

Uploading Registration to RAMP

If you choose not to use the RAMP registration system for having your players/coaches/manages/etc. register, then you have the option of simply using your account to upload your registrations to RAMP by using a spreadsheet. Here are the steps to do so:

1. You will need to have accessed and set up your RAMP account
2. Once logged in you will see a screen similar to the image below. On the left side go down the “imports” and click on it.

SoftballSaskatchewanClub.rampregistrations.com

https://youtu.be/nLuYR1ml6qY

There's now a public page that lists all your available player registration packages that users can see without having to be logged in! The URL is this one below, you can link to it, or post it anywhere.

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

2022 Season (Softball Saskatchewan)

Total	Total Paid	Outstanding Balance	Pending Charges	Balance after Pending
\$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

Payments

Players | Staff | Official | Teams | Tournament

Club Executive/Volunteer

No Records Found

Fees Breakdown

No Records Found

3. You will see the image below. Click on “import registrations”

The screenshot shows a web application interface. On the left is a sidebar with navigation options: Forms, Teams, Packages, Build a Page, Members, Registrations, Transfers, Transactions, Verify, Mail, Imports (highlighted with a red circle), Export, REPORTS, Reports, and Sign Out. A red arrow points from the 'Import Registrations' link to the main content area. The main content area has a green informational box at the top, followed by a checkbox for 'Enable Public Participant Package List'. Below that is a 'Summary' section with a dropdown for 'Seasons' (2022 Season (Softball Saskatchewan)). It contains two tables: a financial summary table and a registration counts table. The financial table has columns: Total, Total Paid, Outstanding Balance, Pending Charges, and Balance after Pending. The registration counts table has columns: Players, Staff, Official, Team Registrations, Tournament Registrations, and Club Executive/Volunteer. Below these are 'Payments' and 'Fees Breakdown' sections, both showing 'No Records Found'.

4. Here you will see a “imports tutorial” (in red), which I recommend watching. You will see instructions on how to properly fill out the template (in purple) and you will see the “Click Here to Download the Club import CSV Template” (in green). You will want to download the CSV template. It is the spreadsheet with all the information that you will require from the registrants. Some is mandatory and some is optional. The instructions (in purple) will tell you which is which.

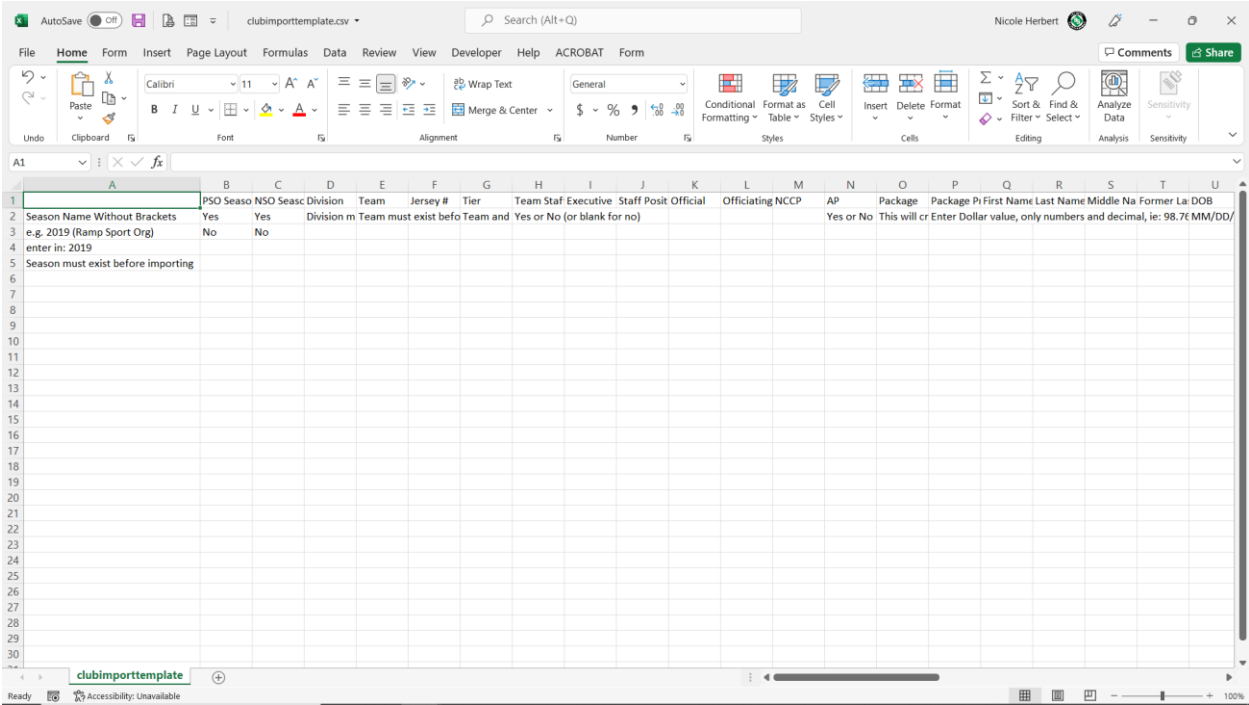
The screenshot shows the 'Imports Tutorial' page. The title 'Imports Tutorial' is highlighted in red. Below it is a green box containing the link 'Click Here to Download the Club Import CSV Template'. The main content area is enclosed in a purple box and contains the following instructions:

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

1. The files need to follow the template provided. Do not delete any columns or column headings regardless if you are using them or not.
2. 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.
3. 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.
4. 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

5. Click “Click Here to Download the Club import CSV Template” and the template will be downloaded to your device. It will look like this...



Do not delete any columns. Fill out everything that is mandatory, or it will not upload to RAMP. Once it is completely and properly filled out save it to your device.

6. Next, you will click on “Choose File” at the bottom of the page. Find the spreadsheet and select it.

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- **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)
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- **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: **ON**
- **Cell Phone (Mandatory)**
- **Email (Mandatory)**
- **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.

File
Choose File No file chosen

Submit

7. Once you have chosen the correct file click submit and your spreadsheet will be uploaded into RAMP for Softball Saskatchewan to see.

Mail

Imports

Import Registrations

Export

REPORTS

Reports

Sign Out

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- 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: ON**
- **Cell Phone (Mandatory)**
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File

Choose File | No file chosen

