

# Importing Spreadsheet into PaddleLog

If you currently have an electronic log book, PaddleLog provides an import facility to save you the effort of re-entering your data.

The spreadsheet needs to be available to PaddleLog in Comma Separated Values (CSV) format and to have certain column header names and specific values in the columns.

A CSV file is available to download which contains all of the required column names and some sample entries. The sample file is available from the same location where this file resides.

The following tables explain the valid header names and column values for the different categories of log entries that Paddle log supports.

## Recreation Log Entries

The following table explains the column values required for log entries that are entered for recreational purposes and contribute to the experience component of PA Qualifications like skills, guide and instructor.

Column Name	Purpose	Environment Used	Valid Values	Mandatory
Category	Determines which type of log definition this applies to	All	<b>Recreation</b>	All
StartDate	The date the activity commenced.	All	A date in ISO format: yyyy-mm-dd Eg. <b>2016-06-30</b>	All
ActivityDescription	The description of the activity.	All	A short description of the activity being undertaken.	All
Location	The place name where the activity principally took place.	All		All
Duration	The duration of the activity in whole hours or days.	All	Eg. <b>1 Day, 3 Days, 6 Hours</b>	All
Role	The role you carried out for the majority of the activity.	All	Must be one of: <ul style="list-style-type: none"> <li>- Personal</li> <li>- Guiding</li> <li>- Instructing</li> <li>- Competition</li> <li>- Conducting PAQS Course</li> <li>- Assessing PAQS Course</li> </ul>	All
Assisting	Indicate with a yes/no value if the role was as an assistant	All	One of <b>y,Y</b> or <b>1</b> to indicate Yes. One of <b>n,N, 0</b> or leave blank to indicate no.	
Craft	The predominant type of water craft used by the group.	All	Must be one of: <ul style="list-style-type: none"> <li>- Kayak</li> <li>- Canoe</li> <li>- SUP</li> <li>- Other? Should only have craft listed in which awards are available so should be Sea Kayak, Whitewater...</li> </ul>	All
Environment	The environment in which the activity took place.	All	Must be one of: <ul style="list-style-type: none"> <li>- Flat Water</li> <li>- Moving Water</li> <li>- Sea</li> </ul>	All

Column Name	Purpose	Environment Used	Valid Values	Mandatory
Weather	The general weather conditions for the majority of the activity.	All	Must be one of: <ul style="list-style-type: none"> <li>- Sunny</li> <li>- Overcast</li> <li>- Showers</li> <li>- Rain</li> <li>- Varied</li> </ul>	All
Wind	The wind speed range for the majority of the activity.	Flat Water Sea	Must be one of: <ul style="list-style-type: none"> <li>- 0-5kn</li> <li>- 5-10kn</li> <li>- 10-15kn</li> <li>- 15-20kn</li> <li>- Over 20kn</li> </ul>	Flat Water Sea
Swell	The wave height of the swell for the majority of the activity.	Sea	Must be one of: <ul style="list-style-type: none"> <li>- Nil</li> <li>- 0-0.5m</li> <li>- 0.5-1.0m</li> <li>- 1.0m-1.5m</li> <li>- 1.5-2.0m</li> <li>- Over 2.0m</li> </ul>	Sea
Seas	The wave height of the seas for the majority of the activity.	Sea	Must be one of: <ul style="list-style-type: none"> <li>- Nil</li> <li>- 0-0.5m</li> <li>- 0.5-1.0m</li> <li>- 1.0m-1.5m</li> <li>- 1.5-2.0m</li> <li>- Over 2.0m</li> </ul>	Sea
Surf	The wave height of the surf for the majority of the activity.	Sea	Must be one of: <ul style="list-style-type: none"> <li>- Nil</li> <li>- 0-0.5m</li> <li>- 0.5-1.0m</li> <li>- 1.0m-1.5m</li> <li>- 1.5-2.0m</li> <li>- Over 2.0m</li> </ul>	Sea
RiverGrade	The grading of the moving water.	Moving Water	May be one or more of 1,2,3,4 or 5 separated by a single space. Eg. <b>2 3</b>	Moving Water
GroupSize	The size of the group in which you participated or were in charge of.	All	Eg. <b>12</b>	All
GroupType	The type of group you participated or were in charge of.	All	Must be one of: <ul style="list-style-type: none"> <li>- Club</li> <li>- School</li> <li>- Commercial</li> <li>- Other</li> </ul>	All
Distance	The distance in kilometers paddled during the activity.	Flat Water Sea	Eg. <b>34</b>	Flat Water Sea

