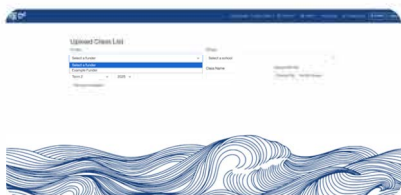


Uploading a class list

1



Navigate to "Upload Class List" from the navigation bar by clicking Funder Tools → , or go directly via this link: <https://wsfl.onrender.com/ClassUpload>

Select a Funder- Use the dropdown to choose a funder. This will automatically populate the list of schools.

2



Select a School, Term, and Year
Choose the school from the dropdown.
Select the Term and Year.

4



Preview the File

Once all fields are filled in, the Preview File button will appear. Click it to see the first 10 rows of your file

3



Enter Class Details

Input the Teacher Name and Class Name.

Upload your file (must be .csv, .xls, .xlsx, or .xslm).

Check "File has no headers" only if your file has no header row.

6



Assign Column Names

Match your columns to the appropriate WSFL field names.. Required: NSN, LastName, and either FirstName or PreferredName.

Leave unnecessary columns blank. Click Validate Data

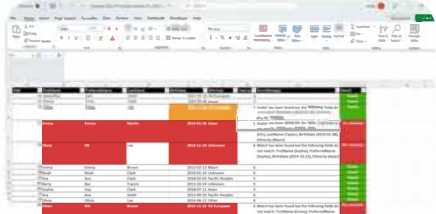
Red cells = critical errors that must be fixed before submission.

Yellow cells = warnings that can be submitted but will overwrite current data.

Uploading a class list



7



Fixing Errors

If errors exist, click Export Fixes to Excel.
Open the downloaded file and correct red (critical)
fields.

You may also fix yellow fields if desired.

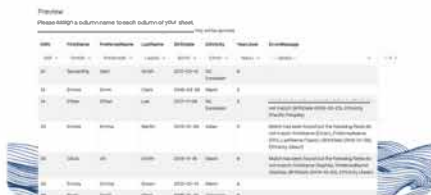
9



Submit the Class

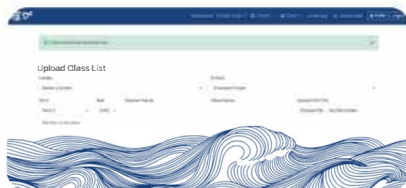
If no critical errors remain, a Submit Class button will appear.
You can submit even with warnings — these will update existing
records.

8



Reupload the Corrected File
Upload the fixed file using the same process.
Leave columns like ErrorMessage or blank columns
unassigned — they'll be ignored.

10



Confirmation

If successful, a green success banner will appear.
Your class will then be visible under Class Lookup.

Uploading a class list



WATER SKILLS FOR LIFE

DATABASE 2025

Uploading a class list



Step-by-step guide and supporting video tutorials



For Skippers: 16 Minutes
For Volunteers:
10-15 Minutes
Downloadable PDFs available

