

# Getting Started with RAMP InterActive

## Creating your user account

Open your favorite web browser and enter the URL below in the address field.

<http://ChesterUnited.rampregistrations.com>

If this is your first-time using the RAMP InterActive software, you will need to create a new account.

Click the **Create one Here** text near the bottom of the login page.

Don't have an account? [Create one Here.](#)

This will bring you to a new page. You only need to enter your **Email** address, choose a **password** and then confirm/re-enter the password on this page.

**Create an Account**

Email

Password

Please confirm your password

Language Preference

English

**Password Requirements**

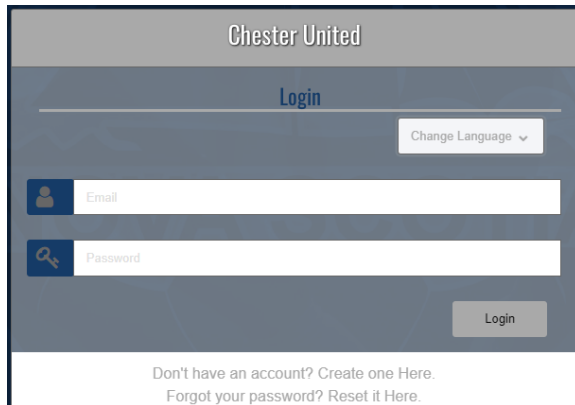
- At least 6 characters long
- An uppercase character
- A lowercase character
- A number
- A symbol e.g. ! @ \$ % & ?

When you're done entering your information, click the **Create Account** button at the bottom of the page.



## Logging in and basic navigation

Once you're finished creating your account, you will be able to login. At the login page, provide the **Email address** and **password** you used when you created your account.

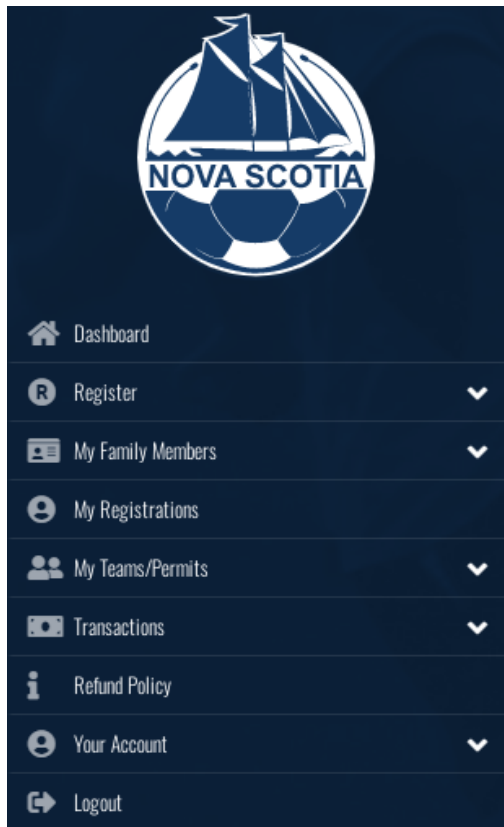


The screenshot shows the login page for Chester United. At the top, the text "Chester United" is displayed. Below it, the word "Login" is centered. To the right of the "Login" text is a "Change Language" dropdown menu. There are two input fields: the first is labeled "Email" and the second is labeled "Password". Below the "Password" field is a "Login" button. At the bottom of the page, there are two links: "Don't have an account? Create one Here." and "Forgot your password? Reset it Here."

If you don't remember your password, don't worry you can click the **Reset it Here** text to get it reset and get back into your account.

Once you are logged in, you will be presented with a new page in your browser window.

All navigation and tasks you will need are available from the menu on the left side of your screen.



## Adding new family members – Participants (players)

If this is your first-time using RAMP, you will need to add one or more family members. Expand the **My Family Members** menu item by clicking the down arrow.

You will see the following sub-menu choices:



Click the **Add a Family Member** menu item



The page will refresh, and you will see several data entry fields, like the screen shot below:

## Chester United

### Participant

First Name	Middle Name	Last Name	Former Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Birthdate	Gender	Nickname	
<input type="text" value="1"/> <input type="text" value="DD"/> <input type="text" value="YYYY"/>	<input type="text" value="Male"/>	<input type="text"/>	
Address	City		
<input type="text"/>	<input type="text"/>		
Country	Province	Postal Code	
<input type="text" value="Canada"/>	<input type="text" value="NS"/>	<input type="text"/>	
Cell Phone	Other Phone		
<input type="text"/>	<input type="text"/>		
Email	Secondary Email		
<input type="text"/>	<input type="text"/>		

Fill in all the required fields. During our walkthrough example we're going to register Pebbles Flintstone in a package.

