



OBL RAMP Front-End Registration Manual

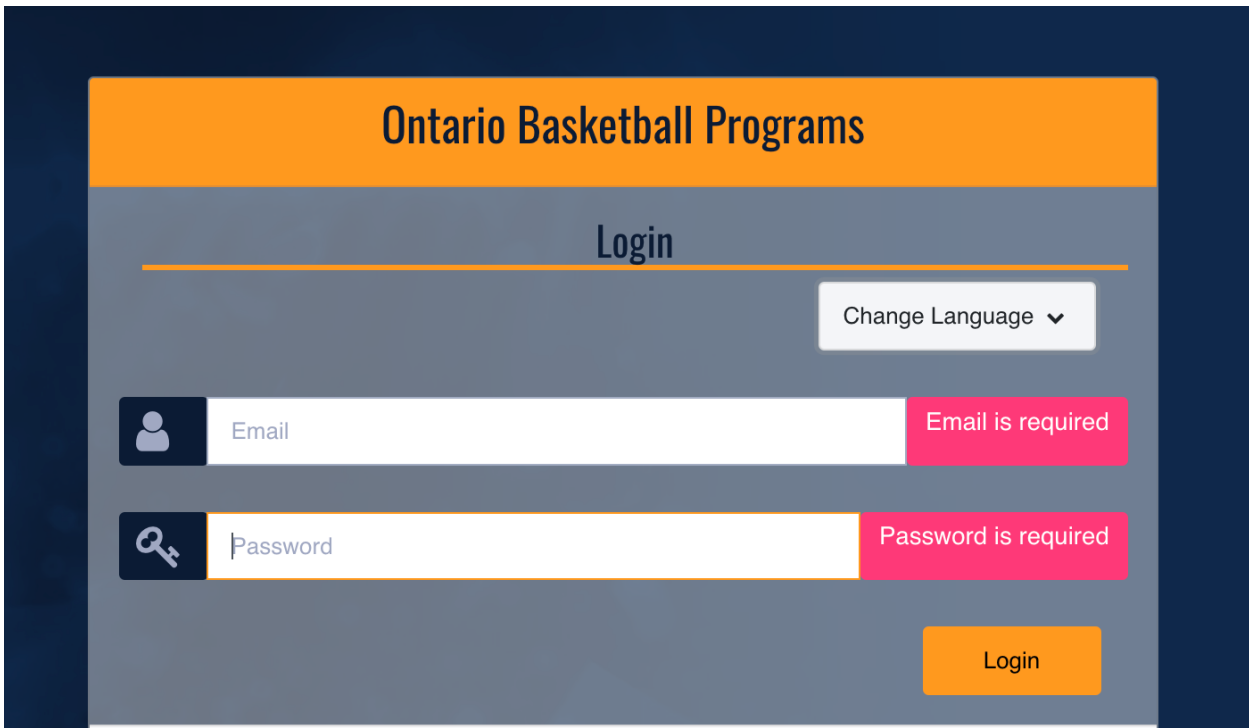
Section 2: Ontario Basketball Programs League Registration

**Ontario Basketball Association – Ontario Basketball
League**

2023-2024

I. Login – Ontario Basketball Programs Front-End

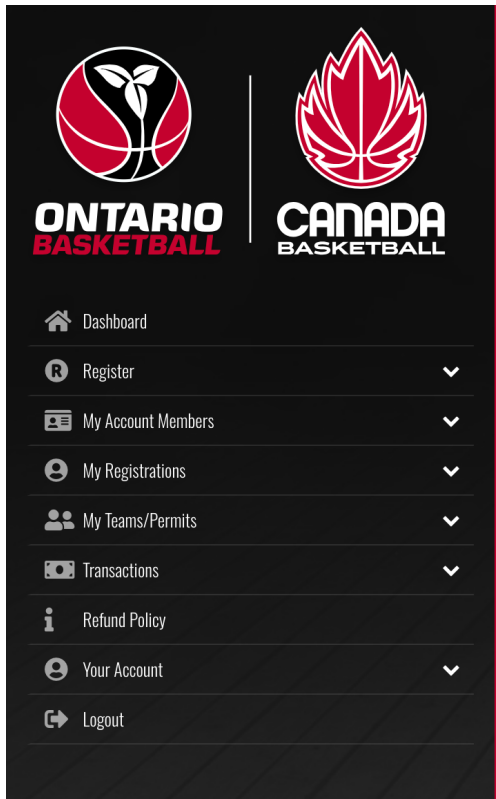
→ Begin by following the Ontario Basketball Programs front-end registration link, you should end up at the following screen.



The screenshot shows the login interface for Ontario Basketball Programs. It features a dark blue background with a central grey login box. At the top of the box is an orange header with the text "Ontario Basketball Programs". Below this is a "Login" title. To the right of the title is a "Change Language" dropdown menu. The login form consists of two input fields: "Email" and "Password". Each field has a corresponding icon (a person for email and a key for password) and a pink error message box to its right that says "Email is required" and "Password is required" respectively. At the bottom right of the login box is an orange "Login" button.

II. League Registration

→ This is the home page – to sign up for OBA Championships and OBL, please select *League Registration*



Ontario Basketball Programs




League Registration

[Register for a League >>](#)

[English](#)

→ The following page should look like this, once here, please select the 2023-2024 season, and choose the staff/executive member that has already been assigned to the team you'd like to register.



