FastRecruit®

Exporting Recruit & Recruit Information from JumpForward & Importing it into FastRecruit

Click on the "Databases" tab between your "Home" and "Calendar" tabs and select "Prospects".
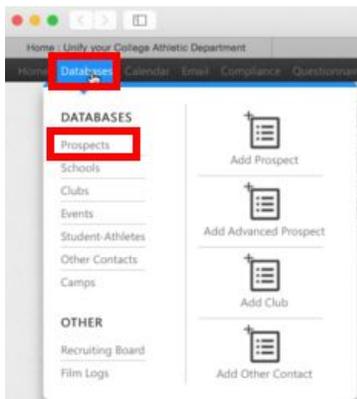
Filter for your desired Recruits by last name, first name, grad year, ranking, etc.

Select the Recruits you want to export by putting a checkmark next to them, or you can click the top checkbox to select all Recruits.

Now click "Data Export" under the Prospects tab on the left pane of the screen:
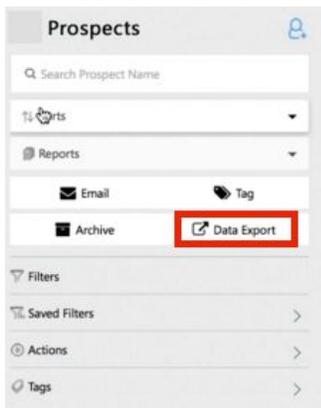
Enter a title for your report in the box, "Enter File Name" in lower right hand corner. Then select the fields you would like imported into FastRecuit. Such categories might include Name, Grad year, School Name, School, City, School State, Club Team, High School Jersey #, Club Team Jersey #, Rank/Category, Position. Select them by moving them from the left box to the right box using the arrows in between the two boxes.

Click "Generate Data Export":
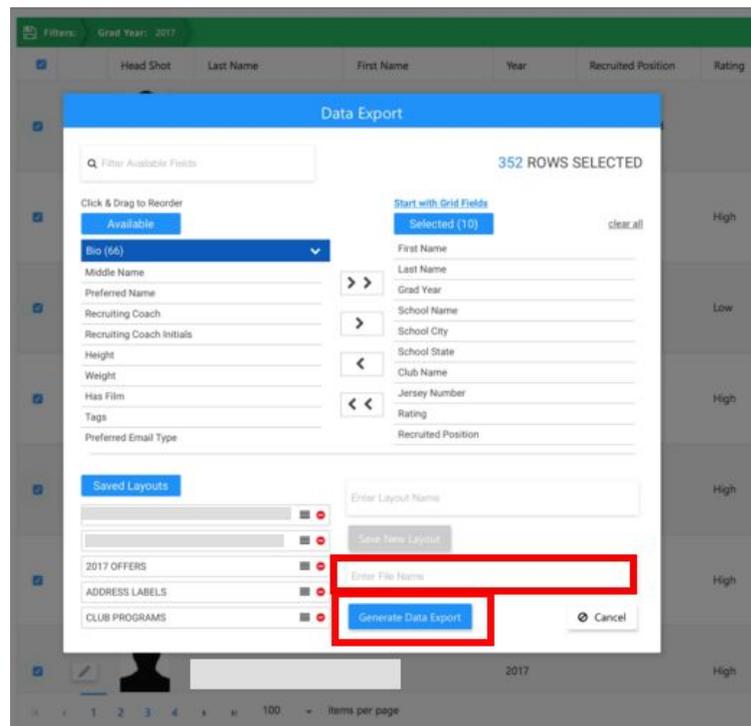
Notes:
- First name and Last names are already auto populated on the right side.
- Many of the fields you are likely interested in, are under the "Bio" tab.

You will receive a message letting you know that you data is being generated and that it will be emailed to you shortly:
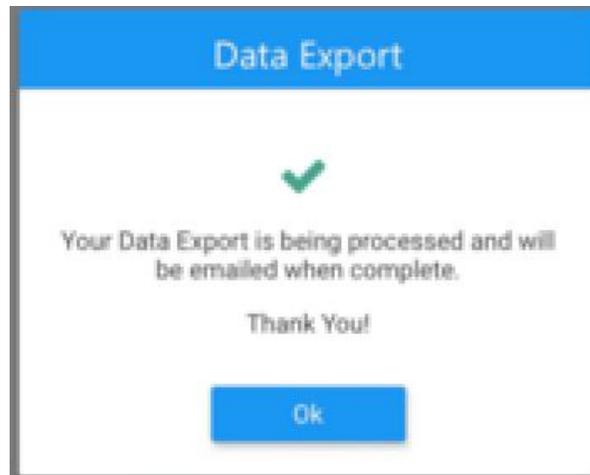
After you receive the email, be sure you are logged into JumpForward and click on their link, "click here to claim your file". If you're logged into JumpForward, a blank tab/window will pop-up and your file will begin Downloading.

If you are not logged into JumpForward when you click on that link, you will be redirected to sign into JumpForward and then you must click on the link again to begin the download process.

