	Nationality	Street	Postal	Town	County	E-	Phone	League
name	name		of	of			code/			mail		Organisation
			birth	Birth			Eircode					

- Gender must be inserted in a specific code; 100010 for Male. 100009 for Female.
- DOB DD/MM/YYYY
- Nationality must be inserted in Alpha 3 code example, IRL for Ireland. Please see attached excel sheet containing the 3 letter abbreviation for all countries.
- Place of Birth & Contact Data are not needed for Schools Registrations (Highlighted Red boxes should be left blank).
- League Organisation Official Title of your League i.e Connacht Branch

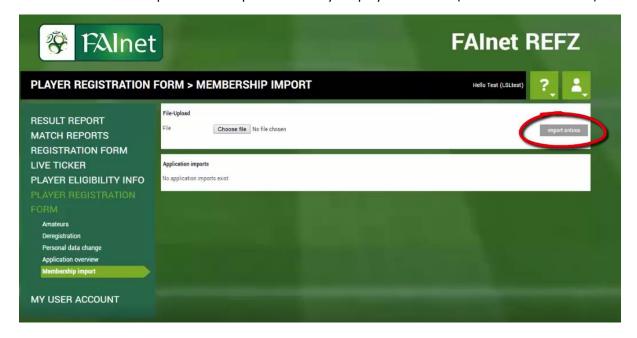


Go to fainet.ie & sign in.

Go to the 'Player Registration Form' tab on the left column of the FAInet website. There will be an import function available at the bottom below application overview, 'Membership import'.



Select the choose file option in the top left. Choose your player database (must be in .csv format).



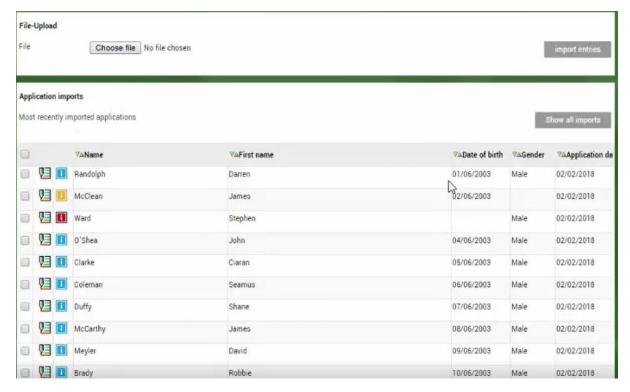
Select import entries.



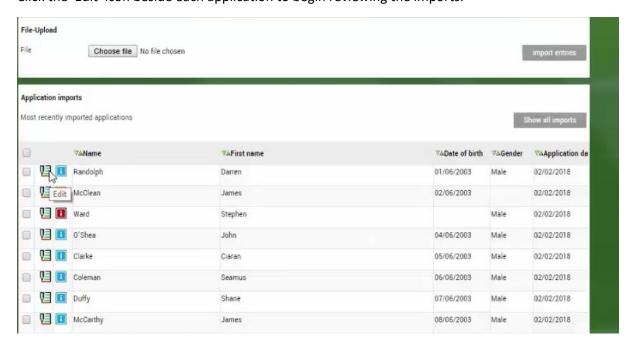
Blue icon means the information is good and import is ready to be reviewed.

An orange means non-essential information is missing i.e. home address, gender, contact info and import is ready to be reviewed.

A red means essential information is missing i.e. Date of Birth, and import is ready to be reviewed.



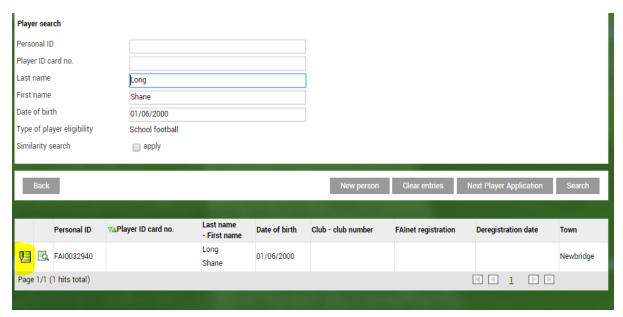
Click the 'Edit' icon beside each application to begin reviewing the imports.





