How to Import Rankings

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

🕒 🖉 📕 ftp://ftp.lta.org.uk/					
Organize 🕶 💽 Open 👻 Print	New folder				
🚖 Favorites	Name	Date modified	Туре	Size	
Competition Planning	LTA Logos	01/08/2018 09:40	File folder		
🎉 Referee Evaluations & Development Gr	Aail Merge Guide	09/04/2018 12:56	File folder		
Competition Monitoring	ManyToOneMailMerge	31/07/2018 09:08	File folder		
LP Resources	📔 Mini Tennis	26/07/2018 09:23	File folder		
licences	Online Tournament Entry	23/07/2018 12:40	File folder		
2017S End of Season	Outlook Files	10/10/2018 16:32	File folder		
퉬 2017W Mid-Season	Overlapping Competitions Regulation	28/09/2018 18:09	File folder		
2017W End of Season	Parent Support	04/10/2018 14:06	File folder		
2018S Mid-Season (2)	Player Passports	05/10/2018 15:45	File folder		
🎉 2018S End of Season	Players with Reasonable Adjustments	05/09/2018 07:38	File folder		
퉬 National Referee Courses 2018	Rankings	31/08/2018 09:21	File folder		
Referee Course 2018	Di a ci	10.000.000.00.00			

- Enter the login details or right click and select login as (if unprompted) Username: ftp_rankings Password: r4nk1ng5
- 3. Click into the rankings folder

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	Organize 🔻			
	Favorites Competition Planning Referee Evaluations & Development Gr Competition Monitoring Faceurees Competition Monitoring Competition Monitoring Competition Season Competition Mid-Season Competition And Season Competition Mid-Season Competition Mid-	Rankings File folder	File folder	

4. Right click and copy the file

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🕽 🌍 🗢 🕌 🕨 The Internet 🕨 ftp.lta.org.u	uk 🕨 Rankings 🕨		
Organize 🔻			
 ★ Favorites B Competition Planning B Referee Evaluations & Development Gr Computition Machines 	Archive File folder	Ranking List Report20181005.xlsx	
LP Resources			
2017S End of Season 2017W Mid-Season			
2017W End of Season 2018S Mid-Season (2)			
2018S End of Season			

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

6. Go to Player \rightarrow Import Rankings

🦁 Tennis Tour	name	nt Planner - Test File									
Tournament	<u>P</u> lay	rer <u>D</u> raw <u>R</u> eport <u>I</u> nter	net <u>I</u>	<u>M</u> essages <u>E</u> xtra	Help						
🗋 😂 🐂 🕈	8	Add Player	2								
	8	Delete Player									
	-2	Insert Entry Ins									
Overview	<i>,</i> 78	Find In Roster F8		Mobile	Member ID	Date of Birth	Country	Events		c .	Fee
00		Find In Draw F9		4407470444000	1007222000	collection of the	Cound y	Orea Mara Ciadas			ree
111	0	Show Matches E10		4407476444538	100722099	03/12/2001		Open Mens Singles	4.2		
Players	-	Show Matches 110		4407770391575	107303324	29/11/2001		Open Womens Singles	5.2		
ridyera		Send Email		4407755416047	104432894	17/07/2001		Open Womens Singles	5.1		
				440/9/0669581	106900476	27/05/2002		Open Mens Singles	3.1		
	18	Send SMS		4407903836212	105437087	24/12/2000		Open Mens Singles	4.2		
Poster		Not Warned		4407788483116	104135466	13/02/2001		Open womens Singles	7.1		
i coster				4407505844363	105696074	21/06/2002		Open Mens Singles	2.1		
21		Reset Check In		4407505844363	106805392	01/10/2004		Open Mens Singles	4.1		
2				4407515886786	106964534	21/05/2004		Open Womens Singles	5.1		
Draws		Player Database		4407867127166	108451702	01/12/2001		Open Mens Singles	4.1		
		Import Entries		4407860497182	106176505	20/10/2004		Open Womens Singles	5.1		
	-		h	4407941282379	106634916	23/01/2003		Open Womens Singles	3.2		
	2	Import Ranking		4407785232890	106371887	17/11/2003		Open Womens Singles	3.2		
Matches	~	Clubs		4407890701974	103913537	05/08/2001		Open Mens Singles	3.2		
	100	Ciubs	er	4407768235715	108587564	21/11/2002		Open Mens Singles	2.2		
	6	Import Clubs		4407399782933	111848368	28/01/2002		Open Mens Singles	5.1		
	~	Export Clubs		4407989511912	106876154	19/12/2002		Open Mens Singles	2.2		
Notes		Export clubs	£	4407795837151	105881381	17/12/2001		Open Womens Singles	5.1		
	- 🗠	FORREST, Natas	ha	4407797766166	105704305	15/11/2000		Onen Womens Singles	6.1		



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

Import Ranking	X
Fields Please select the fields to lin	ik to
Member ID:	
Points:	Points
Ranking Type:	Ranking Single
	Players not found in ranking
	Reset ranking
	Keep current ranking
[< Back Next > Cancel Help



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

Player	Member ID	Ranking	Points	
R George SHIELDS	106211229	691	2658	:
	105339347	352	4046	
R Luke FULLARD	106193864	1249	1711	
Alex FINCH	111848368	713	2574	
R 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	-

- 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



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

Name	First Name	Middl	Address	Postal	
🔽 莺 Chielde	Coorea	Middlin	Audress	Fusidi	1
💌 👩 Shields	Vuiiro				
V 🕱 Fullard	Luke				
Finch	Alex				
V 🖁 Harris	Matthew				
🔽 \overline a Turner	Archie				
🔽 \overline & Richards	Oliver				
🔽 \overline 🛽 Evans	Jonathan				
📝 🧟 White	Jack				
🔽 🤱 Antipatis	Nikos				1

