

DATA LOAD FIELDS

Updated 2 April 2026



You can watch the training video of how to get your Clubs **Participant Report** from PlayHQ [here](#).

Once you have downloaded your report it is crucial that the following columns are included for a Player Profile to correctly feed through.

There is no need to delete any columns. The system will simply look for these 23 columns below and ignore all other columns.

Only players with a status of “Active” will be pulled into the load. “Pending” and “Cancelled” players will be ignored.

LAST NAME
FIRST NAME
DATE OF BIRTH (DD/MM/YYYY)
GENDER
ROLE
STATUS
TEAM
ACCOUNT HOLDER
ACCOUNT HOLDER MOBILE
ACCOUNT HOLDER EMAIL
DISABILITY
DISABILITY TYPE
DISABILITY OTHER
DISABILITY ASSISTANCE
PARENT/GUARDIAN1 FIRST NAME
PARENT/GUARDIAN1 LAST NAME
PARENT/GUARDIAN1 MOBILE NUMBER
PARENT/GUARDIAN1 EMAIL
EMERGENCY FIRST NAME
EMERGENCY LAST NAME
EMERGENCY MOBILE
EMERGENCY EMAIL
EMERGENCY RELATION

It is really important that the TEAM column is filled in accurately - ie if there are multiple teams for the same age group, this column must reflect the specific team, like U8 Black or U8 White because Team Trainers are assigned to a specific team. If it is left blank, then the player will float in the system as an unallocated player.