When you are finished, click the **Submit** button



If you miss any required fields, the software will flag them for you. In this example, we missed the cell phone field.

Cell Phone

Cell Phone is required

Enter any missing required information and click the **Submit** button again.

Once you've successfully added all the required information for your Family Member you will see this person on the **My Family Members** page as a tile card.

## Chester United

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### My Family Members

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Add a Family Member

### Pebbles Flintstone

8/24/2012

**RAMP ID:** 1fe87542  
Bedrock NS B0J2M0  
pebbles@bedrock.ca

Delete Edit

At any time, you can click the **Edit** or **Delete** button for any family member, from the **My Family Members** page.

To add more family members, you can click the **Add a Family Member** button underneath the page header.

## Registering a Participant (Player)

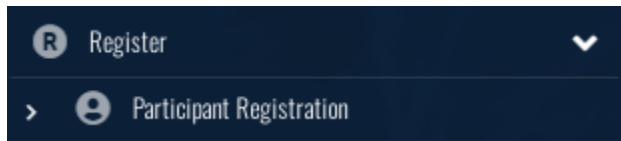
Like most software, there are a few ways to get a participant registered in a package for the season. You can either navigate to the Dashboard page by first clicking the **Dashboard** button from the left side navigation menu.



Then click the **Register as a Participant** button



Or you can use the **Register** menu item (click the down arrow)



And choose the **Participant Registration** sub-menu item.

The page will refresh, and you will be brought to the Participant Registration page

# Chester United

## Participant Registration

Choose a Season

2022/2023 Winter Season

Choose Family Member to Register

Choose

Choose a Division

Choose

Depending on the time of your registration you may have to **Choose a Season**. Otherwise, the only available season will default into the **Choose a Season** drop down list for you.

Next you need to **Choose a Family Member to Register**. Click the drop-down arrow and choose the correct family member from the list. Note: If you need to add an additional family member you can also do this from the drop-down list.

#### Choose Family Member to Register



A screenshot of a web form showing a drop-down menu. The menu is open, displaying several options. The top option is 'Choose'. Below it are 'Add a Family Member' (highlighted in a dark grey bar) and 'Pebbles Flintstone'.

In this walk-through example we are going to choose Pebbles Flintstone from the drop-down list. After you choose Pebbles from the list her information will be displayed as a confirmation that you've chosen the correct family member.

The last step on this page is to **Choose a Division**. Click the down-arrow to open the drop-down list and choose the division that applies to your child.

In our example, Pebbles is a 10-year-old girl, we will need to choose the U11 Girls item from the **Choose a Division** drop-down list.

#### Choose a Division



A screenshot of a web form showing a drop-down menu. The menu is open, displaying several options. The top option is 'U11 Girls'. Below it are 'Choose', 'U15 Boys', 'U15 Girls', 'U13 Boys', 'U13 Girls', 'U11 Boys', 'U11 Girls' (highlighted in a dark grey bar), 'U9 Boys', and 'U9 Girls'.

Once the Division has been selected, you will see a few confirmation messages like the ones below:

U11 Girls

Registrant must be between ages 9 and 10 on Saturday, December 31, 2022 You will not be allowed to register a participant outside of the age range.

Choose Your Packages

**U11 Spring Indoor Camps**

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**\$15.00**  
*Registrant must be born between 1/1/2012 and 12/31/2013.*  
**20 of 20 Available**

You are registering your child for an Under 11 Spring Indoor Camp.

The camp runs 1 day a week, for 8 weeks. Coaches will be in touch soon regarding the schedule.

Please keep in mind that if you're sick or not feeling well, please do not attend practices or games.

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Continue

You will need to click the check box next to the Package title (U11 Spring Indoor Camps for our example). If you forget, don't worry the software will remind you.

You need to choose at least one package

Once you have selected your package you need to click the **Continue** button.

Continue

## Waivers/Consent/Acknowledgement page

Next you will be brought to the Waivers/Consent/Acknowledgement page

### Waivers/Consent/Acknowledgment

This waiver is coming down from the Provincial Body

This waiver is coming down from the Provincial Body

Please Sign Here



Clear Signature

I am the Age of Majority or am a Parent/Guardian to the Registrant and Agree to the Terms and Conditions Above

Back

Continue

You need to fill in the **Signature** field with your mouse, check off the **I am the Age of Majority or am a Parent/Guardian to the Registrant and Agree to the Terms and Conditions Above** check box and click the **Continue** button.

