**BMHA Registration Steps**

1. Click on the 2017/2018 Registration tab. This will take you to the RAMP registration page.
2. Then click on ‘create a new account’.
3. Then complete the account signup page and click on ‘Signup Now’ at the bottom of the page.
4. Your account has now been setup and activated. You’ll now be able to log into your account.
5. Once logged in, you’ll see your name and Dashboard Home.
6. Click on ‘New RAMP Athlete’, to register a new athlete.
7. On the next page you’ll see ‘new registrant’ in the drop down window. Select 2017-2018 season and click on continue.
8. The next page will have Registration information from BMHA. Please read through and check off at the bottom of the page before continuing.
9. On the next page you will begin the registration of your player. You can only register one player at a time. Select the Division and continue.
10. You will now select the registration package. Once selected, click continue.
11. The next page will have information specific to the Division you choose. Read through and check off at the bottom of the page before continuing.
12. The next page is where you enter the details of your player. Once completed, click continue.
13. On the next page, fill in emergency contact information. Click continue.
14. The next page is for a 2nd emergency contact. It is optional to complete. Click continue.
15. Next page is ‘Register – Other Information’. Click continue.
16. The following page is for Discounts. This is where you apply the Promo code for a 10% discount on fees. Promo codes are only made available to those who attended the AGM. Only one promo code can be used per registrant. If you have more than one player registered, you’ll use a different promo code for each player. These codes will be emailed to those who attend the AGM. If any members who did not attend the AGM are found to have used a Promo code, they will be subject to an additional fee by BMHA.
17. Payment information is on the next page. Mandatory Fundraising fees are included on this page. Select ‘Credit Card’ for payment type. Then fill in your credit card details and continue.
18. The next page is to confirm Registration details and make your payment. Under Payment information, you can either pay the full amount owing (by checking off the box) or choose the payment plan (by not checking off the box). Click on ‘Confirm and Submit.
19. You have now completed the set up of your account and registration of your player(s).
20. The Registrar, along with yourself, will receive a confirmation email.