- [Dashboard](#)
- [Register](#)
- [My Account Members](#)
- [My Registrations](#)
- [My Teams/Permits](#)
- [Transactions](#)
- [Refund Policy](#)
- [Your Account](#)
- [Logout](#)

Ontario Basketball Programs

Tournament Registration

Choose a Season

2023-2024
▼

Choose Account Member to be the Team Contact for the Tournament

Add an Account Member
▼

Team Contact Information

First Name

Middle Name

Last Name

Former Last Name

Birthdate

Gender

Male
▼

Country

Canada
▼

Province

ON
▼

Address

City

Postal Code

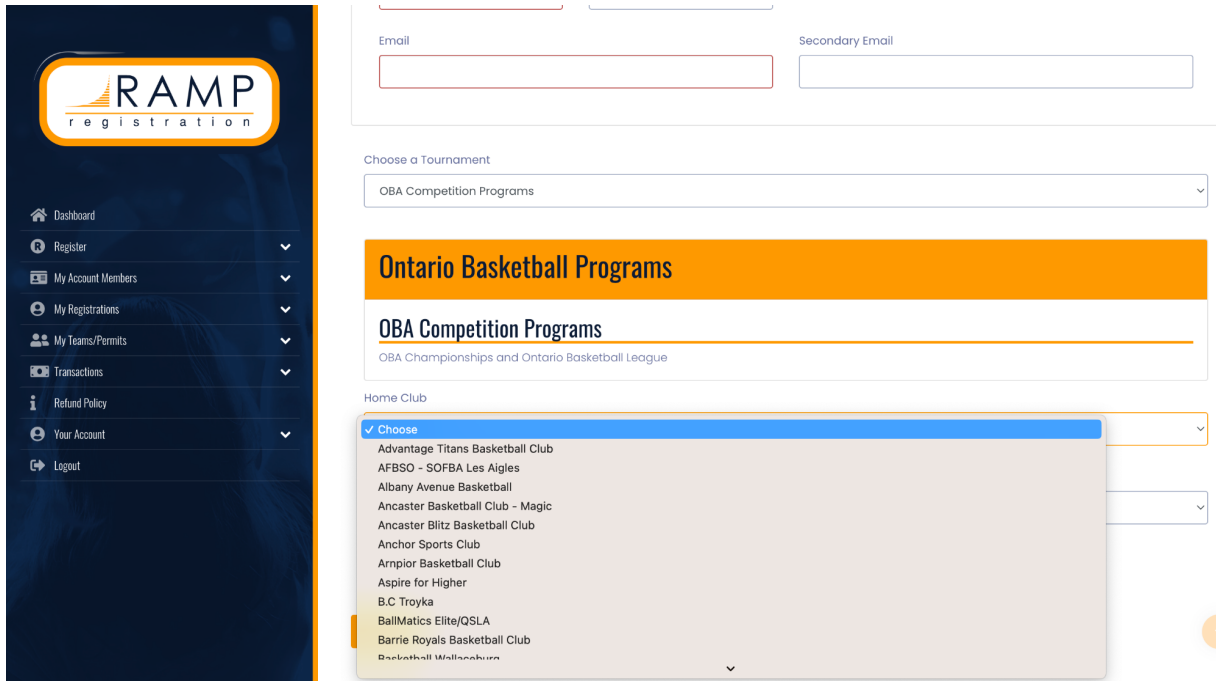
Cell Phone

Other Phone

4

III. OBA Competition Programs

→ When prompted to choose a tournament – please select *OBA Competition Programs*.



The screenshot displays the RAMP registration system interface. On the left is a dark blue sidebar with the RAMP logo and a list of navigation links: Dashboard, Register, My Account Members, My Registrations, My Teams/Permits, Transactions, Refund Policy, Your Account, and Logout. The main content area is white and contains the following elements:

- Registration fields for Email and Secondary Email.
- A "Choose a Tournament" dropdown menu currently set to "OBA Competition Programs".
- A section titled "Ontario Basketball Programs" with a sub-header "OBA Competition Programs" and the text "OBA Championships and Ontario Basketball League".
- A "Home Club" dropdown menu with a list of clubs: Advantage Titans Basketball Club, AFBSO - SOFBA Les Aigles, Albany Avenue Basketball, Ancaster Basketball Club - Magic, Ancaster Blitz Basketball Club, Anchor Sports Club, Arnprior Basketball Club, Aspire for Higher, B.C. Troyka, BallMatics Elite/QSLA, Barrie Royals Basketball Club, and Basketball Wellington.

IV. Club, Division & Tier Selection

→ Once selected, you will be able to select your club, team name, division, and tier. (Note: on the upcoming page, there is a table to use as reference when deciding on your tier)



- [Dashboard](#)
- [Register](#)
- [My Account Members](#)
- [My Registrations](#)
- [My Teams/Permits](#)
- [Transactions](#)
- [Refund Policy](#)
- [Your Account](#)
- [Logout](#)

Ontario Basketball Programs

Oba Competition Programs
Oba Championships and Ontario Basketball League

Home Club

Ontario Basketball Programs

Team

Enter Team

Team Name

Team Name

Choose a Division

U9 Boys

Choose a Tier

Choose

<u>U10, U11 Girls</u>	
Competition Level	Suggested Ontario Cup Result
OBLX	Provincial + D1
AAA	D1
AA	D2
A	D3
<u>U12 Girls</u>	
Competition Level	Suggested Ontario Cup Result
OBLX	Provincial + D1
AAA	D1 + D2
AA	D3 + D4
A	D5 or lower
<u>U13 Girls</u>	
Competition Level	Suggested Ontario Cup Result
OBLX	Provincial + D1
AAA	D2

AA	D3
A	D4 or lower
<u>U14 Girls</u>	
Competition Level	Suggested Ontario Cup Result
OBLX	Provincial + D1
AAA+	D1
AAA	D2
AAA-	D2
AA+	D3
AA	D4
AA-	D4
A+	D5
A	D6
A-	D6 or lower
<u>U15, U17 and U19 Girls</u>	
Competition Level	Suggested Ontario Cup Result
OBLX	Provincial + D1
AAA	D2

AA	D3
A	D4 or lower
<u>U16 Girls</u>	
Competition Level	Suggested Ontario Cup Result
OBLX	Provincial + D1
AAA+	D1
AAA	D2
AAA-	D2
AA+	D3
AA	D4
AA-	D4
A+	D5
A	D6
A-	D6 or lower

