Bringing kit in from the spreadsheet

Add the whole kit store at once from the club's kit spreadsheet.

Where

Members admin → Kit store, at the bottom: **Or bring in a spreadsheet**.

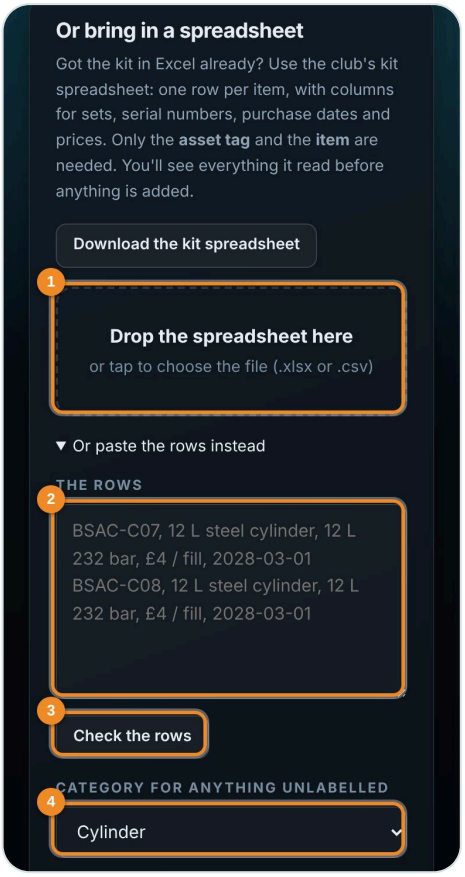
The spreadsheet

Kit import.xlsx from the starter pack, or press **Download the kit spreadsheet**. One row per item.

Bringing it in

1. **Drop the spreadsheet**
   Fill it in and save it. Drag it onto **Drop the spreadsheet here**, or tap there to choose the file. You can also paste rows (tag, item, spec, category, charge, test date) into **The rows** and press **Check the rows**.

2. **Check and add**
   You see every item the site read, and any rows it left out and why. Press **Add … to the store**.



1 drop the spreadsheet, 2 or paste rows, 3 Check the rows, 4 category for anything unlabelled.

Category for anything unlabelled

Rows with no category use the one chosen under the drop box.

Trying the site out?

Tick **This is sample data** before you add, and it all comes out again in one press (guide C11).

FoxFace Diving how-to guides, guide K2. Pictures are from Kelpline Divers, a made-up club; your club's site shows your own names and kit. Made by FoxFace. Version 2, October 2026.