

Importing Data into League Administration Software

The import process, although straightforward, is not recommended for non-computer oriented people. To be successful, you will need some knowledge of the Windows Folder hierarchy, a general understanding of data tables and some familiarity with the xBase commands to merge files together. You will also be required to understand the program that the source data is coming from and be able to successfully transform this data into a compatible format for importing it into LAS.

If you don't feel comfortable with these qualifications, we offer a conversion service for your data at very affordable prices and with rapid response. If necessary, please call for a price quotation.

Step One - Where are we going?

The first step is to learn the structure of the data tables that you must convert to. There are four data tables used to track the player and parent (member) information. Most conversions start with only one file that must be divided into four parts for LAS. The player information about name, birth date, height and weight, etc., (information that doesn't change from season to season), is put in the file called player.dbf. Player information that changes each season, such as division and team assignment, grade, and uniform size, is put in the file PlyReg.dbf. The information about parent names, addresses, phone numbers, etc. is stored in the file called member.dbf. Finally, parent information which changes with each season, such as registration amount due and paid, fund raising amount due and paid, coaching and officiating certification, and volunteer codes, is stored in the file called MemReg.dbf. To see the structure of these data tables, follow these steps:

- Install LAS on your computer.
- Enter the main menu. Go to [Main Menu → Help → About]
- While viewing the “About” dialog box, press exclamation point (“!”), that is, hold “Shift” and press “1”). This now enters a special mode that allows you to interactively enter commands to the system. The commands are for FoxPro but are almost completely compatible with dBase III.
- The cursor will switch to a command window and this will allow you to enter FoxPro commands interactively.
- Make sure your printer is ready and enter the following commands:

```
CLOSE DATA
SET PRINTER TO LPT1 (or your available printer port).
USE MEMBER
LIST STRUCTURE TO PRINT
USE MEMREG
LIST STRUCTURE TO PRINT
USE PLAYER
LIST STRUCTURE TO PRINT
USE PLYREG
LIST STRUCTURE TO PRINT
```

- This will print a copy of the structure of all four data tables. Now you know what information is stored in the data tables, and in which table each item is stored. For a description of a recent version of the data tables, see page 5. But, programs are meant to change with changing requirements. So, to be sure you are working with the current version of the data fields, use the above procedure to print the actual data file formats.

Step Two - Converting the Data

Next, you will have to convert your data to a usable format for conversion. There are 3 file types that you can use, depending on the features available to the existing file form. The usable formats are:

1. FoxPro (dBase III+) compatible data table(DBF file format).
2. ASCII fixed record format file.
3. ASCII delimited (usually produced by spreadsheet type programs.)

FoxPro (DBF) Format Files.

Create 2 files from your source data for import to LAS. This is the easiest conversion path because you only need to create the field names for which you have data. Field size and the order of fields is not important. You only need the proper field names for the data to be converted. If you want dates to transfer (like player birth date), that field must be in date format, not character.

The first file, `filenam1.DBF`, must contain all the information for the player files. You must create this file using the field names shown in the display produced above. For example,

SEASON	A numeric field of 5 characters. Make sure the value in this field is 1 for all records.
PF_NUMBER -	A numeric field of 6 characters containing the player number. You can assign sequential numbers to this field starting with 1.
PF_MF_NO -	This field is critical. It must contain the same number as the field "MF_NO" in the member file. Usually, this number is the same as PF_NUMBER for initial conversion.
PF_MF_F -	This is a logical field. True indicates the player lives with the father, false- with the mother.
PF_REGISTR -	This is a logical field. True means the player is currently registered. This field should be set to TRUE for all players.

Field types and lengths are shown in the format display produced above. See the end of this appendix for descriptions of most of these fields. Note: Fields may have been added or changed since the publication of this manual.

Be sure you find the appropriate field in `filenam1` and change that field name to the corresponding field name for `PLAYER.DBF` and `PLYREG.DBF`. For example, if you find a field name in `filenam1` called `FIRST`, you must change that field name to `PF_FIRST`. If there is no field in `filenam1` that contains the player's first name, you won't be able to get that information in the conversion.