## Parent, Guardian or Emergency Contact Information page

Next you will need to fill out at least one Parent, Guardian or Emergency Contact

If this is your first time using the RAMP software, you will need to choose the **Add New Family Member** menu item from the **Choose a Parent/Guardian/Emerg. Contact** drop-down list.

Choose a Parent/Guardian/Emerg. Contact

Choose

Choose

Add New Family Member



A new data entry section will open right below the drop-down list where you can add the contact information. The address of the participant will default in for the Parent/Guardian/Emergency Contact.

Choose a Parent/Guardian/Emerg. Contact

Add New Family Member

First Name Middle Name Last Name Former Last Name

Birthdate Gender

Address City

Country Province Postal Code

Cell Phone Other Phone

Email Secondary Email

This is where we will add the information for Pebble’s Dad, Fred Flintstone.

You have the option of adding a second Parent, Guardian or Emergency Contact. This is recommended by Chester United, in case the first person can’t be contacted when needed by your child.

Simply check off the **I want to add a 2nd Guardian/Parent/Emerg. Contact for this registration** check box to do this.

You will also need to select the **Add a New Family Member** item from the drop-down list, before you can enter the second person’s contact information.

Once again, if you miss any required information the software will flag the missing field for you. In this example we missed the email field, so it is flagged.

Email

Email is required

Once all the required information has been entered, click the **Continue** button.

Continue

## Optional Additional Information Pages

Next you will be brought to the page where you can provide your **Family Physician Name**.

### Soccer Nova Scotia

Family Physician Name (This question comes down from the Provincial Body)

[Back](#) [Continue](#)

In our example we have entered the Flintstone's family doctor: Dr. Dinosaurtooth

Unfortunately, not everyone has a Family Physician. This field is optional so you can click the **Continue** button to skip to the next step.

[Continue](#)

The next step is to **voluntarily** answer some demographic questions.

### Demographic Questions

### Soccer Nova Scotia

As part of Soccer Nova Scotia's continued commitment to Equity, Diversity, Inclusion and Accessibility, we want to learn more about you! Why? Because your perspective matters and can contribute to building a better sport experience for everyone. The information we gather will only be used in a summary format and never to identify individuals or organizations. We hope you'll participate in whatever way makes you most comfortable. As we continue to learn and grow as an organization, we are committed to improving and adapting our language. If you have any feedback about the terms or questions used below, please let us know. You can share your feedback anonymously here ([link to anonymous feedback form](#))

To the extent that you are comfortable, please select the options that best describe your gender identity(ies)  
If you would like to understand more about these terms: [VIEW Glossary](#)

- Male (man/boy)
- Female (women/girl)
- Trans Man/Boy
- Trans Women/Girl
- Non-Binary/Enby
- Gender Non-Conforming
- Two-spirited

This section is completely optional so you can simply scroll to the bottom of the page and click the **Continue** button to skip this step.

[Continue](#)

## Confirm Details and Submit Registration

The final step is to Confirm Details and Submit Registration, this page displays all the information you entered from the previous steps and at the bottom of the page you will enter your payment information.

As you scroll through this page, if you need to **Edit** any of the data you have entered, you can simply click the **Edit** button at the section that needs correcting.



In this example, we have missed the Postal Code for Fred and Wilma, Pebbles Emergency Contacts. We need to click the **Edit** button for each of these sections to correct that information.

<b>Fred Flintstone</b> Parent/Guardian/Emerg. Contact	<b>Edit</b>
123 Flintstone Way Bedrock, NS Postal Code fred@bedrock.ca Cell Phone: 902 555-9876 Other Phone: 902 555-3121	

<b>Wilma Flintstone</b> Parent/Guardian/Emerg. Contact	<b>Edit</b>
123 Flintstone Way Bedrock, NS Postal Code wilma@bedrock.ca Cell Phone: 902 555-4567 Other Phone: 902 555-3121	

The data entry page will re-open so you can make your changes and when you're done just click the **Continue** button.



The final part of your registration is the payment information. **Chester United only accepts Credit Card payments in the RAMP software.** If you require some other form of payment you will need to email our registrar at: [registrar.chesterunited@gmail.com](mailto:registrar.chesterunited@gmail.com) and they can get you in touch with our treasurer.

You need to fill out your credit card information at the bottom of this page

### Payment Information

Promo Code

Payment Type

Credit Card

Name on Card

Credit Card Number

Visa Debit or Mastercard Debit are accepted

Month

1

Year

YY

CVV

[Chester United: \\$15.00 Credit Card Balance](#)

All that is left is to click the Submit Registration button

Congratulations! You are now finished the registration process. If needed you can return to the main page and register other players in your household. This is done by clicking the **Dashboard** button.