



Non-Sports Connect Data File Requirements

Matrix Player & Coach Data Requirements

Please use this resource as a reference for information that should be collected during registration.

Information - The various types of information Matrix can store.

Data Requirements - Specific formats or restrictions that apply to that specific set of information.

Matrix requirements - Necessity level of that information.

Matrix Upload Field – Corresponding data field when uploading excel files into team builder. For more information on how to manipulate data in the teambuilder please view the Team Builder Overview resource document.

Non Sports Connect Users please the information below as well as the upload template files for both players and coaches located at for reference.

Matrix team builder will work most effectively when the most data is entered at once. Do not create teams until you have the majority of registrations.

Prior to uploading information into Matrix always check the excel file to make sure the information is for the correct season and league, that the data is reflected properly, and all information is represented.

Player ID and Volunteer ID will prevent players and coaches from being uploaded multiple times, it is important these ID's do not change.

ORDERS THAT ARE NOT PLACED THROUGH MATRIX ARE NOT ELIGIBLE FOR PACK BY TEAM OPTIONS OR JERSEY LETTERING!



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Coach Upload Information

Requirements in red are items that must be uploaded for Matrix to function, yellow items will enhance Matrix functionality, and items in green when combined with the rest of the fields will allow Matrix to function at its highest capacity.

The coach data should be a separate excel file from the player data.

Key Items:

Matrix can accept coach roles of Head Coach Assistant Coach, and Team Manager. Any other role will default to Assistant Coach.

Coaches should be upload prior to the creation of teams in team builder.

Purchased NFL FLAG coaches' shirts CANNOT be packed in team bags at this time. If you are utilizing a pack by team option, you can still order coaches shirts they will just not be packed in team bags.

The information below does not need to be in a specific column order for upload.

Information	Matrix Upload Field	Data Requirements	Matrix Requirement	Why?
Program Name – Season Name or League Name	None		Low	Verify correct information is being uploaded
Division Name – League name or age divisions	None		Low	Verify correct information is being uploaded
Volunteer ID - any unique number associated to each volunteer that will not change.	volunteerID	Numbers Only	Required - High	Prevents coaches from being uploaded into Matrix multiple times.



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Information	Matrix Upload Field	Data Requirements	Matrix Requirement	Why?
User ID - A unique ID associated to the user account this ID would be the same for all children and coaches registered under the same account.	userIdBS	Numbers Only	Medium	Pairs coaches to their participants if both are registered under the same account.
Role – Type of volunteer, Head Coach/Assistant Coach, etc.	role	Head Coach, Assistant Coach	Medium	Role will be listed on rosters
Volunteer First Name	firstName		Required - High	Select pieces of contact information will be used for rosters and other optional forms of communication in Matrix. In the future this information will be used for a background check option.
Volunteer Last Name	lastName		Required - High	
Volunteer DOB	dob	mm/dd/yyyy	Low	
Email	email		Required - High	
Volunteer Cell Phone	cellphone		Required - High	
Street Address 1	Street1		Medium	
Address Street 2 or Unit	Street2		Low	
City	city		Low	
State	state		Low	Makes information viewable when team forming.
Zip	zip		Low	
Special Requests	specialRequests	only applicable if you take request from coaches. This data can be any text	Medium	
Shirt Size	shirtSize	AS,AM,AL,AXL,A2XL,A3XL,A4XL	This field is only required if you plan on purchasing NFL FLAG Coaches shirts for your coaches. Coaches shirts will be received in a bulk order	Only required if you plan on purchasing NFL FLAG Coaches shirts for your coaches



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Information	Matrix Upload Field	Data Requirements	Matrix Requirement	Why?
			and cannot be packed by team at this time.	

Player Upload Information

All users must upload participants to Matrix using an excel upload. Below is information that the excel file should contain. As a reminder requirement in red are items that must be uploaded for Matrix to function, yellow items will enhance Matrix functionality, and items in green when combined with the rest of the fields will allow Matrix to function at its highest capacity.

It is important to check for any participant that may be registered in multiple divisions. Matrix is currently programmed to only upload one participant per player ID. If the same participant is registered in an 8U and 10U division that participant will only be uploaded into Matrix one time. To correct this one of the player ID's associated to this participant in the excel file must be changed, so they are no longer the same. This can be done quickly by highlighting the player ID column then select Condition Formatting>Highlight Cells Rule>Duplicate Values>ok This will highlight any players with the same player ID.

The information below does not need to be in a specific column order for upload.