Once your download is complete, open the spreadsheet in Excel (or Numbers) and save the file as a CSV file. This can be done by clicking the File menu and selecting Save As. Name your file and choose your save location (we suggest the desktop), then click the drop down menu next to "format" to choose the Comma Separated Values (.csv) option. You can now save your file.
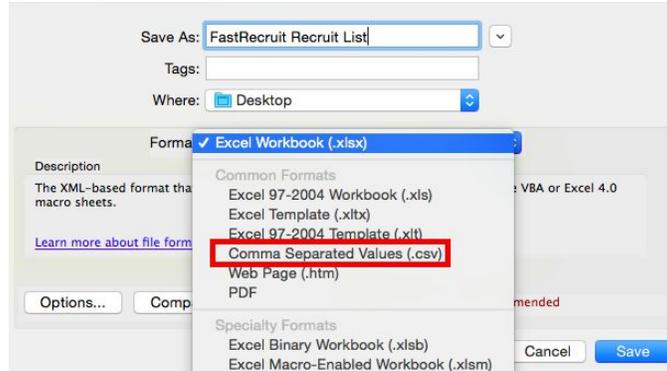
Note:
- If some of the information you would like imported into FastRecruit (ex: Club Jersey #) is not kept within Jump Forward, you can manually add those topics within Excel (or Numbers). Be sure that you include a topic header.

In the FastRecruit Web Portal, click on the "Recruits" tab, click the "Action" drop down menu. Select "Import Recruits":

An "Import Recruit" dialogue will appear. Follow the on-screen steps:
1) Select the .CSV file you just created.
2) Create an "Import Profile" name. This can be anything. Some suggestions are: ACS Import, Jump Forward Import, ESPN Import, or My 2016 Team Import.
3) Edit the Import Profile. Here you will link column headers from your .CSV file to your FastRecruit Recruit information. First the software will match any column headers that match exactly with your headers. For example, below is a new profile with a "New Profile Name" of "ACS Import". The .CSV column headers of "School City", "Class", and "Position" matched automatically with FastRecruits headers "School City", "Class", and "Position".

For any headers that remain in the "Edit Import Profile" box, you will need to select their corresponding categories from the drop down menu on the right side, and then press on the Link button in the middle. For example, in the .CSV file below, the column header is "State HS" and will need to be connected to "School State Abbreviation". Be sure to click the "Link" button once you have corresponding attribution titles in the right and left boxes.

Important: If your .CSV file has Recruit's first and last names in different columns they will need to be combined to create their full name, denoted as "Name" in FastRecruit. From the left side, select Player's First Name (could be called First name, Recruit's first name, etc), press shift, then click on Last Name (could be called last name, Recruit's last name, etc) and both will become highlighted. Now select Name from the right side and click the Link button.

Import Recruits

1. Select CSV Import File ❓

[Choose File] 📄 CVS for FR

2. Select an Import Profile ❓

Create New Profile ▲▼

New Profile Name

ACS Import

3. Edit Import Profile ❓

Players first name
Players last name
Club team
School name

🔗 Link   Name   ▲▼

Source ❓	Destination ❓	
School City	School City	✖ Remove
Class	Class	✖ Remove
Position	Position	✖ Remove

🗑 Reset   Cancel   ⬆ Preview

Once you finish linking your columns, click on the preview button and all of your information will appear in your Import Recruits pop-up menu. If a Recruit is already within your database their information will appear highlighted in yellow. For example, in the file below, Lebron James, Sue Bird, and Maya Moore are already Recruits within FastRecruit (in the software last year, another staff member already entered them, etc) so they are highlighted in yellow. Michael Jordan is the new Recruit to the Database.

Additionally, any information within your .CSV file that differs from what you currently have in FastRecruit will appear highlighted in red. From there you can decide if you would like to make changes back in your .CSV file and re-upload or if you would like to proceed with the importing of your Recruits. For example, below you can see that Maya Moore's Class, Club Team, Club Team Jersey, High School Jersey, and Position changed. Only her Category, "5 Star" is the same within the software and on the .CSV file.

Press "Confirm" when you are ready to move forward.

After importing your information always be sure to check that everything came in correctly. For example, if a Recruit's High School does not match the database of High Schools it will not automatically load and be connected to that Recruit.

Below Sue Bird's high school "Christ the King Regional High in Middle Village, NY matched exactly from the .CSV file to the FastRecruit Database. However, Michael Jordan's school title in the .CSV, "Emsley A laney High school" did not match the FastRecruit database and will need to be entered on Jordan's Profile page.

High Schools might not match for a number of reasons; spelling, using abbreviations, similar high school names without corroborating physical information like school city or state, etc. Don't worry, you can connect Recruits with their high schools or report missing high schools once your Recruits have been imported on each Recruits profile page.

Click Confirm.

Your Recruits are now loaded into FastRecruit. Your next steps should include connecting Recruits and staff members with tournaments and assigning Recruits teams for those tournaments.