

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.

The screenshot shows the RAMP registration system interface. On the left is a navigation menu with the following items: Transfers, Transactions, Verify, Mail, Imports (highlighted), Export, REPORTS, Reports, and Sign Out. The main content area displays a summary dashboard with the following data:

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

Below the summary are two expandable sections:

- Payments**: Includes tabs for Players, Staff, Official, Teams, and Tournament. A table shows a payment of \$200.00 via Cheque.
- Fees Breakdown**: A table with columns for Type, Type, and Amount.

At the bottom, there is a 'Notices' section with a checkbox for 'Show Archived' and a notice titled 'HCR 3.0 and RAMP Registration Setup Tutorial' dated Thursday May 12, 2022 04:01 PM. The notice text reads: '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”

The screenshot shows the RAMP registration system interface with the 'Imports' menu item expanded to show 'Import Registrations'. The main content area displays a configuration page with the following elements:

- A green box containing text: 'logs into your registration system. You can optionally disable it by unchecking the checkbox below.'
- A checkbox labeled 'Enable Public Participant Package List' which is currently unchecked.
- A 'Summary' section with a dropdown menu for 'Seasons' set to '2023-2024 (Canada Basketball)'.
- The same summary dashboard as in the previous screenshot, showing financial and registration data.
- The same 'Payments' and 'Fees Breakdown' sections as in the previous screenshot.

- 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).

[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: 98.76
 - 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"
- 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

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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.

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.

- 📦 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

Records Per Page
View

Balance
Wait List
Active
Sort

[View](#)

Quick Search (This tool only searches the current page)

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

☐	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	Receipt Receipt (PDF) PDF
<input type="checkbox"/>	2	A... Two, Forward	U10 Bo...			09/25/2014	8	08/29/2023	\$0.00	Receipt Receipt (PDF) PDF
<input type="checkbox"/>	3	1... One, Guard	U11 Bo...			08/22/2014	9	08/29/2023	\$0.00	Receipt Receipt (PDF) PDF