

Name	surname	DOB	Gender	Team	
Captain	America	1923/01/26	M	Avengers	Captain America
Iron	Man	1962/02/25	M	Avengers	Iron Man
Natasha	Romanoff	1973/05/24	F	Avengers	Natasha Romanoff

what we need is the names to come together in column A

SACSA Sports - How to create a CSV file

must have titles as shown

Name	DOB	Gender	Team
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if your names are in 2 columns

this is how to change it.

click on column H then start to type =concat (this will pop up as a menu the double click or enter)

then type in (A2, " ", B2) there are spaces between the commas and apostrophise

then hit enter and magically it all comes together.

if the names are the other way around do (B2, " ", A2)

click on the first name and the pull down to fill and the rest of the names will do the same as the first name you changed

keep all names highlighted once filled then right click - copy - go to Column A2 - right click - paste special - then click value then ok

then delete cloumn B and then H

then hightlight the dob's and change the format of the date (YYYY-MM-DD)

once highlighted right click - format cell then click date and then choose the correct format

this is what it should look like once done.

Name	DOB	Gender	Team
Captain America	1923/01/26	M	Avengers
Iron Man	1962/02/25	M	Avengers
Natasha Romanoff	1973/05/24	F	Avengers

then save as a .csv file and send to luke@sacsasports.com.au

look if all fails send to me as it is and I'll fix it up.. :)