Information	Matrix Upload Field	Data Requirements	Matrix Requirement	Why?
Program Name – Season Name or League Name	None		Low	Verify correct information is being uploaded



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Information	Matrix Upload Field	Data Requirements	Matrix Requirement	Why?
Division Name – League name or age divisions	divisionName		Required – High for users wanting to build teams based on specific divisions participants have registered in Low	Teams can be created in Matrix by Age, Grade, or Divisions created in Registration. Verify correct information is being uploaded
Player First Name	playerFirstName		Required - High	Required for team placement, buddy pairing, rosters, and equipment ordering.
Player Last Name	playerLastName		Required - High	Required for team placement, buddy pairing, rosters, and equipment ordering.
Player Date of Birth	playerDob	mm/dd/yyyy	Required - High	
Primary Account Holder First Name	accountFirstName		Required - High	Account holder information is used in a variety of ways including sending rosters and information on rosters, sending unfulfilled requests, schedule reminders, and quick contact reference for league operators. Future developments will use this information for
Primary Account Holder Last Name	AccountLastName		Required - High	
Primary Account Holder Telephone	telephone		Low	
Primary Account Holder Cell Phone	cellPhone		Medium	
Primary Account Holder Email	email		Required - High	



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Information	Matrix Upload Field	Data Requirements	Matrix Requirement	Why?
Secondary Account Holder First Name	secFirstName		Low	coach recruitment, end of season survey text messages, text communication to families, etc.
Secondary Account Holder Last Name	secLastName		Low	
Secondary Account Holder Cell Phone	secCellPhone		Low	
Secondary Account Holder Email	secEmail		Low	
Address Street 1	shippingStreet1		Low	
Address Street 2 or Unit	shippingStreet2		Low	
City	shippingCity		Low	
State	shippingState		Low	
Zip	shippingZip		Low	
Order Time Stamp	orderTimeStamp		Low	Order date provided as reference in team builder.
Player ID - any unique number associated to a player that will not change.	playerIdBS	Numbers Only	Required - High	Prevents players from being uploaded into Matrix multiple times.
User ID - A unique ID associated to the user account this ID would be the same for all children and coaches registered under the same account.	userIdBS	Numbers Only	Medium	Will pair coaches and their participant so long as they are registered under the same account.



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Information	Matrix Upload Field	Data Requirements	Matrix Requirement	Why?
Age/Grade – Only Age or Grade should be uploaded. This is determined by your company structure.	Age or Grade If building divisions based on the divisions participants have registered under in your registration system, do not pair with a Matrix Field	Age – Numbers Only Grade - [Pre-K/ Kindergarten/1st/2nd/3rd etc]	Required - High	Criteria in which teams are formed. Will provide an average per team based on this information.
School Name - Criteria in which teams are formed and participants grouped together. Can be any data set.	school		Required - High	Main criteria in which teams are formed. Does not have to be school however school will most likely give the best results.
Buddy Request 1 - If your coach requests and player requests are combined in one "Special request" upload them in this field.	buddyRequest1	25-Character limit for best results	Medium	Auto pairing buddy request functionality
Buddy Request 2 - If your coach requests and player requests are combined in one "Special request" use the buddy Request 1 option. You can then use this field for any data set you wish to see during team formation.	buddyRequest2	25-Character limit for best results	Medium	Auto pairing buddy request functionality
Coach Request - If your coach requests and player requests are combined in	coachRequest	25-Character limit for best results	Medium	Auto pairing coach request functionality



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one "Special request" use the buddy Request 1 option. You can then use this field for any data set you wish to see during team formation.				
Athletic Ability/Years of Experience - Any criteria in which you want to capture player ability, experience, years played, etc.	athleticAbility	Numbers Only	Low	Provides an average per team based on this information
Jersey Size	jerseySize	Youth Small, Youth Medium, Youth Large, Youth X-Large, Adult Medium, Adult Large, Adult X-Large, Adult 2X-Large	Required - High	Required to place equipment order
Is a family member interested in coaching? - Registration question would you or a family member be interested in coaching?	coachInterest	Head Coach, Assistant Coach, No Thank you or Yes, No	Low	Collects coaching interest at registration in the event the volunteer information is not completed.
Admin Notes - Any pertinent notes associated with the player or account. This should not include buddy or coach requests.	adminNotes		Low	Any League Operator notes on a specific player or account



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Information	Matrix Upload Field	Data Requirements	Matrix Requirement	Why?
The following fields pertain to merchandise only. If you offer any merchandise, there needs to be a column that denotes the size (except mouth guards which is strictly a Yes or No question no size required). If offering jersey lettering, your equipment order will HAVE to be placed through Matrix				
Solid Short Size	solidshortsSize	YS, YM, YL, AS, AM, AL, AXL, A2XL	Required if offering – Recommended MSRP \$12.95	If offering required for equipment ordering
Performance Short Size	performanceshortSize	YXS, YS, YM, YL, AS, AM, AL, AXL	Required if offering – Recommended MSRP \$19.95	If offering required for equipment ordering
Sleeve Size	sleeveSize	S/M, L/XL	Required if offering – Recommended MSRP \$13.95	If offering required for equipment ordering
Gloves Size	glovesSize	XS/S, M/L	Required if offering – Recommended MSRP \$18.95	If offering required for equipment ordering
Sock Size	sockSize	YS, YM/YL, AS/AM	Required if offering – Recommended MSRP \$9.95	If offering required for equipment ordering
Football Size	footballSize	Mini, Blue, Brown	Required if offering – Recommended MSRP \$19.95	If offering required for equipment ordering
Jersey Lettering	jerseyLettering	Letters only, character limit of 12	Required if offering – Recommended MSRP \$15.95	If offering required for equipment ordering
Mouth Guard	purchaseMouthguard	YES, NO	Required if offering – Recommended MSRP \$5.00	If offering required for equipment ordering
Headbands	headbands	YES, NO	Required if offering – Recommended MSRP \$14.95	If offering required for equipment ordering