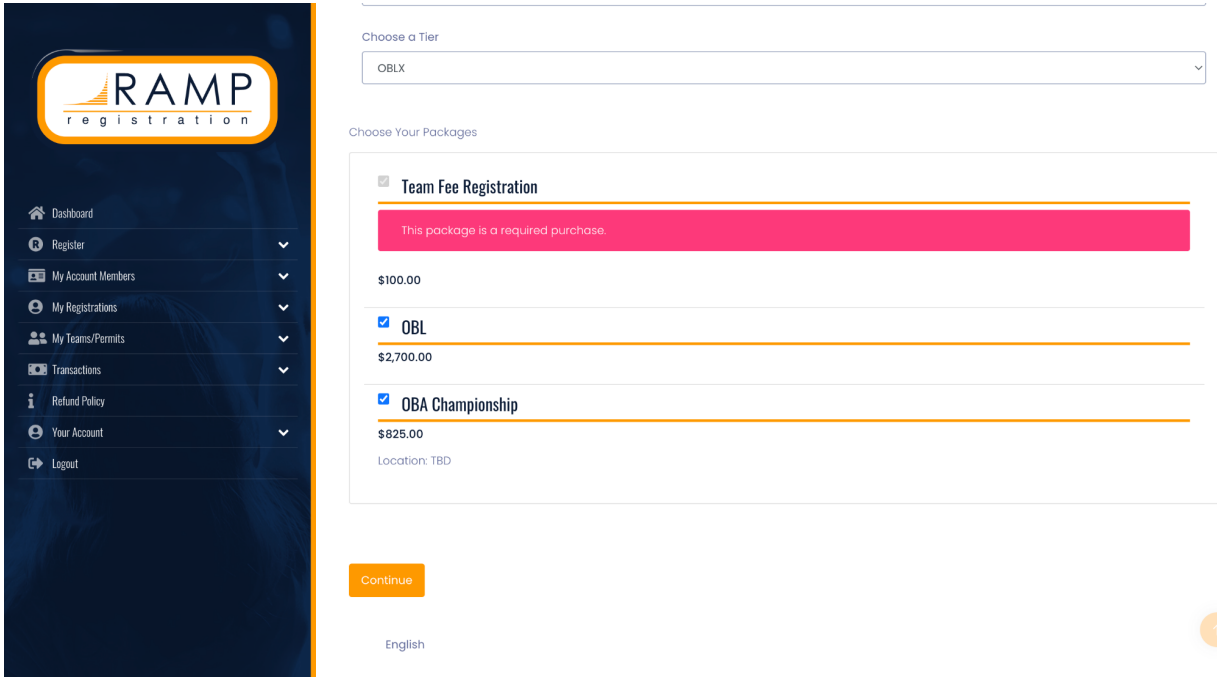
<u>U10, U11, and U12 Boys</u>	
Competition Level	Suggested Ontario Cup Result
OBLX	Provincial + D1
AAA+	D1
AAA	D2
AAA-	D3
AA+	D4
AA	D5
AA-	D6
A+	D7
A	D8
A-	D9 or lower
<u>U13 and U14 Boys</u>	
Competition Level	Suggested Ontario Cup Result
OBLX	Provincial + D1
AAA+	D1
AAA	D2

AAA-	D3
AA+	D4 + D5
AA	D6 + D7
AA-	D8 + D9
A+	D10 - D12
A	D13-D14
A-	D15 or lower
<u>U15 and U16 Boys</u>	
Competition Level	Suggested Ontario Cup Result
OBLX	Provincial + D1
AAA+	D1
AAA	D2
AAA-	D3
AA+	D4
AA	D5 + D6
AA-	D7
A+	D7
A	D8 + D9
A-	D10 or lower

<u>U17 and U19 Boys/Men</u>	
Competition Level	Suggested Ontario Cup Result
OBLX	Provincial + D1
AAA	D2 + D3
AA	D4 + D5
A	D6 or lower

V. Package Selection

- Once you've selected your division and tier, choose the packages your team is interested in. As the team registration fee is already included, teams can now select OBL and/or OBA Championship. (Note: Once the one-time registration fee of \$100 has been paid – you can complete your registration, and register for any additional packages for your team up until the deadline.)



The screenshot displays the RAMP registration interface. On the left is a dark sidebar with the 'RAMP registration' logo and a menu including Dashboard, Register, My Account Members, My Registrations, My Teams/Permits, Transactions, Refund Policy, Your Account, and Logout. The main content area has a header 'Choose a Tier' with a dropdown menu set to 'OBLX'. Below this is a 'Choose Your Packages' section containing three items: 'Team Fee Registration' (a required purchase for \$100.00), 'OBL' (checked, \$2,700.00), and 'OBA Championship' (checked, \$825.00). The location is listed as 'TBD'. An orange 'Continue' button is at the bottom left, and an 'English' language selector is at the bottom center. A small orange circle with an upward arrow is in the bottom right corner.



VI. Additional Info & Questions

→ If applicable for your team, please answer the following question.


If applicable, please state your most recent finish in Ontario Basketball Championships. For example, if you finished in first place in Division 1, please enter D1 - 1.

[Back](#)

[Continue](#)

VII. Add Roster

→ Use the next page to add players, team staff, and executives. Note: You may skip this part – players and staff may be added either via bulk upload or sending out a team link. (See Section 3)



- [Dashboard](#)
- [Register](#)
- [My Account Members](#)
- [My Registrations](#)
- [My Teams/Permits](#)
- [Transactions](#)
- [Refund Policy](#)
- [Your Account](#)
- [Logout](#)

Ontario Basketball Programs

Team Roster

Associated Player (AP)

Participant

Add As New Participant

Team Staff

Staff

Add As New Staff


Team Executives/Volunteers

Club Exec/Volunteer

Add New Executive/Volunteer

VIII. Review and Confirm Details

→ After completing your roster, please review and confirm all details on the following page. (Note: This page will look different on a club to club basis.)



- Dashboard
- Register
- My Account Members
- My Registrations
- My Teams/Permits
- Transactions
- Refund Policy
- Your Account
- Logout

Questions

[Edit](#)

"Using the table below as reference, please select a tier that most corresponds with your teams skill level"

OBLX

"If applicable, please state your most recent finish in Ontario Basketball Championships. For example, if you finished in first place in Division 1, please enter D1 - 1"

D3 - 2

Pricing Details

Item	Price	Total Credit Card
OBA Championship	\$825.00	\$825.00
Team Fee Registration	\$100.00	\$100.00
OBL	\$2,700.00	\$2,700.00
Total	\$3,625.00	\$3,625.00

Payment Information

Promo Code

[Apply Promo Code](#)

Payment Type

\$3,625.00 Balance

[Back](#)
[Submit Registration](#)

English

IX. Payment

→ Enter your credit card information and fill out required fields.

