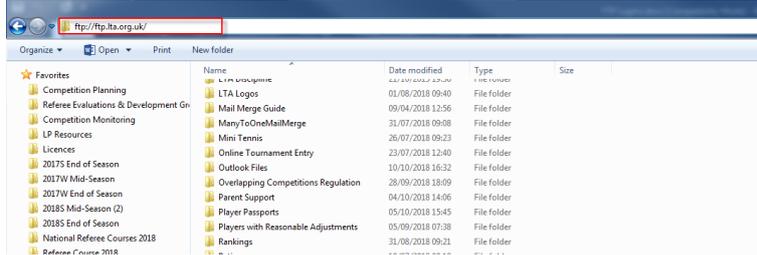# How to Import Rankings

1. In File Explorer enter ftp://ftp.lta.org.uk/ into the address bar
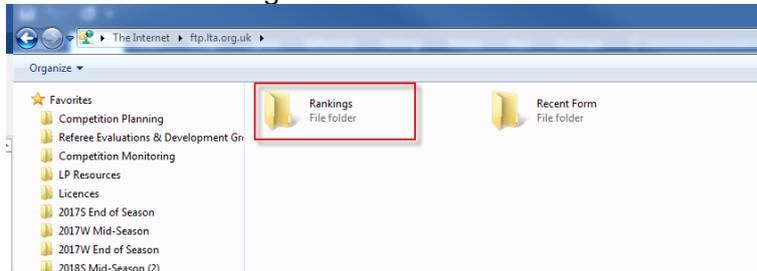

2. Enter the login details or right click and select login as (if unprompted)
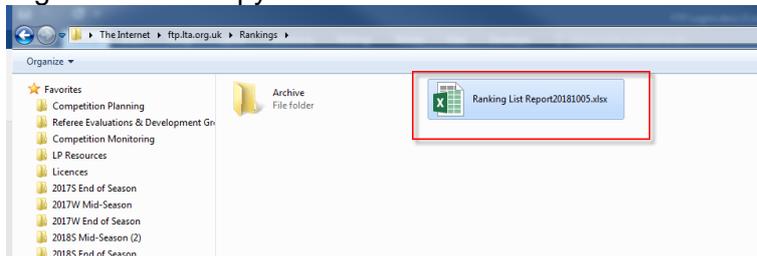   Username: ftp_rankings
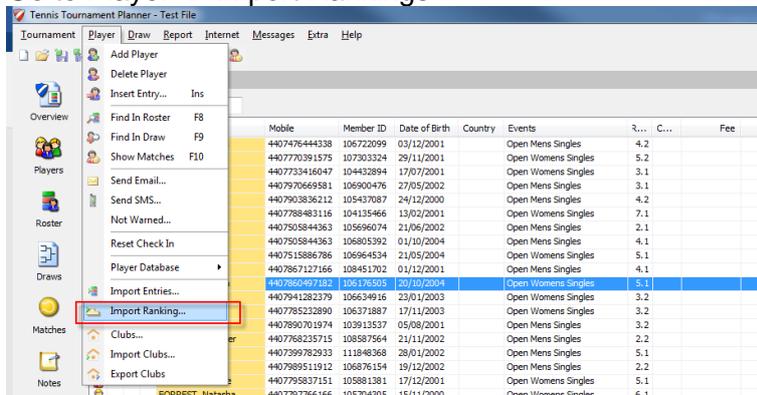   Password: r4nk1ng5

3. Click into the rankings folder

4. Right click and copy the file

5. Find a suitable place and paste the file into the directory

6. Go to Player → Import Rankings

7. Click the Browse button, locate to the file, select the Female or Male list and click Next

8. Map the field Member ID to BTM, Ranking to the ranking you wish to import and the Ranking Type again to the list you wish to import from the dropdown lists and click Next

9. The import will then commence and a list of name will appear click Next

Import Ranking

Result
Please verify the result before finally importing it into your tournament

Player	Member ID	Ranking	Points
George SHIELDS	106211229	691	2658
Yujiro ONUMA	105339347	352	4046
Luke FULLARD	106193864	1249	1711
Alex FINCH	111848368	713	2574
Matthew HARRIS	105045562	1567	1404
Archie TURNER	106440246	556	3092
Oliver RICHARDS	106010259	301	4421
Jonathan EVANS	103913537	314	4318
Jack WHITE	103211109	789	2423
Nikos ANTIPATIS	106722099	535	3190
Elbert BARR	106900476	255	4793
Henry MUXWORTHY	103913545	420	3709
Aaron OSMOND	105499552	118	6905

[< Back] [Next >] [Cancel] [Help]

10. Click Yes to the confirmation and the window will close.

11. Repeat steps 6 – 9 again for any other age groups or genders you wish to import

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12. A list of those about to be imported will appear, ensure all players are ticked in and click Next