

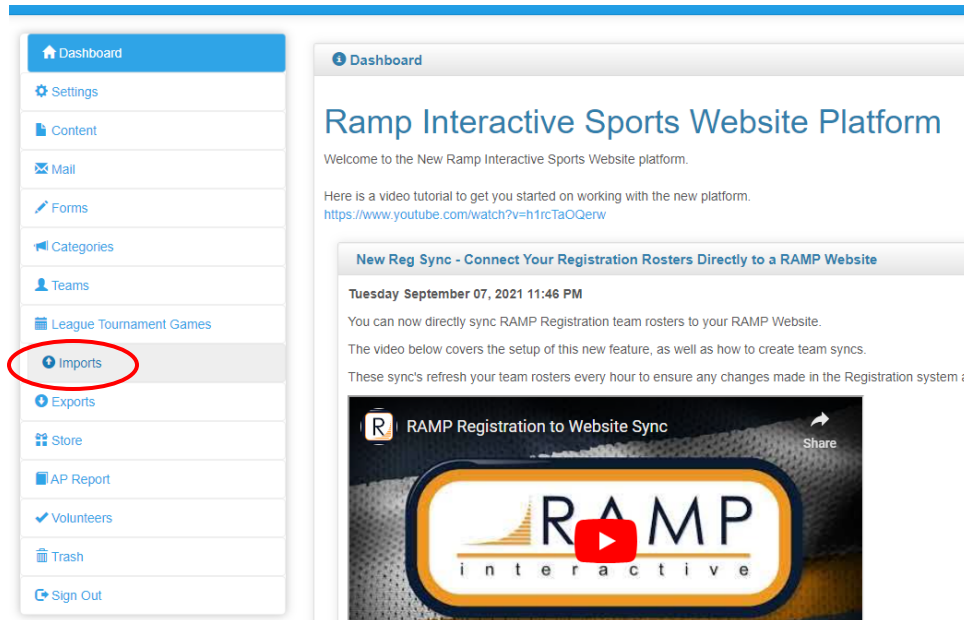


INSTRUCTIONS ON HOW TO IMPORT NON-ONTARIO ROSTERS TO TOURNAMENT PORTAL

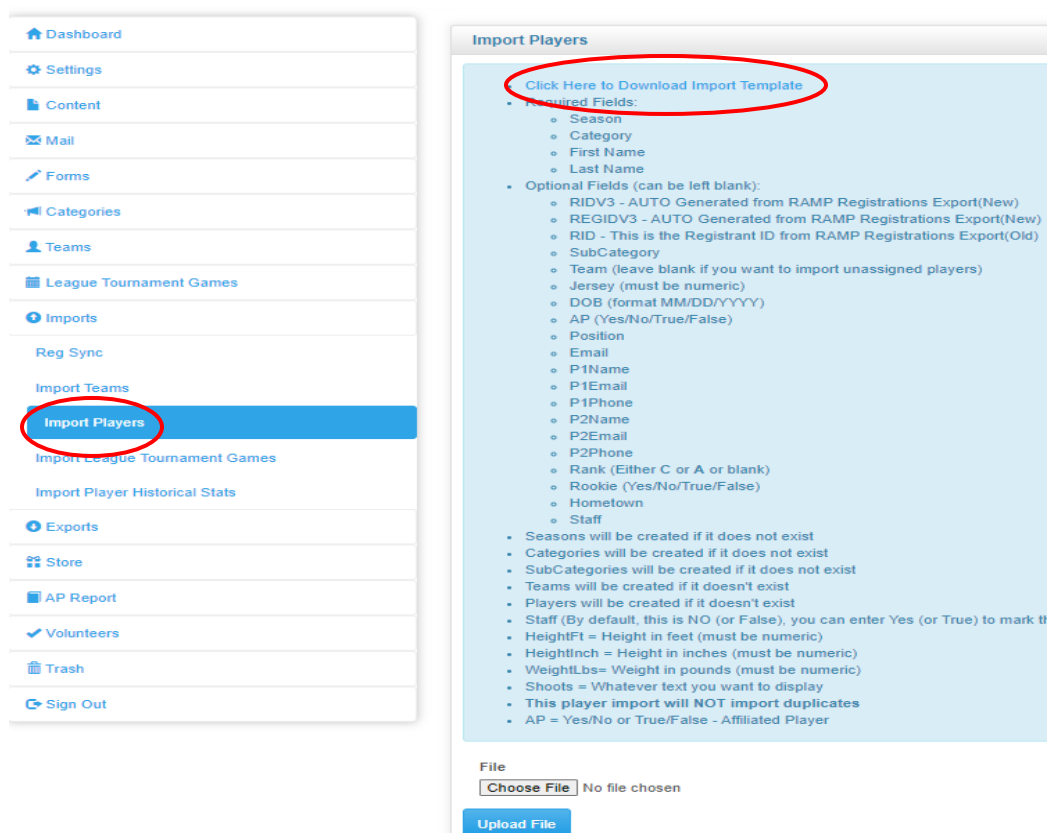


Once your tournament is approved by the OWHA you will receive login credentials to login to your tournament portal. Before importing non-OWHA rosters you must first Tiein the teams.