Payment Information

Promo Code

Apply Promo Code

Payment Type

Choose

▼

\$3,625.00 Balance

X. Success Email

→ Congratulations, your team is now registered for the 2023-2024 season! You should receive a success email within 24 hours confirming your registration.





OBL RAMP Front-End Registration Manual

Section 3: Roster Population

**Ontario Basketball Association – Ontario Basketball
League**

2023-2024

I. Uploading Rosters

II. Roster Method 1: Team Invite Code Option

→ The following instructions will show you how to upload/register players in the RAMP system via an invite code

→ Before using this option please ensure that your club has a \$0 player package available. To do this, follow the steps below.

1. Click on packages from the menu on the left of your screen



The screenshot shows the RAMP system interface. On the left sidebar, the 'Packages' menu item is highlighted with a red circle. The main content area displays a summary for the 2023-2024 season (Canada Basketball). Below the season dropdown, there are two tables. The first table shows financial summary with all values at \$0.00. The second table shows registration counts for various roles, all of which are currently 0.

Seasons					
2023-2024 (Canada Basketball)					
Total	Total Paid	Account Credits	Outstanding Balance	Pending Charges	Balance after Pending
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Players	Staff	Official	Team Registrations	Tournament Registrations	Club Executive/Volunteer
0	0	0	0	0	0

2. Select "Add New Record"

Packages

[+ Add New Record](#) [View Reports](#)

Seasons

Choose ▾

Package Type **Divisions**

All ▾

All ▾

Camps and Clinics

All ▾

Active

All ▾

[View](#)

- Under the package type heading, select “player”. Under the “Season” heading, select “2023-2024 (Canada Basketball)”. Click the “Division” checkbox to select all divisions.

Packages

Note: Any changes that you make to a package (Name/Price/Pending Payment dates) will not affect those that have already registered to the package.

Package Type

Player

Season

2023-2024 (Canada Basketball)

☐ Create Separate Packages For Each Division

<input checked="" type="checkbox"/>	Division
<input checked="" type="checkbox"/>	U9 Boys
<input checked="" type="checkbox"/>	U9 Girls
<input checked="" type="checkbox"/>	U10 Boys
<input checked="" type="checkbox"/>	U10 Girls
<input checked="" type="checkbox"/>	U11 Boys
<input checked="" type="checkbox"/>	U11 Girls
<input checked="" type="checkbox"/>	U12 Boys
<input checked="" type="checkbox"/>	U12 Girls
<input checked="" type="checkbox"/>	U13 Boys
<input checked="" type="checkbox"/>	U14 Girls

4. Scroll to the bottom of the screen to set the price. Set the price to "\$0.00".

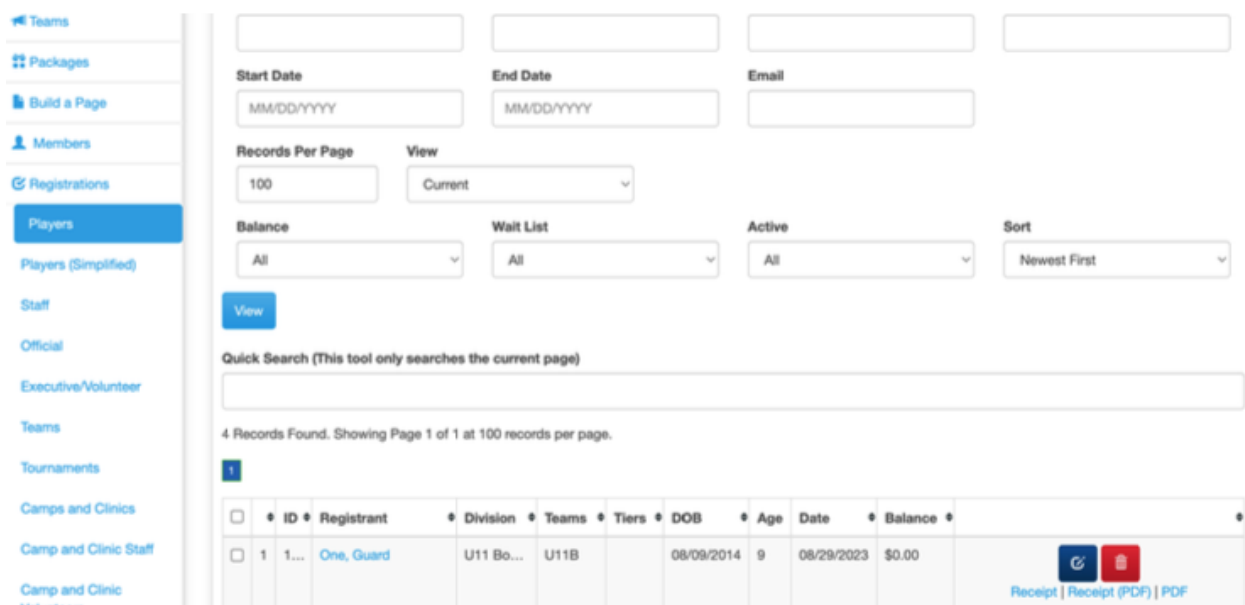
Payment Options

Price

☐ Split Payments

5. Scroll up and click the blue submit button. **You are now ready to send your teams' invite code to your players.**

→ Go to the Menu on the left of your screen, scroll down to “Registrations”, and click on it. A Drop-down menu will appear – scroll down to “Teams” and click on it.



The screenshot shows the Ontario Basketball website interface. On the left is a sidebar menu with options: Teams, Packages, Build a Page, Members, Registrations (selected), Players (highlighted), Players (Simplified), Staff, Official, Executive/Volunteer, Teams, Tournaments, Camps and Clinics, Camp and Clinic Staff, and Camp and Clinic. The main content area shows the 'Registrations' page with filters for Start Date, End Date, Email, Records Per Page (100), View (Current), Balance (All), Wait List (All), Active (All), and Sort (Newest First). A 'View' button is present. Below the filters is a 'Quick Search' bar and a message: '4 Records Found. Showing Page 1 of 1 at 100 records per page.' A table displays the first record:

ID	Registrant	Division	Teams	Tiers	DOB	Age	Date	Balance
1	One, Guard	U11 Bo...	U11B		08/09/2014	9	08/29/2023	\$0.00

At the bottom right of the table, there are links for 'Receipt', 'Receipt (PDF)', and 'PDF'.