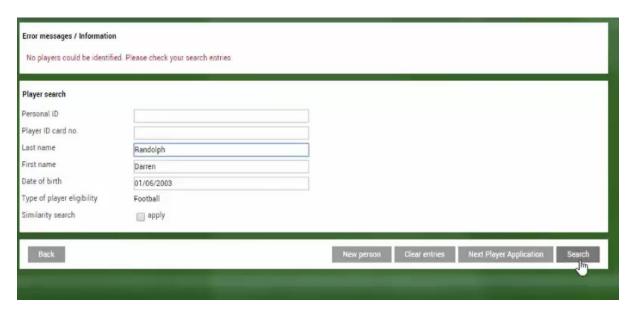
You will be first required to search the player. Last Name, First Name & DOB will be prepopulated in the search boxes.

If a player with a matching Last Name, First Name & DOB is on the system, they will appear.

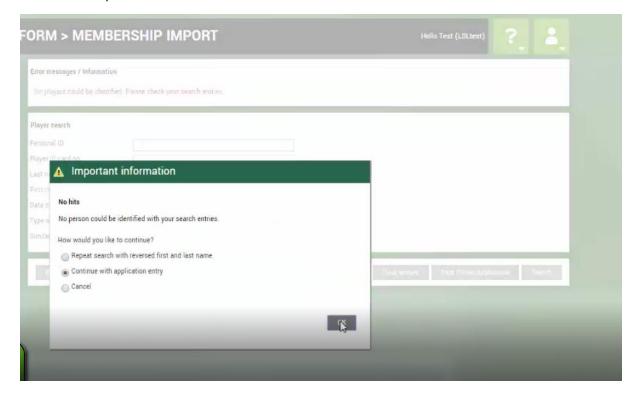


Click on the Green icon to 'Record Application'. Proceed to page 6 if player already appears (scenario above).



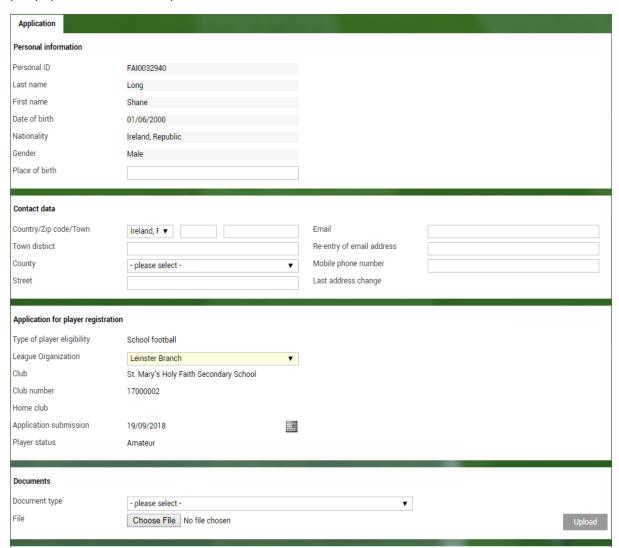


If the player is not on the system then the administrator can 'Continue with application entry', 'Cancel' or 'Repeat search with first and last names reversed'.





Continuing with the application entry will bring up the standard FAInet registration form with details pre-populated from the import.



Club administrators will be required to input any information that is missing, select the correct league organisation and review the registration prior to submitting to the league.



Upon submitting the application, you will be given a confirmation notice. By clicking the 'next player application' button in the bottom right corner, this will bring the administrator to the search bar where the next persons details are pre populated. Click search and repeat the process.

Confirmation notice

The application has been received by the membership organization. The player registration office will process the application.

Application number FI-18-000220

Date of application 19/09/2018

League Organization Leinster Branch

FAInet registration

Receiving club St. Mary's Holy Faith Secondary School, 17000002

Home club

Last name, First name Long, Shane
Date of birth 01/06/2000

☐ The FAI may forward information of interest to you in relation to events, commercial activities, ticketing arrangements or other related activities. Please tick this box if you wish to receive any such information.







Deleting an imported entry.

There is also an option to delete the imported player in case of duplication or error. Tick the box beside the player(s) name and in the dropdown select 'delete'. Click the green arrow to delete this entry.

