



HOCKIO

How to upload team list

# Register Players

- 'Team approved' email goes to Team Manager

## WHA - Team Registration Update



Matches@hockio.nz  
To Shelley Bishop - Waikato Hockey

[↩ Reply](#) [↩ Reply All](#) [→ Forward](#) [⋮](#)

Fri 12/06/2020 1:44 PM

Kia ora,

Thank you for registering your team. Your team has been approved.

TEAM: GBO  
COMPETITION: SDA6 - Grading

[Click Here](#) to review your player information.

Club Captains or School co-ordinators should provide Team Managers with initial team lists for uploading on above link.

Email the competition manager to arrange further updates or changes after the close off date 01/01/2099 .

For more information on your competition see WHA website:

[Secondary](#)  
[Intermediate](#)  
[Mini](#)

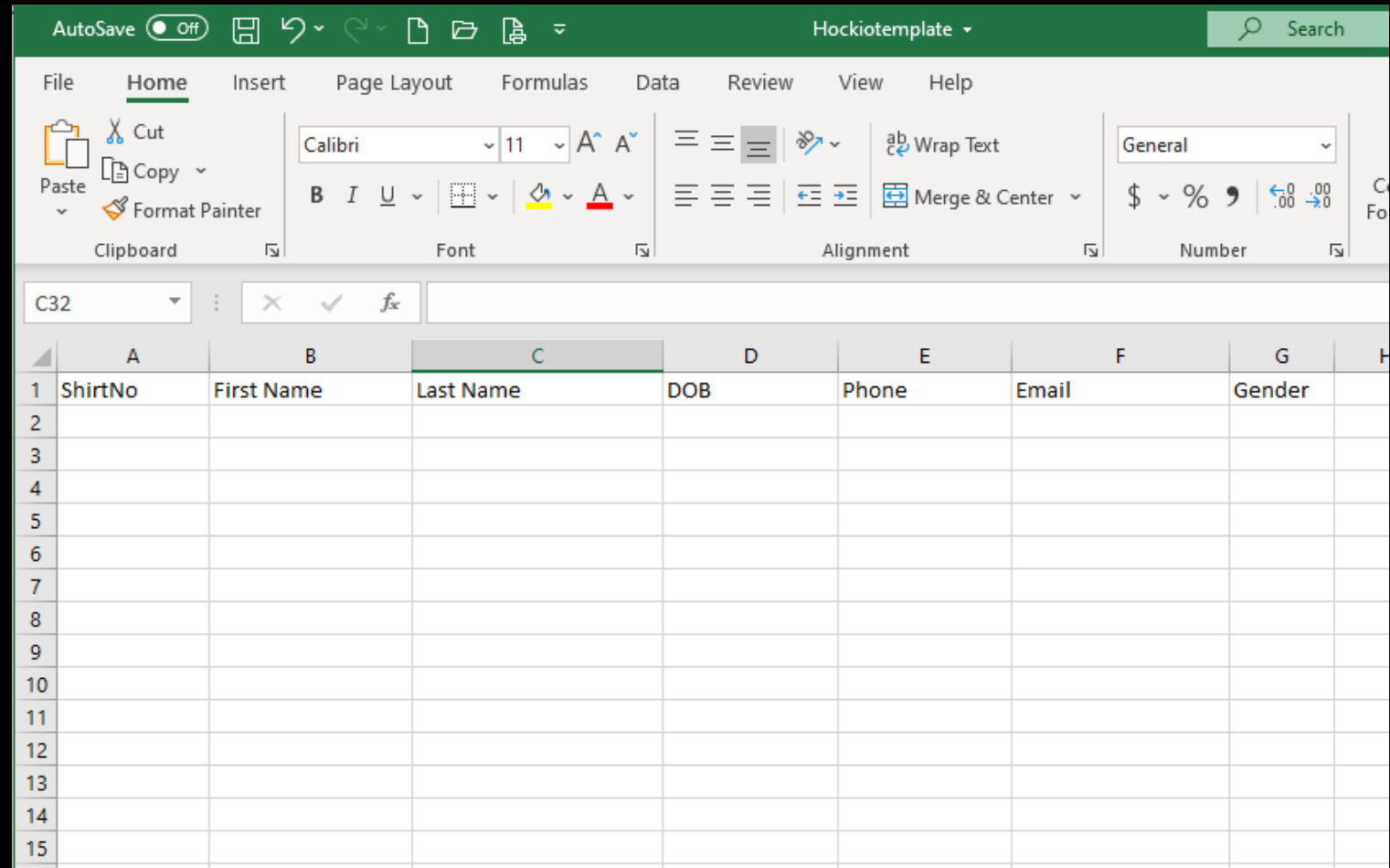
Kind regards,

Waikato Hockey Association  
P 07 838 0485 | E [office@waikatohockey.org.nz](mailto:office@waikatohockey.org.nz) | [www.waikatohockey.org.nz](http://www.waikatohockey.org.nz)  
Gallagher Hockey Center | PO Box 820, Hamilton



# Register Players

- Excel template will be sent to School TIC to enter player details into team list.
- ShirtNo – Enter a placeholder if no #'s for your team. Must have unique entries, if shirts have not yet been allocated insert a,b,c etc.
- Gender – Enter in full Male or Female
- Do not add any formatting.
- All fields must be completed.



The screenshot shows an Excel spreadsheet titled 'Hockiotemplate'. The ribbon is set to 'Home'. The spreadsheet has the following columns: A (ShirtNo), B (First Name), C (Last Name), D (DOB), E (Phone), F (Email), and G (Gender). The rows are numbered 1 to 15. The formula bar shows 'C32'.

	A	B	C	D	E	F	G	H
1	ShirtNo	First Name	Last Name	DOB	Phone	Email	Gender	
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								



# Template samples

- Template must have no formatting or empty cells in used rows. E.g. This would fail as it has lines around names and empty cells in DOB and phone

ShirtNo	Firstname	Lastname	DOB	Phone	Email	Gender
01	Greg	Cameron	1/02/1995		test@waikatohockey.org.nz	Male
02	Rachel	Porritt	1/02/1995	07 555 6789	test@waikatohockey.org.nz	Male
03	Jack	Bird	1/02/1995	07 555 6789	test@waikatohockey.org.nz	Male
04	Catherine	Wihare		07 555 6789	test@waikatohockey.org.nz	Male

- This would upload, as it is just text.

ShirtNo	Firstname	Lastname	DOB	Phone	Email	Gender
01	Greg	Cameron	1/02/1995	07 555 6789	test@waikatohockey.org.nz	Male
02	Rachel	Porritt	1/02/1995	07 555 6789	test@waikatohockey.org.nz	Male
03	Jack	Bird	1/02/1995	07 555 6789	test@waikatohockey.org.nz	Male
04	Catherine	Wihare	1/02/1995	07 555 6789	test@waikatohockey.org.nz	Male




# Register Players

- Manager can then upload this excel file via link sent on Team approved email or manually enter team details.

Welcome to Hockio Team Entry

Season: 2020  
Competition: SL-Bus Hero's  
Team Name: GBO



+ Add new record   Save changes   × Cancel changes   + Upload   Refresh

ShirtNo	First Name	Last Name	DOB	Phone	Email	Gender	IsActive
No records to display.							

This competition requires a minimum number of 0 squad members. Failure to comply before the competition starts may result in a loss of points

- Once uploaded, any changes need to be done through the WHA office.

