



**ONTARIO**  
**BASKETBALL**

Ontario Basketball  
Team Snap  
Bulk Upload Guide

## PLAYER IMPORT INSTRUCTIONS

1. Open the OBA Player Import Template csv file.
2. Ensure that information is entered into the file as shown:
  - Birth Dates must match MM/DD/YYYY
  - P1fn (parent 1 first name) P1ln (parent 1 last name)
  - Ensure you have listed if the player is House or Rep
  - Keep club name and team names consistent
  - Disregard the Division section at the end.

Please note: You can format the whole column to the MM/DD/YYYY by clicking on "more formats" - Custom and then on the type bar type: MM/DD/YYYY. It will format all birth dates to the proper dates required by teamsnap.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
first	last	Non-Play address	city	state	zip	birthdate	email	Club Name	Age Group	House or Rep	p1fn	p1ln	p1email	p2fn	p2ln	p2email	
mike	barbin	player	4k	toronto	on	L1N 0J2	#####	mbarbin@teamoba	u10	rep	francis	barbin	fbarbin@ganna	barbin	abarbin@		

3. Once complete, save the file with your club name and purpose:  
Ex. Brantford Briers - Rep Player Import
4. Send the completed file to Tristan Cave ([tcave@basketball.on.ca](mailto:tcave@basketball.on.ca))
5. You will receive an invoice for the amount of participants on the sheet.
6. When new members are added to the club, please submit a new export with the new member information.

## COACH IMPORT INSTRUCTIONS

1. Open the OBA Coach Import Template csv file.
2. Ensure that information is entered into the file as shown:
  - Birth Dates must match MM/DD/YYYY
  - Disregard the non-player column
  - Keep club name and team names consistent
  - Disregard the Division section at the end.
  - Please list 'Head Coach' or 'Assistant Coach' - **We will use the amount of Head Coaches to invoice for the amount of Teams.**

Please note: You can format the whole column to the MM/DD/YYYY by clicking on "more formats" - Custom and then on the type bar type: MM/DD/YYYY. It will format all birth dates to the proper dates required by teamsnap.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
first	last	Non-Play	address	city	state	zip	birthdate	email	Gender	Name of C	Age Group	NCCP Nun	Head or A:	Division		
mike	barbin		4k	toronto	on	L1N 0J2	#####	mbarbin@M		team OBA	12	12354566	head			
mike	Smith		5 marlow	markham	on	M1W 2m3	7/1/2007	msmith@F		team OBA	13	222222	assistant			
mike	jordan		60 champ	etobicoke	on	G5G 5M6	#####	mjordan@F		team OBA	14	144545	ac			

3. Once complete, save the file with your club name and purpose:  
Ex. Brantford Briers - Coach Import
4. Send the completed file to Tristan Cave (tcave@basketball.on.ca)
5. You will receive an invoice for the amount of participants on the sheet.
6. When new members are added to the club, please submit a new export with the new member information.