This also enables the full participant available packages list when a user logs into your registration system. You can optionally disable it by unchecking the checkbox below.

☐ Enable Public Participant Package List

Summary

Seasons
2023-2024 (Canada Basketball)

Total	Total Paid	Account Credits	Outstanding Balance	Pending Charges	Balance after Pending
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Players	Staff	Official	Team Registrations	Tournament Registrations	Club Executive/Volunteer
3	4	0	1	0	0

Payments

Players Staff Official Teams Tournament

Club Executive/Volunteer

Type	Amount
Cheque	\$200.00

Fees Breakdown

Type	Type	Amount
------	------	--------

6. Near the top of the screen, you should see an “Add Registration” tab. Click on it.

Ontario Basketball Programs

Language ▾ Change Theme ▾ OntarioBasketballPrograms.rampregistrations.co

Team Registrations

Add Registration Mass Add Packages Save Template Load Template

Seasons
2023-2024 (Canada Basketball) ▾

Divisions
All ▾

Packages
All ▾

Team
First Name
Last Name

Start Date
MM/DD/YYYY

End Date
MM/DD/YYYY

Records Per Page
100

View
Current

Sort
Newest First ▾

View

Quick Search (This tool only searches the current page)

1

7. You will then need to fill out the required fields (highlighted in red) and add



the contact's birthdate. You will need to have a registered team contact to proceed. This can either be a club administrator or a coach. If the team contact is already registered, they should appear when you type their name and click "search registrant". Club administrators can list themselves as the team contact for each team if they wish. In this case you can ignore 5(b).

- a. Fill in the "Team Contact" fields and click "Search registrant".
- b. You should see more fields appear under this section.

Registrant Information

Team Contact

First Name: Michael Last Name: Cross Birthdate: 07/22/2014

Search Registrant

No existing registrants found, continue to add their information below.

First Name: Michael Middle Name: Last Name: Cross Former Last Name:

Birthdate: 07/22/2014 Gender: Male (M)

Address: 55 Gordon street City: Whitby

Country: Canada Province: ON Postal Code: L1N 0J2

Cell Phone: 4168278367 Other Phone:

Email: Email 2:

Ontario Basketball Programs Language - Change Theme - OntarioBasketballPrograms.rampregistrations.com [Sign Out](#)

MAIN

- Dashboard
- Settings
- Seasons
- Competitions
- Camps and Clinics
- Discipline
- Permits, Sanctions and Forms
- Teams
- Packages
- Build a Page
- Members
- Registrations
- Transfers
- Transactions
- Verify
- Mail
- Imports

Registrant Information

Team Contact

First Name Last Name Birthdate

[Search Registrant](#)

Seasons

Seasons Divisions

Teams

☐ Ignore Package Dates

Packages

Team Invites

	Team Contact	Email 1	First Name	Last Name	Email 2
1	<input type="checkbox"/>				

- Choose the appropriate team and division (age group).
- In the tabs under “Seasons” go to the “Teams” tab and click on “New Team” from the dropdown menu.

Seasons

Seasons Divisions

Teams

Team

☐ Ignore Package Dates

- Select the appropriate division and type your team's name into the “Team”

field.

Search For Team

Seasons

2023-2024

Divisions

U10 Boys

Team

Oba U10

☐ Ignore Package Dates

Packages

ID	Package	Price
----	---------	-------

11. Click “Submit” at the bottom of the webpage.

Payment

Item	Price	Total Credit Card	Credit Card Due
Total	\$0.00	\$0.00	\$0.00

There is no outstanding amount to pay. After confirming the registration details, you can submit the registration below.

☒ Send Email Receipt on Save

☐ Send Waiver Signature Request on Save

Submit

Cancel

12. Go back to “Registrations” and “teams.” Click on your team’s name and copy the invite code to your clipboard. You can send this link to your players so they can accept your team invite.

Team Registrations

[View Member Record](#)

Date	9/5/2023 9:00:21 AM
Registrant	Michael Cross
Team	<input type="text" value="U12 Boys"/> <input type="button" value="Update Team Name"/>
Invite Code	dcb79 http://OntarioBasketballPrograms.rampregistrations.com?cmVkaXI1=cmVnaXN0ZXJ0ZWFlam9pbG2&dGVhbWNvZGU1=ZGNINzk1
Season	2023-2024
Division	<input type="text" value="U12 Boys"/>
<input type="button" value="Team Statement"/>	

- Once the invitee clicks on the link provided, a page will appear where they can fill out their information to accept the invite.



Ontario Basketball Programs

Register to a Team

2023-2024 - U11 Boys - U11B

Michael Cross (Team Contact)

U11 Boys

Registrant must be age 11 or under on Sunday, December 31, 2023. You will not be allowed to register a participant outside of the age range.

Choose Account Member to Register to this Team

Choose

Please choose your Role(s)

☐ I am a Player

☐ I am a Staff Member

14. You will need to be an account member to accept the invite.
15. If the player does not have an account, they will have the chance to fill out player information

Please choose your Role(s)

☒ I am a Player

☐ I am a Staff Member

Participant Information

First Name Guard	Middle Name 	Last Name One	Former Last Name
Birthdate 8/9/2014	Gender Male		
Country Canada	Province AB		
Address 100 Dundalk drive	City Scarborough	Postal Code M1P 4V2	
Cell Phone [REDACTED]	Other Phone 		

16. Fill out the fields highlighted in red and click "Continue" at the bottom of the page.
17. On the next page, players will need to sign in both signature boxes and click the checkbox to consent to the terms and conditions.



Ontario Basketball Programs

Waivers/Consent/Acknowledgment

Privacy Policy

By signing below, you acknowledge and accept Canada Basketball's Privacy Policy that is linked below:

[Canada Basketball's Privacy Policy](#)

Please Sign Here - Privacy Policy

Clear Signature

Please Sign Here

Please Sign Here

Clear Signature

☐ I am the Age of Majority or am a Parent/Guardian to the Registrant and Agree to the Terms and Conditions Above

[Back](#)

[Continue](#)

[English](#)



18. Players' parents will need to add parent/guardian information on the next page. Fill out the fields and click "Continue".

