UPLOAD YOUR BLOCK SCHEDULE AND AWARDS

One row for each block or awards session. These rows have no team: the Program column holds the name people see on the schedule.

FOUR STEPS

1

Open the template

Open the On Deck schedule template in Excel or Google Sheets. Replace its example rows with your own.

2

Add your rows

One row per block or awards session. Write `block` or `awards` in Event Type and leave Team empty.

3

Save as CSV

Excel: File → Save As → **CSV UTF-8 (comma delimited)**. Sheets: File → Download → CSV.

4

Upload it

In On Deck, open your event, choose **Upload schedule**, then **Choose file...**

WHAT GOES IN EACH COLUMN

COLUMN		FILL IN	EXAMPLE
Program	Required	The name of the block or awards session as people should see it.	`Levels 1-3 & Youth`
Team	Leave empty	Keep the column, leave every cell empty.	
Date	Required	Month/day/year (`11/14/2026` is November 14), or year-month-day.	`11/14/2026`
Time	Required	When the block or awards starts. 12-hour with AM/PM, or 24-hour.	`8:00 AM`
Hall	Required	The hall or floor.	`Hall A`
Division	See below	One division, or empty when the block covers several.	`L6 Senior Elite`
Event Type	Required	`block` or `awards`. If you leave it empty, the row is treated as a performance.	`block`
City · State	Leave empty	Only used for gyms.	

A block or awards session that covers several divisions

Use one row. Put the divisions in the name in Program, and leave Division empty. For example, Levels 1 through 3 and Youth in one block: Program `Levels 1-3 & Youth`, Division empty. Don't write one row per division: each row becomes its own block on the schedule.

WHAT THE ROWS LOOK LIKE

Program	Team	Date	Time	Hall	Division	Event Type	City	State
Levels 1-3 & Youth		11/14/2026	8:00 AM	Hall A		block		
Session 2		11/14/2026	10:00 AM	Hall B	L6 Senior Elite	block		
Awards: Levels 1-3 & Youth		11/14/2026	12:30 PM	Hall A		awards		

Row 1 is one block covering four divisions. Row 2 is a single-division block. Row 3 is the awards session for the first block.

CHECK BEFORE YOU UPLOAD

- [ ] The header row matches the template word for word.
- [ ] Times include AM or PM, or use 24-hour time.
- [ ] No cell has a line break inside it.
- [ ] Every block and awards row on a day has its own name in Program, for example `Session 1 · Hall A`. A row with no name and no Division is skipped.
- [ ] Dates still read like `11/14/2026`. If Excel changed them to `14-Nov`, format the Date column as Text and retype them.
- [ ] The file is saved as .csv. Have an Excel file? In Excel choose File › Save As › CSV UTF-8, then upload that file.
- [ ] Every row says `block` or `awards` in Event Type.

Only the start time is shown, so name blocks the way your families know them. A row with a date or time we can't read is skipped and listed on screen; the rest still save.

Blocks, awards and performances all use the same template and can go in the same file. Rows that match an earlier upload update in place. A new upload replaces everything from your last upload that isn't published yet. Published rows stay, even if the new file leaves them out. Put the whole day or event in one file, or publish before you upload the next.