

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.

Dashboard	1 Dashboard
⊁ Settings	
Content	Ramp Interactive Sports Website Platform
Mail	Welcome to the New Ramp Interactive Sports Website platform.
Forms	Here is a video tutorial to get you started on working with the new platform. https://www.youtube.com/watch?v=h1rcTaOQenw
Categories	New Reg Sync - Connect Your Registration Rosters Directly to a RAMP Website
Teams	Tuesday September 07, 2021 11:46 PM
League Tournament Games	You can now directly sync RAMP Registration team rosters to your RAMP Website.
Imports	The video below covers the setup of this new feature, as well as how to create team syncs.
Exports	These sync s reliesh your team rosters every noun to ensure any changes made in the Registration system
Store	RAMP Registration to Website Sync
AP Report	
Volunteers	
Trash	
Sign Out	

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.**

1 Dashboard	Import Players
Settings	Circle Harry In Described Innered Terry Inte
Content	Neulined Fields:
🔀 Mail	Season Category
/ Forms	o First Name o Last Name Online a Fields (can be left blank):
I Categories	 Optional relids (call be left blank). RIDV3 - AUTO Generated from RAMP Registrations Export(New) REGIDV3 - AUTO Generated from RAMP Registrations Export(New)
1 Teams	RID - This is the Registrant ID from RAMP Registrations Export(Old) SubCategory
🚞 League Tournament Games	 Team (leave blank if you want to import unassigned players) Jersey (must be numeric)
Imports	DOB (format MM/DD/YYYY) AP (Yes/No/True/False)
Reg Sync	 Position Email
Import Teams	P1Name P1Email P1Email
Import Players	P2Name P2Name
Import League Tournament Games	P2Phone P2phone Park (Fither C or A or blank)
Import Player Historical Stats	Rookie (Yes/No/True/False) Hometown
Exports	Staff Seasons will be created if it does not exist
Store	Categories will be created if it does not exist SubCategories will be created if it does not exist
AP Report	Teams will be created if it doesn't exist Players will be created if it doesn't exist
✓ Volunteers	 Staff (By default, this is NO (or False), you can enter Yes (or True) to mark t HeightFt = Height in feet (must be numeric)
â Trash	 HeightInch = Height in inches (must be numeric) WeightLbs= Weight in pounds (must be numeric)
🕞 Sign Out	Shoots = Whatever text you want to display This player import will NOT import duplicates AP = Yes/No or True/False - Affiliated Player

File
Choose File No file chosen

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.

File Home	e insert [Draw Page	Layout Form	nulas Data	Review	View	Automate	Help																		F	⊐ Comment
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Rio Season	Category Su	bCategory	am Airst Nam	e Last Name	Jersey D	OB AP Po	osition Ema	ail P1Name	P1Email	I P1Phone	P2Name	P2Email	P2Phone	P3Name	P3Email	P3Phone	P4Name	P4Email	P4Phone	Rank	Rookie	Hometown	Staff	HeightFt	HeightInch	WeightLb	os Shoots
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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:



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

	File
	Choose File players (4).csv
\langle	Upload File

If you have any questions about this import process, please contact OWHA representative at <u>tournaments@owha.on.ca</u>