Ontario Basketball Programs

Parent/Guardian/Emerg. Contact Information

Parent/Guardian/Emerg. Contact Details

Choose a Parent/Guardian/Emerg. Contact

Add New Family Member

First Name

Dad

Middle Name

Last Name

One

Former Last Name

Birthdate

09/08/1990

Gender

Male

Address

100 Dundalk drive

City

Scarborough

Country

Canada

Province

ON

Postal Code

Postal Code

Cell Phone

Other Phone

Email

mcross@basketball.on.ca

Secondary Email

19. On the following page, answer the Canada basketball questions and click "Continue" at the bottom of the page.
20. On the next page, players will see the information they entered on the previous pages. Once they confirm that the information is correct, they will need to scroll to the bottom of the page and click "Submit registration".
21. Players will see a message that says they have completed the registration and a confirmation email will be sent to the invitee.

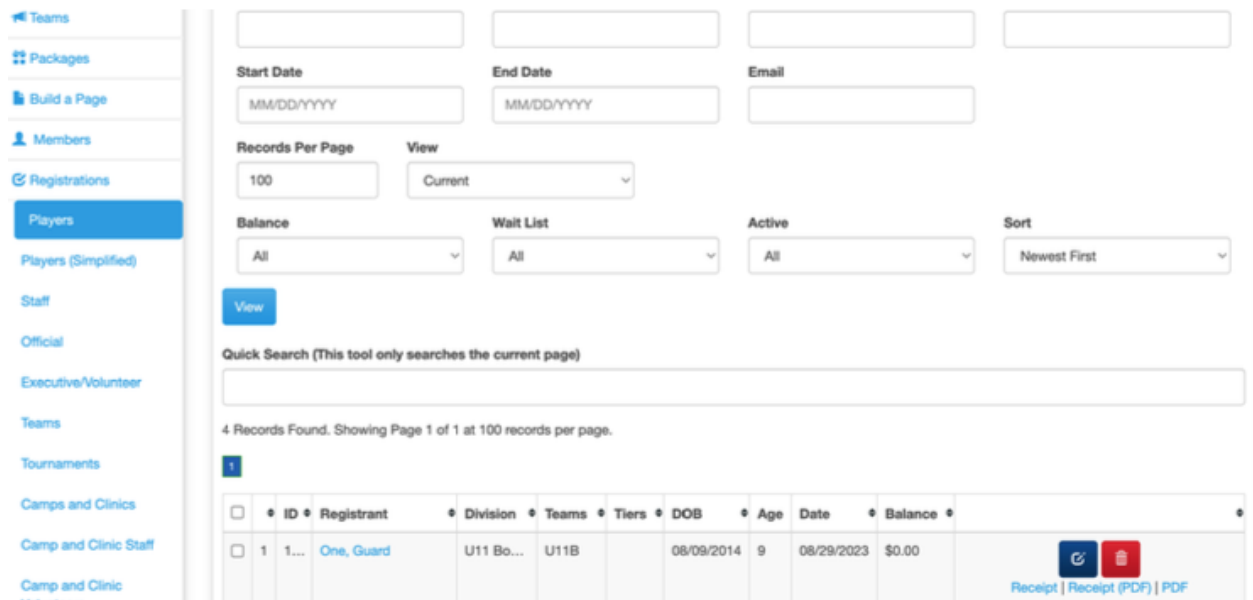
Ontario Basketball Programs

Registration Complete

Registration has been completed and you have been sent a confirmation email to Keyshannahgs@gmail.com.

If completed registration or transaction information needs to be updated, please reach out to Ontario Basketball Programs registrar.

22. Once the player accepts the invitation, you can locate the player on the backend by going to “Registrations” and selecting “Players.”



The screenshot shows the 'Registrations' section with the 'Players' sub-tab selected. The interface includes a sidebar with navigation links, a top navigation bar, and a main content area with search and filter options.

Search and Filter Options:

- Start Date: MM/DD/YYYY
- End Date: MM/DD/YYYY
- Email: [Text Field]
- Records Per Page: 100
- View: Current
- Balance: All
- Wait List: All
- Active: All
- Sort: Newest First

Quick Search: (This tool only searches the current page)

4 Records Found. Showing Page 1 of 1 at 100 records per page.

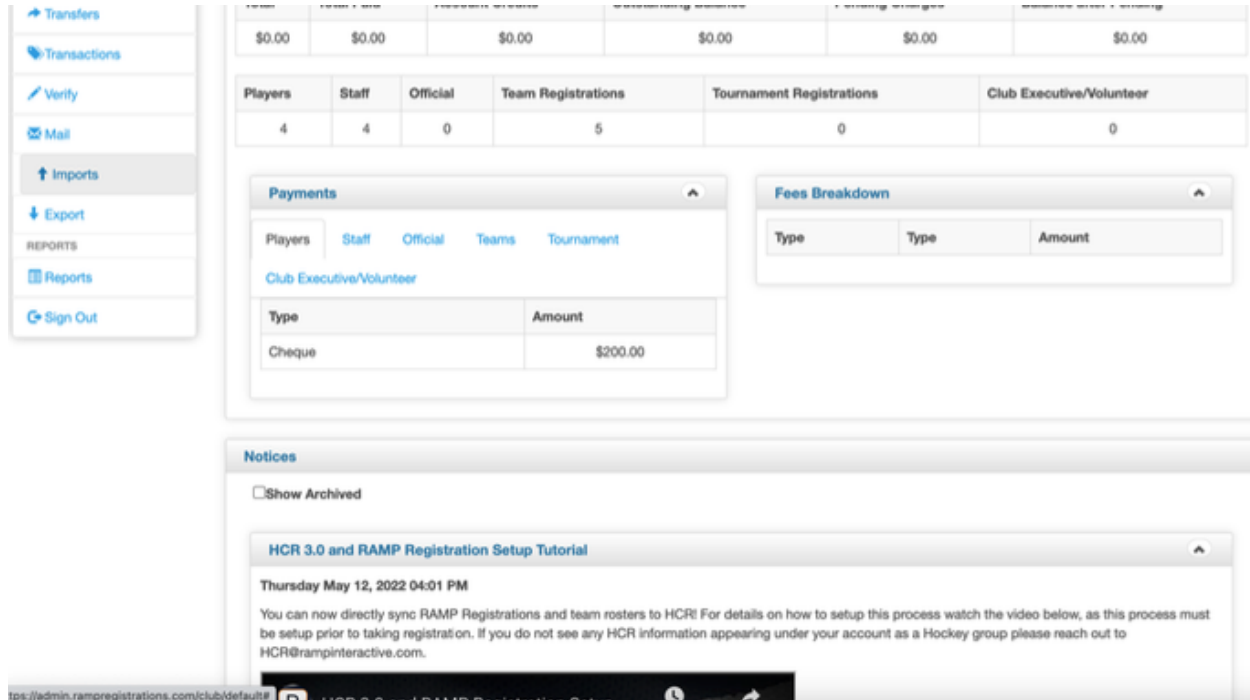
ID	Registrant	Division	Teams	Tiers	DOB	Age	Date	Balance
1	One, Guard	U11 Bo...	U11B		08/09/2014	9	08/29/2023	\$0.00

