



Bulk Uploads



Bulk uploads are used for Badminton Ontario clubs to register more than 2 members at once.

Clubs can benefit this by collecting fees at the same time as their own club fees and submitting all their members to BON so that members do not have to go through the individual renewal process online.

Bulk upload spreadsheet will only be imported upon Badminton Ontario receiving payment.

Set up requests and
spreadsheets can be submitted to:
liz.duong@badmintonontario.ca

Cheques can be issued to:
Badminton Ontario
1 Concorde Gate – Suite 200
Toronto, Ontario, M3C 3N6

The Process

1

Set up club on PlayerWeb

- a. Club administrator sends a request for their club to get set up to BON by providing:
 - club name
 - club address
 - club administrator name
 - club administrator email address
 - club logo
- b. Programmers create the club in the PlayerWeb database

2

Collects registration fees and member information

- a. Club collect membership information by completely filling out the “Import Spreadsheet” (*see next slide*)
- b. Club collect each members’ membership fee
- c. Club submit spreadsheet
- d. Club send payment to BON

3

Upload data to PlayerWeb database

- a. When payment is received, BON staff will upload the import template after quality assurance check and include discounts
- b. BON staff will inquire if any info is missing
- c. At this point, player accounts have been created in PlayerWeb and Tournament software with member ID assigned to new members

4

Members to complete registration

- a. Members will receive an e-mail from PlayerWeb to log in to their account and set up a password
- b. Confirm that information on account is correct
- c. Sign and agree to all BON and BCAN waivers

Import Spreadsheet

Member Data (all fields required):

* Membership Type:

- General Membership
- Regional C
- Competitive B
- Performance A
- Masters
- Provincial Coach
- Provincial Official
- National Coaches License
- National Officials License

* Member Type:

- Junior
- Adult

Download Import Spreadsheet [here](#).

First Name	
Last Name	
E-Mail	
Gender	<i>* please use drop down menu</i>
Date of Birth (MM/DD/YYYY)	<i>* please use correct format</i>
Membership Type	<i>* please use drop down menu</i>
Member Type	<i>* please use drop down menu</i>
Street Address	
City	
Country	<i>* please use drop down menu</i>
Province	<i>* please use drop down menu</i>
Postal Code	
Telephone	
Parent/Guardian First Name	
Parent/Guardian Last Name	
Parent/Guardian E-Mail	

COMING SOON

Club Registration Page

Clubs can have their own registration page on PlayerWeb!

Clubs will be able to list their fees on their PlayerWeb club page so that their members can pay club membership fees, Badminton Ontario membership fees and Badminton Canada membership fees (if applicable) through one process and one payment.

Projected Process: Members will just have to click a link to the specific club and complete account registration or renewal, sign forms for each organization, and issue payment.