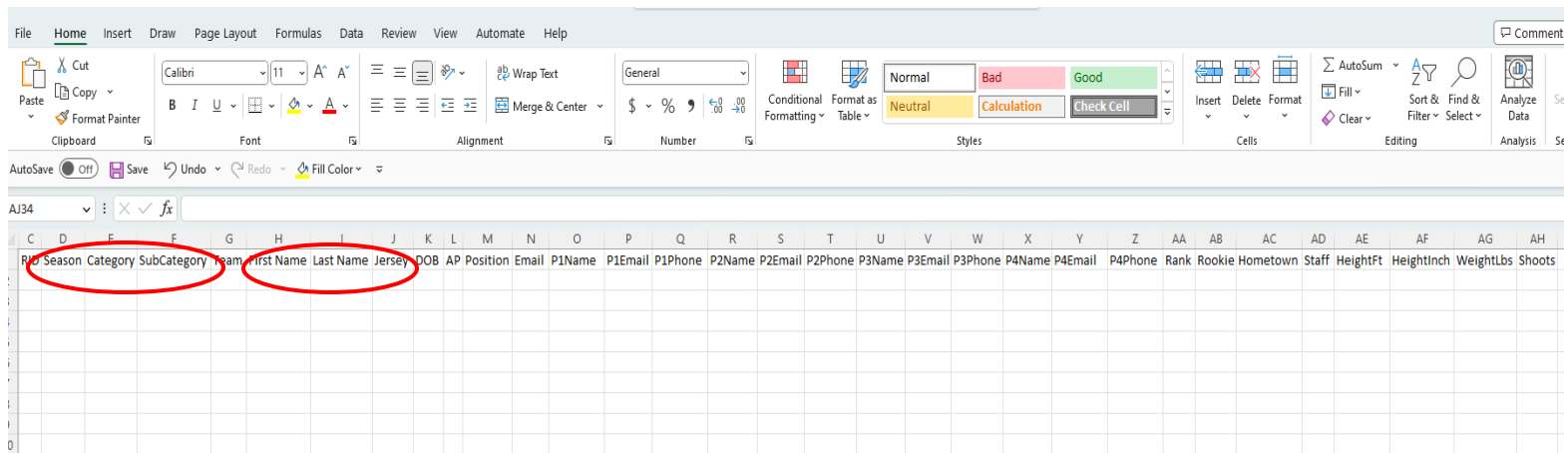
After signing in with your OWHA Sanctioned Tournament Login you will then find the Import tab in the left-hand menu.



Under the Imports tab there will be multiple options, please select the **IMPORT PLAYERS** option. From there you will have the option to download the **Import Template**.



Once you have downloaded the template you may start inputting the roster with the information provided. Please note the required fields are: First and Last Name, Season, Category, Subcategory, and Jersey number. If the individual on the roster is a staff member put Yes, if the individual is a player, leave the Staff column blank.

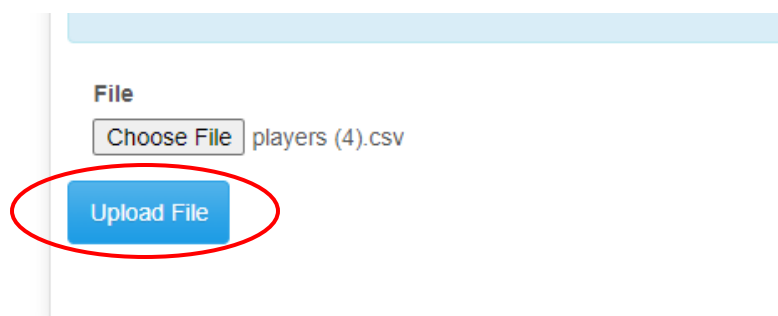


Once you have completed inputting all the information in, make sure you save the file as a .csv file. Click on the Choose File button. Select your saved file, then click the Upload File button. If there is information that shows in red, there may be some errors in the file such as spacing issues, format errors etc. Example below:

- Shoots = Whatever text you want to display
- **This player import will NOT import duplicates**
- AP = Yes/No or True/False - Affiliated Player

- Row #0: Season value is missing
- Row #0: Category value is missing
- Row #0: First Name value is missing
- Row #0: Last Name value is missing
- Row #1: Season value is missing
- Row #1: Category value is missing
- Row #1: First Name value is missing
- Row #2: Season value is missing

If there is no information that shows highlighted in red, you may go ahead and click the Upload File button again. Your import is now complete!



If you have any questions about this import process, please contact OWA representative at tournaments@owha.on.ca