

Roster Import Instructions Summer Camp Registration Website atlantabsacamp.org

1. Go to the Summer Camp registration website by clicking the link on the www.atlantabsa.org/woodruff page.
2. Sign in to the atlantabsacamp.org web site
3. On the '**Scout Roster**' page, select "**import roster**"

Details are:

The Scout Roster may be populated by importing a file exported from Troop Master. Please follow the guidelines listed below for creating the Troop Master export. Additionally, an example of a valid export file is provided below.

Click "**Next**" if you have already created the export file.
You will then be asked to select the file to be uploaded.

1. From Troop Master, create a Scout Data export.
2. The delimiter needs to be a comma (,).
3. Please DO include the field names (check this box).
4. The date format may be either MM/DD/YY or MM/DD/YYYY.
5. ONLY export the following fields and ensure they are in the order listed.
 - a. First Name
 - b. Last Name
 - c. Date of Birth
 - d. Allergies
 - e. Other Health Information

Note: Be sure to edit the file to remove any Scouts and their information, that are not attending Summer Camp with you.

Below is a sample of what the contents of the exported file should look like.

```
First Name,Last Name,Date of Birth,Allergies,Other Health Information
```

```
Jeffrey,Cruz,10/09/99,,
```

```
Marlan,Brando,05/12/98,,Last Physical: 04/28/10
```

```
Conner,Craig,08/23/99,,
```

```
Alex,Goodman,08/09/97,,
```

```
Kyle,Buscemi,05/17/99,,Asthma and food allergies
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