Column Name	Purpose	Environment Used	Valid Values	Mandatory
OvernightCamping	Indicate with a yes/no value if the activity involved camping overnight.	All	One of <b>y,Y</b> or <b>1</b> to indicate Yes. One of <b>n,N, 0</b> or leave blank to indicate no.	
SkillPaddle	Indicate with a yes/no value if paddling skills were practised during the activity.	All	One of <b>y,Y</b> or <b>1</b> to indicate Yes. One of <b>n,N, 0</b> or leave blank to indicate no.	
SkillRescue	Indicate with a yes/no value if rescue skills were practised during the activity.	All	One of <b>y,Y</b> or <b>1</b> to indicate Yes. One of <b>n,N, 0</b> or leave blank to indicate no.	
SkillRoll	Indicate with a yes/no value if rolling skills were practised during the activity.	All	One of <b>y,Y</b> or <b>1</b> to indicate Yes. One of <b>n,N, 0</b> or leave blank to indicate no.	
SkillOther	Skills practiced during the activity other than those specified above.	All	Eg. Navigation Can be blank.	
VerifierName	The name of the person or organisation who can verify your participation in the activity.	All	Eg. <b>F Bloggs, Queensland Canoeing</b>	All
VerifierPhone	The phone number of the person or organisation who can verify your participation in the activity.	All	Eg. <b>0412345678</b> Can be blank	
VerifierACId	The AC Id of the person or organisation who can verify your participation in the activity.	All	Eg. <b>12345</b> Can be blank	

Column Name	Purpose	Environment Used	Valid Values	Mandatory
Notes	Note any important details that occurred during the activity.	All	Can be blank	

Depending on the Environment specified for the activity some columns are not required in the imported spreadsheet nor are they stored in PaddleLog. The column on the right of the table above indicates which columns are used for each Environment.

## Officiating Log Entries

The following table explains the column values required for log entries that are entered for officiating purposes and contribute to the experience component of PA Qualifications like officials and referees.

Column Name	Purpose	Valid Values	Mandatory
Category	Determines which type of log definition this applies to	<b>Officiating</b>	All
StartDate	The date the activity commenced.	A date in ISO format: yyyy-mm-dd Eg. <b>2016-06-30</b>	All
ActivityDescription	The name of the competition where the officiating activity took place		All
Location	The place name where the activity principally took place.		All
OrganiserName	The name of the person or organisation that ran the event		All
Discipline	The discipline of the event	Must be one of: <ul style="list-style-type: none"> <li>- Sprint</li> <li>- Marathon</li> <li>- Wildwater</li> <li>- Ocean Racing</li> <li>- Slalom</li> <li>- Canoe Polo</li> <li>- Freestyle</li> </ul>	All
Duration	The duration of the event in whole hours.	Eg. <b>1 Hour, 6 Hours</b>	All
Role	The role you carried out for the majority of the activity.	Must be one of: <ul style="list-style-type: none"> <li>- Chief Official</li> <li>- Deputy Chief Official</li> <li>- Chief Finish Line Judge</li> <li>- Chief Boat Controller</li> <li>- Competition Manager</li> <li>- Aligner</li> <li>- Analysis</li> <li>- Boat Controller</li> <li>- Capture</li> <li>- Finish Line Judge</li> <li>- Numbers</li> <li>- Secretariat</li> <li>- Starter</li> <li>- Umpire</li> </ul>	All
Assisting	Indicate with a yes/no value if the role was as an assistant	One of <b>y,Y</b> or <b>1</b> to indicate Yes. One of <b>n,N, 0</b> or leave blank to indicate no.	

Column Name	Purpose	Valid Values	Mandatory
VerifierName	The name of the person or organisation who can verify your participation in the activity.	Eg. <b>F Bloggs, Queensland Canoeing</b>	All
VerifierPhone	The phone number of the person or organisation who can verify your participation in the activity.	Eg. <b>0412345678</b> Can be blank	
VerifierACId	The AC Id of the person or organisation who can verify your participation in the activity.	Eg. <b>12345</b> Can be blank	
Notes	Note any important details that occurred during the activity.	Can be blank	