Buttons: Receipt | Receipt (PDF) | PDF

III. Roster Method 2: Bulk Upload Option

→ Before using this option, create your teams.

- Go to the menu on the left of your screen and scroll down to “Imports” and click on it.



Transfers

Transactions

Verify

Mail

Imports

Export

REPORTS

Reports

Sign Out

Players	Staff	Official	Team Registrations	Tournament Registrations	Club Executive/Volunteer
4	4	0	5	0	0

Payments

Players Staff Official Teams Tournament

Club Executive/Volunteer

Type	Amount
Cheque	\$200.00

Fees Breakdown

Type	Type	Amount
------	------	--------

Notices

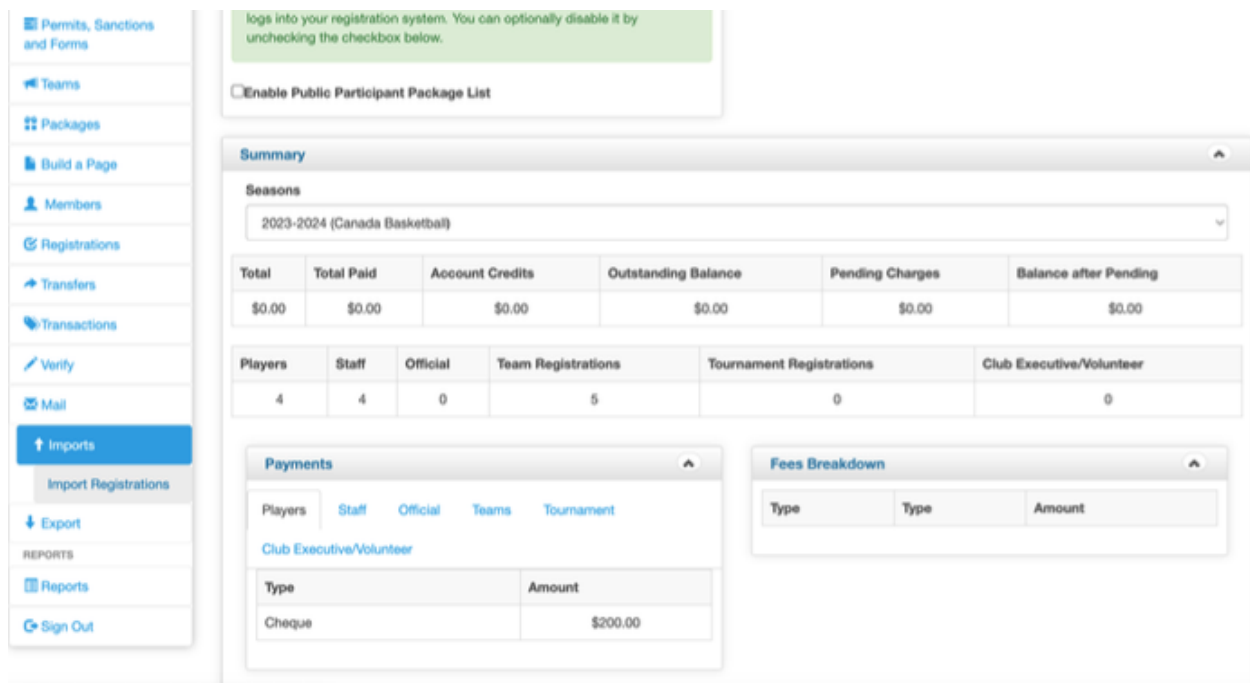
☐ Show Archived

HCR 3.0 and RAMP Registration Setup Tutorial

Thursday May 12, 2022 04:01 PM

You can now directly sync RAMP Registrations and team rosters to HCR! For details on how to setup this process watch the video below, as this process must be setup prior to taking registration. If you do not see any HCR information appearing under your account as a Hockey group please reach out to HCR@rampinteractive.com.

2. Click on “Import registrations”



Permits, Sanctions and Forms

Teams

Packages

Build a Page

Members

Registrations

Transfers

Transactions

Verify

Mail

Imports

Import Registrations

Export

REPORTS

Reports

Sign Out

logs into your registration system. You can optionally disable it by unchecking the checkbox below.

☐ Enable Public Participant Package List

Summary

Seasons

2023-2024 (Canada Basketball)

Total	Total Paid	Account Credits	Outstanding Balance	Pending Charges	Balance after Pending
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Players	Staff	Official	Team Registrations	Tournament Registrations	Club Executive/Volunteer
4	4	0	5	0	0

Payments

Players Staff Official Teams Tournament

Club Executive/Volunteer

Type	Amount
Cheque	\$200.00

Fees Breakdown

Type	Type	Amount
------	------	--------

3. You will see a set of instructions on how to build the bulk upload file. Follow

them carefully and put them into a CSV file (.csv Comma Delimited).

- Seasons
- Competitions
- Camps and Clinics
- Discipline
- Permits, Sanctions and Forms
- Teams
- Packages
- Build a Page
- Members
- Registrations
- Transfers
- Transactions
- Verify
- Mail
- Imports
 - Import Registrations
- Export
- REPORTS
 - Reports
- Sign Out

Click Here to Download the Club Import CSV Template

Please use the following rules / instructions when creating your import document.