After making sure all the field names are changed correctly, next you will want to fill the critical fields with valid data so LAS can successfully access the data. The following commands will setup player numbers:

```
USE FILENAM1
REPLACE ALL SEASON WITH 1
REPLACE ALL PF_NUMBER WITH RECNO()
REPLACE ALL PF_MF_NO WITH RECNO()
REPLACE ALL PF_REGISTR WITH .T.
```

The second file, `filenam2.DBF`, must contain all the information about the parents for the member files. You must create this file using the field names from the member file display. Note that all field names begin with `MF_` for member file. Next, most fields contain an `"F_"` or `"M_"` in the name. This indicates Father or Mother information, respectively. LAS tracks both parents separately to avoid losing track of either parent.

Critical member file fields are:

`SEASON` Set this to 1 on every record.

`MF_NO` - Member number. This number must be the same as the number in `PF_MF_NO` so that the player records will be associated with the correct parents.

`MF_REGISTR` - Set to true to indicate that this parent record is registered.

Field types and lengths are shown in the format display produced above. See the end of this appendix for descriptions of most of these fields. Note: Fields may have been added or changed since the printing of this manual.

After making sure all the field names are changed correctly, next you will want to fill the critical fields with valid data so LAS can successfully access the data. If you have the same sequence of player and member records, the following commands will setup member numbers:

```
USE FILENAM2
REPLACE ALL SEASON WITH 1
REPLACE ALL MF_NO WITH RECNO()
REPLACE ALL MF_REGISTR WITH .T.
```

After creating these files, you must again return to the FoxPro command window described above (Hit `!"` when the normal termination screen message is displayed.) Now enter this series of FoxPro commands to collect the new information into the LAS files:

```
USE PLAYER
APPEND FROM filenam1
USE PLYREG
APPEND FROM filenam1
USE MEMBER
APPEND FROM filenam2
USE MEMREG
APPEND FROM filenam2
EXIT
```

You will return to the LAS menu system. Choose the *[Main Menu → Utilities → Index Data]*. This will build all the necessary indexes for proper operation.

ASCII Delimited Format Files

A DELIMITED file is an ASCII text file in which each record ends with a carriage return and line feed. Fields are separated by commas, and character fields are additionally delimited by double quotation marks. For example,

```
5,"Jane M.,""Doe","15 Main Street","Anytown","ST",12345,...
```

The comma is used to separate fields. The double quotes are optional except in fields which include a comma. If you chose to change the field delimiter from double quotes, use the WITH option shown in the example below.

When you create the files in ASCII delimited field format, you must be careful to create a field for each target data table field. Each field must be in the same sequence as the target and you must include a comma for each field, even if you have no source data for that field.

The player information file should be called PLAYER.TXT. The player registration information file should be called PLYREG.TXT. The parent information file should be called MEMBER.TXT. The parents' registration information file should be called MEMREG.TXT. Each field contains the information indicated by the field name. The key fields are described in the FoxPro format descriptions above.

After creating these files, you must again return to the FoxPro command mode described above (Hit "!" while at *[Main Menu → Help → About]*) Now enter this series of FoxPro commands:

```
USE PLAYER
APPEND FROM PLAYER.TXT TYPE DELIMITED [WITH X]
USE PLYREG
APPEND FROM PLYREG.TXT TYPE DELIMITED [WITH X]
USE MEMBER
APPEND FROM MEMBER.TXT TYPE DELIMITED [WITH Y]
USE MEMREG
APPEND FROM MEMREG.TXT TYPE DELIMITED [WITH Y]
EXIT
```

You will return to the LAS menu system. Choose the *[Main Menu → Utilities → Index Data]* . This will build all the necessary indexes for proper operation.

ASCII Fixed Record Format Files

If all else fails, you can create the necessary files in ASCII fixed length field format. An ASCII text file has records with a fixed length and end with a carriage return and line feed. This process is more demanding than the data table format process described above because you must exactly duplicate the record format shown in the format display. If the source data contains no information for some of the fields in the LAS data tables, you must still preserve exactly the number of characters for each field so your fields will be synchronized properly.

The player information file should be called PLAYER.TXT. Each field contains the information indicated by the field name. The player registration information file should be called PLYREG.TXT. The parent information file should be called MEMBER.TXT, and the parent registration information file should be called MEMREG.TXT. The key fields for each of these files are described in the FoxPro format descriptions above.

