

## Importing spreadsheet into PaddleLog

If you currently have an electronic log book in a spreadsheet format, 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 accessible via a Cloud file sharing service such as DropBox or Google Drive.

### Spreadsheet Format

The spreadsheet requires certain column header names and specific values in the columns.

Column names are case sensitive.

The following table explains the valid column header names and values.

Column Name	Purpose	Environment Used	Valid Values	Mandatory
StartDate	The date the activity commenced.	All	A date in ISO format: yyyy-mm-dd Eg. <b>2016-06-30</b>	Yes
ActivityDescription	The description of the activity.	All	A short description of the activity being undertaken.	Yes
Location	The place name where the activity principally took place.	All		Yes
Duration	The duration of the activity in whole hours or days.	All	Eg. <b>1 Day, 3 Days, 6 Hours</b>	Yes
Role	The role you carried out for the majority of the activity.	All	Must be one of: <ul style="list-style-type: none"> <li>- <b>Personal</b></li> <li>- <b>Guiding</b></li> <li>- <b>Instructing</b></li> <li>- <b>Assisting</b></li> <li>- <b>Competition</b></li> <li>- <b>Personal Development</b></li> <li>- <b>Conducting ACAS Course</b></li> <li>- <b>Assessing ACAS Course</b></li> <li>- <b>Administrative</b></li> </ul>	Yes
Craft	The predominant type of water craft used by the group.	All	Must be one of: <ul style="list-style-type: none"> <li>- <b>Flatwater Kayak</b></li> <li>- <b>Sea Kayak</b></li> <li>- <b>Whitewater Kayak</b></li> <li>- <b>Canoe</b></li> <li>- <b>SOT</b></li> <li>- <b>SUP</b></li> <li>- <b>Other</b></li> </ul>	Yes
Environment	The environment in which the activity took place. This is based on the normal conditions for the physical location.	All	Must be one of: <ul style="list-style-type: none"> <li>- <b>Flatwater</b></li> <li>- <b>Whitewater</b></li> <li>- <b>Enclosed Sea</b></li> <li>- <b>Sea</b></li> <li>- <b>Land</b></li> </ul>	Yes

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>- <b>Sunny</b></li> <li>- <b>Overcast</b></li> <li>- <b>Showers</b></li> <li>- <b>Rain</b></li> <li>- <b>Varied</b></li> </ul>	Yes
Wind	The wind speed range for the majority of the activity.	Flatwater Sea Enclosed Sea	Must be one of: <ul style="list-style-type: none"> <li>- <b>0-5kn</b></li> <li>- <b>5-10kn</b></li> <li>- <b>10-15kn</b></li> <li>- <b>15-20kn</b></li> <li>- <b>Over 20kn</b></li> <li>- <b>Varied</b></li> </ul>	Yes
WindDirection	The direction of the wind for the majority of the activity.	Flatwater Sea Enclosed Sea	If specified, must be one of: <ul style="list-style-type: none"> <li>- <b>Not Stated</b></li> <li>- <b>North</b></li> <li>- <b>North East</b></li> <li>- <b>East</b></li> <li>- <b>South East</b></li> <li>- <b>South</b></li> <li>- <b>South West</b></li> <li>- <b>West</b></li> <li>- <b>North West</b></li> <li>- <b>Varied</b></li> </ul>	No
Swell	The wave height of the swell for the majority of the activity.	Sea Enclosed Sea	Must be one of: <ul style="list-style-type: none"> <li>- <b>Nil</b></li> <li>- <b>0-0.5m</b></li> <li>- <b>0.5-1.0m</b></li> <li>- <b>1.0m-1.5m</b></li> <li>- <b>1.5-2.0m</b></li> <li>- <b>Over 2.0m</b></li> <li>- <b>Varied</b></li> </ul>	Yes
Seas	The wave height of the seas for the majority of the activity.	Sea Enclosed Sea	Must be one of: <ul style="list-style-type: none"> <li>- <b>Nil</b></li> <li>- <b>0-0.5m</b></li> <li>- <b>0.5-1.0m</b></li> <li>- <b>1.0m-1.5m</b></li> <li>- <b>1.5-2.0m</b></li> <li>- <b>Over 2.0m</b></li> <li>- <b>Varied</b></li> </ul>	Yes
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>- <b>Nil</b></li> <li>- <b>0-0.5m</b></li> <li>- <b>0.5-1.0m</b></li> <li>- <b>1.0m-1.5m</b></li> <li>- <b>1.5-2.0m</b></li> <li>- <b>Over 2.0m</b></li> <li>- <b>Varied</b></li> </ul>	Yes
RiverGrade	The grading of the white water.	Whitewater	May be one or more of 1,2,3,4 or 5 separated by a single space. Eg. <b>2 3</b>	Yes

Column Name	Purpose	Environment Used	Valid Values	Mandatory
GroupSize	The size of the group in which you participated or were in charge of.	All	Eg. <b>12</b>	Yes
Distance	The distance in kilometers paddled during the activity.	Flatwater Sea Enclosed Sea	Eg. <b>34</b>	Yes
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.	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.	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.	No
SkillOther	Skills practiced during the activity other than those specified above.	All	Eg. Navigation Can be blank.	No
VerifierName	The name of the person or organisation who can verify your participation in the activity.	All	Eg. <b>F Bloggs, Queensland Canoeing</b>	Yes
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 If leading zero is not present, PaddleLog will add it when importing.	No
VerifierACId	The AC Id of the person who can verify your participation in the activity.	All	Eg. <b>12345</b> Can be blank	No
Notes	Note any important details that occurred during the activity.	All	Can be blank	No

Depending on the Environment specified for the activity some columns are not required in the imported spreadsheet nor are they stored in PaddleLog.