OPTION B – Bulk upload

Before using this option, refer to option A steps 1-9 to create your teams.

1. Go to the menu on the left of your screen and scroll down to "Imports" and click on it.

2. Click on "Import registrations"

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).

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

6. 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	Similiar 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.

Import Data   Back to File Upload

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.

Start Date
MM/DD/YYYY

End Date
MM/DD/YYYY

Email

Records Per Page
100

View
Current

Balance
All

Wait List
All

Active
All

Sort
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

	ID	Registrant	Division	Teams	Tiers	DOB	Age	Date	Balance	
☐	1	E…	Three, Centre	U10 Bo…			10/31/2014	8	08/29/2023	$0.00	Receipt | Receipt (PDF) | PDF
☐	2	A…	Two, Forward	U10 Bo…			09/25/2014	8	08/29/2023	$0.00	Receipt | Receipt (PDF) | PDF
☐	3	1…	One, Guard	U11 Bo…			08/22/2014	9	08/29/2023	$0.00	Receipt | Receipt (PDF) | PDF