After creating these files, you must again return to the FoxPro command mode described above (Hit "!" when the normal termination screen message is displayed.) Now enter this series of FoxPro commands:

```
USE PLAYER
APPEND FROM PLAYER.TXT TYPE SDF
USE PLYREG
APPEND FROM PLYREG.TXT TYPE SDF
USE MEMBER
APPEND FROM MEMBER.TXT TYPE SDF
```

USE MEMREG
APPEND FROM MEMREG.TXT TYPE SDF
EXIT

You will return to the LAS menu system. Choose the *[Main Menu → Utilities → Index Data]*. This will build all the necessary indexes for proper operation.

LAS Table Formats

PLAYER.DBF File Format

	Field Name	Type	Width	Description
1	PF_NUMBER	Numeric	6	Player's LAS ID Number
2	PF_MF_NO	Numeric	6	Player's parents' LAS ID Number
3	PF_MF_F	Logical	1	TRUE = Player lives with father
4	PF_FIRST	Character	20	First Name
5	PF_LAST	Character	20	Last Name
6	PF_BDATE	Date	8	Date of Birth
7	PF_BCERT	Logical	1	TRUE = Birth Certificate is verified
8	PF_WEIGHT	Numeric	3	Weight(may be pounds or kilograms)
9	PF_TALL_IN	Numeric	3	Height (may be inches or centimeters)
10	PF_SEX_BOY	Logical	1	TRUE = Player is a boy
11	PF_COMMENT	Character	30	Comment
12	PF_SCHOOL	Character	20	School
13	PF_SORT1	Character	20	User Sort Code 1
14	PF_SORT2	Character	20	User Sort Code 2
15	PF_SS_NMBR	Character	11	Social Security Number
16	PF_INS_NUM	Character	25	Insurance company phone number
17	PF_LASTYR	Logical	1	Played last year
18	PF_EMERGEN	Memo	10	Emergency information
19	PF_INS_CO	Character	20	Insurance company name
20	PF_DOCTOR	Character	20	Doctor's name
21	PF_DOCPHON	Character	12	Doctor's phone number
22	PF_LEAGID	Character	15	Internal

PLYREG.DBF File Format

	Field Name	Type	Width	Description
1	SEASON	Numeric	3	Season this record applies to
2	PF_NUMBER	Numeric	6	Player's LAS ID number
3	PF_MF_NO	Numeric	6	Player's parents' LAS ID number
4	PF_MF_F	Logical	1	TRUE = Player lives with father
5	PF_FIRST	Character	20	First Name
6	PF_LAST	Character	20	Last Name
7	PF_LL_AGE	Numeric	2	League Age (no need to supply)
8	PF_GRADE	Character	2	Grade
9	PF_YR_EXPR	Numeric	2	Years of Experience
10	PF_LASTYR	Logical	1	Played last year
11	PF_REGISTR	Logical	1	Is registered now
12	PF_REG_DAT	Date	8	Registration Date
13	PF_REG_NUM	Character	15	League Registration Number
14	PF_TRY_DIV	Character	5	Tryout Division
15	PF_TRY_NUM	Character	5	Tryout Number
16	PF_TRY_COD	Character	2	Tryout Code
17	PF_TRY_POS	Character	3	Internal
18	PF_LASTDIV	Character	5	Last year's assigned division
19	PF_LASTEAM	Character	20	Last year's assigned team
20	PF_DIV	Character	5	Assigned division
21	PF_TEAM	Character	20	Assigned team
22	PF_AS_DIV	Character	5	All Star assigned division
23	PF_AS_TEAM	Character	20	All Star assigned team
24	PF_UNISHRT	Character	3	Uniform shirt size
25	PF_UNIPANT	Character	4	Uniform pants size
26	PF_UNI_NO	Character	3	Uniform number (when home)
27	PF_UNI_NO2	Character	3	Uniform number (when visitor)
28	PF SOCKS	Character	2	Uniform socks size
29	PF_SHOE_SZ	Character	4	Uniform shoe size
30	PF_HAT_SZ	Character	2	Uniform hat size
31	PF_RATING	Numeric	4	Internal
32	PF_PLAY_YR	Numeric	4	Internal
33	PF_SORT3	Character	20	User Sort Code 3
34	PF_LEAGID	Character	15	Internal
35	PF_PASSPRT	Logical	1	Internal

