UPLOAD YOUR PERFORMANCE ORDER

One row for each team's performance. On Deck matches each row to the gym and team, and families who follow that team get its time, hall and updates.

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 team performance. Leave Event Type empty or write `performance`.

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 gym's name, as the gym calls itself.	`Example Allstars`
Team	Required	The team's name, without the gym name in front.	`Sparkle`
Date	Required	Month/day/year (`11/14/2026` is November 14), or year-month-day.	`11/14/2026`
Time	Required	The time the team takes the floor (not check-in or warm-up). 12-hour with AM/PM, or 24-hour.	`8:03 AM`
Hall	Required	The hall or floor the team performs on.	`Hall A`
Division	Required	The division the team competes in.	`L1 Tiny Novice`
Event Type	Optional	Leave empty, or write `performance`.	`performance`
City · State	Optional Recommended	Where the gym is. Tells apart two gyms with the same name.	`Dallas` · `TX`

WHAT THE ROWS LOOK LIKE

Program	Team	Date	Time	Hall	Division	Event Type	City	State
Example Allstars	Sparkle	11/14/2026	8:00 AM	Hall A	L1 Tiny Novice	performance	Dallas	TX
Example Cheer Co	Little Stars	11/14/2026	8:03 AM	Hall A	L1 Tiny Novice	performance	Tulsa	OK
Example Allstars	Thunder	11/14/2026	10:15 AM	Hall B	L6 Senior Elite		Dallas	TX

The third row leaves Event Type empty, which also means performance.

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.
- [ ] Gym names are spelled the way the gym spells them. City and State help when the name is common.
- [ ] 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 has a Program and a Team. A team that performs twice gets two rows.

After the upload, review any team On Deck couldn't match before you publish. 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.