- The files need to follow the template provided. Do not delete any columns or column headings regardless if you are using them or not.
- Files need to be saved as the same file type as the template (.csv Comma Delimited). Do not save it as an .xls file or any other type of .csv file.
- Imports can only read a single tab/sheet at the bottom of the file. Imports cannot scroll to different sheets to find the proper information.
- Use the information below to ensure all Mandatory Fields are entered**
 - Season (Mandatory)** - Season must exist before importing and **must be named exactly the same**.
 - PSO Season (Mandatory)** - Yes/No, this tells us if the season belongs to a Provincial Sport Org. or if the Season is Club made
 - NSO Season (Mandatory)** - Yes/No, this tells us if the season belongs to a National Sport Org. or if the Season is Club or PSO made. A season cannot belong to an NSO and a PSO at the same time.
 - Division (Mandatory)** - Division(s) must exist before importing and **must be named exactly the same** as listed in the Division list.
 - Team **** - If you want to automatically have your players put on a Team, the Team must exist before importing and **must be named exactly the same**. Team is **required** if you want to save staff with a Staff Position.
 - Jersey # (Optional)**
 - Tier (Optional)** - Tier(s) must exist before importing and **must be named exactly the same** as listed in the Tier list.
 - Team Staff (Mandatory)** - You must put "Yes" or "No". Yes for all Coaching Staff. No for players or executives.
 - Executive (Optional)** - Yes/No if you want this to be an executive registration.
 - Staff Position (Optional) **** - To save a staff member or executive's position, use this field. This is **required** for executives. The staff position must match an existing staff position.
 - Official (Optional)** - Yes/No if you want this to be an official registration.
 - Officiating Level (Optional)** - Officiating Level(s) must exist before importing and **must be named exactly the same** as in the Official Levels list in settings. Official levels are season-specific.
 - AP (Optional) **** - If you want to mark players as AP, they must be placed onto a team. Enter Yes/No, by default it is No (you can leave blank)
 - Package (Optional)** - You can registrants to packages for transaction purposes. The import will create a package if it does not exist.
 - Package Price (Optional) **** - Enter Dollar value, only numbers and decimal, ie: 99.75
 - First Name (Mandatory)**
 - Last Name (Mandatory)**
 - Middle Name (Optional)**
 - Former Last Name (Optional)**
 - DOB (Mandatory)** - Must use this format: MM/DD/YYYY
 - Gender (Mandatory)** - Must use one of these: M or F or O
 - Address (Mandatory)**
 - Pcode (Mandatory)** - Postal Code
 - City (Mandatory)**
 - Prov (Mandatory)** - Use: AB, BC, MB, NB, NL, NS, NYT, ON, PEI, QC, SK, YT
 - Cell Phone (Mandatory)**
 - Email (Mandatory)**

- If you are having trouble with this step, please email mcross@basketball.on.ca for a blank template.
- Select "Choose File" at the bottom of the page. Select your csv file with your players listed.

All other columns are optional

Executives and Officials can now be imported.

- Enter "Yes" under the Executive or Official column to create an executive or official registration. By default, the value will be "No".
- Executives and Officials don't use divisions or teams, but these columns still have to be included in the file.
- Executives require a Staff Position.
- Officials can have an Official Level.
- You can't make a combination of executive, official and/or a team staff member with the same row of data. For example, if both the executive and the team staff columns have a value of "yes", only an executive will be created for that row.

File

No file chosen

- Click "Submit"

7. You will see the players in your csv listed at the bottom of the page.

• Country (Mandatory) - Canada
 • NCCP (Mandatory for Coaches if they have one)
 All other columns are optional

Executives and Officials can now be imported.
 • Enter "Yes" under the Executive or Official column to create an executive or official registration. By default, the value will be "No".
 • Executives and Officials don't use divisions or teams, but these columns still have to be included in the file.
 • Executives require a Staff Position.
 • Officials can have an Official Level.
 • You can't make a combination of executive, official and/or a team staff member with the same row of data. For example, if both the executive and the team staff columns have a value of "yes", only an executive will be created for that row.

Member Check

Row #	First Name	Last Name	DOB	Match Found	Similar Matches
1	Centre	Three	10/31/2014	New Member	
2	Forward	Two	9/25/2014	New Member	

8. Select "Import data" at the very bottom of the page.

9. Once you have successfully imported your players, you should see the below message on your screen:

Import Complete
 3 Registrations have been imported

10. Go to "Registrations" and click on "Players" to see your newly uploaded players

Packages
Build a Page
Members
Registrations
Players
Players (Simplified)
Staff
Official
Executive/Volunteer
Teams
Tournaments
Camps and Clinics
Camp and Clinic Staff
Camp and Clinic Volunteers
Competitions
Competition Players
Volunteer Sign-Ups

Start Date
End Date
Email

MM/DD/YYYY
MM/DD/YYYY

Records Per Page
View

100
Current

Balance
Wait List
Active
Sort

All
All
All
Newest First

View

Quick Search (This tool only searches the current page)

7 Records Found. Showing Page 1 of 1 at 100 records per page.

1

<input type="checkbox"/>	ID	Registrant	Division	Teams	Tiers	DOB	Age	Date	Balance	
<input type="checkbox"/>	1	E... Three, Centre	U10 Bo...			10/31/2014	8	08/29/2023	\$0.00	<input type="button" value="Receipt"/> <input type="button" value="Receipt (PDF)"/> <input type="button" value="PDF"/>
<input type="checkbox"/>	2	A... Two, Forward	U10 Bo...			09/25/2014	8	08/29/2023	\$0.00	<input type="button" value="Receipt"/> <input type="button" value="Receipt (PDF)"/> <input type="button" value="PDF"/>
<input type="checkbox"/>	3	1... One, Guard	U11 Bo...			08/22/2014	9	08/29/2023	\$0.00	<input type="button" value="Receipt"/> <input type="button" value="Receipt (PDF)"/> <input type="button" value="PDF"/>

Important Notes:

- in the “Season” column, please write “2023-2024”
- Write “no” in the PSO column and “yes” in the NSO column



Questions or Concerns? Please contact

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