MEMBER.DBF File Format

	Field Name	Type	Width	Description
1	MF_NO	Numeric	6	Family's LAS ID Number
2	MF_M_FIRST	Character	20	Mother's First Name
3	MF_M_LAST	Character	20	Mother's Last Name
4	MF_M_ADDR1	Character	30	Mother's Address (line 1)
5	MF_M_ADDR2	Character	30	Mother's Address (line 2)
6	MF_M_CITY	Character	20	Mother's City
7	MF_M_STATE	Character	2	Mother's State
8	MF_M_ZIP	Character	10	Mother's Zip Code
9	MF_M_PHN_H	Character	12	Mother's Home phone number
10	MF_M_PHN_W	Character	12	Mother's Work phone number
11	MF_M_OCC	Character	15	Mother's Occupation
12	MF_M_PHN_F	Character	12	Mother's Fax phone number
13	MF_M_PHN_E	Character	4	Mother's Work phone extension
14	MF_M_PHN_P	Character	17	Mother's Pager phone number
15	MF_M_SSN	Character	11	Mother's Social Security number
16	MF_F_FIRST	Character	20	Father's
17	MF_F_LAST	Character	20	Father's Last Name
18	MF_F_ADDR1	Character	30	Father's Address (line 1)
19	MF_F_ADDR2	Character	30	Father's Address (line 2)
20	MF_F_CITY	Character	20	Father's City
21	MF_F_STATE	Character	2	Father's State
22	MF_F_ZIP	Character	10	Father's Zip Code
23	MF_F_PHN_H	Character	12	Father's Home phone number
24	MF_F_PHN_W	Character	12	Father's Work phone number
25	MF_F_OCC	Character	15	Father's Occupation
26	MF_F_PHN_F	Character	12	Father's Fax phone number
27	MF_F_PHN_E	Character	4	Father's Work phone extension
28	MF_F_PHN_P	Character	17	Father's Pager phone number
29	MF_F_SSN	Character	11	Father's Social Security number
30	MF_REGISTR	Logical	1	TRUE = Family is registered
31	MF_LEAGID	Character	15	Internal

MEMREG.DBF File Format

	Field Name	Type	Width	Description
1	SEASON	Numeric	3	Season this record is in
2	MF_NO	Numeric	6	Family's LAS ID Number
3	MF_REGISTR	Logical	1	TRUE = This family is Registered
4	MF_M_FIRST	Character	20	Mother's First Name
5	MF_M_LAST	Character	20	Mother's Last Name
6	MF_M_CHCRT	Character	15	Mother's Coaching certification
7	MF_M_CHDAT	Date	8	Mother's Coaching cert.. Expiration Date
8	MF_M_OFFCT	Character	15	Mother's Officiating certification
9	MF_M_OFFDCT	Date	8	Mother's Officiating cert. Expiration Date
10	MF_M_HELP	Character	10	Mother's Volunteer codes
11	MF_M_YRSRV	Numeric	2	Mother's Years of service
12	MF_F_FIRST	Character	20	Father's First Name
13	MF_F_LAST	Character	20	Father's Last Name
14	MF_F_CHCRT	Character	15	Father's Coaching certification
15	MF_F_CHDAT	Date	8	Father's Coaching cert. Expiration Date
16	MF_F_OFFCT	Character	15	Father's Officiating certification
17	MF_F_OFFDCT	Date	8	Father's Officiating cert. Expiration Date
18	MF_F_HELP	Character	10	Father's Volunteer codes
19	MF_F_YRSRV	Numeric	2	Father's Years of service
20	MF_AMT_DUE	Numeric	8	Registration Amount Due
21	MF_AMT_PD	Numeric	8	Registration Dues Paid
22	MF_PAY_CMT	Character	20	Registration Dues Comment
23	MF_LASTYR	Logical	1	Internal
24	MF_PLAY_YR	Numeric	4	Internal
25	MF_FUNDDUE	Numeric	8	Fundraising Amount Due
26	MF_FUNDPD	Numeric	8	Fundraising Amount Paid
27	MF_FUNDCMT	Character	20	Fundraising Comment
28	MF_LEAGID	Character	15	Internal