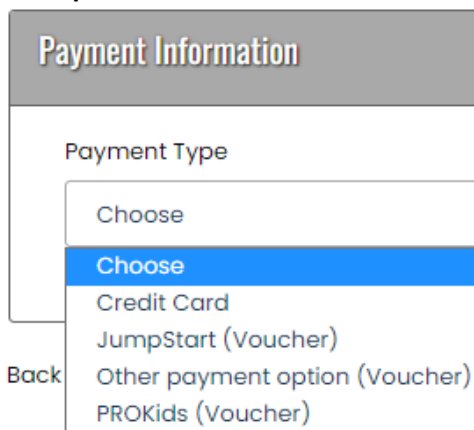


# How To: Registering your child, when using a payment method other than Credit Card

- 1) Login to the RAMP app.: <http://ChesterUnited.rampregistrations.com>
- 2) Please register your child(ren) in RAMP and complete all steps up to the Payment part of the registration process.
- 3) Near the bottom of the **Confirm Details and Submit Registration** page there is section called **Payment Information** and a drop-down menu called **Payment Type**
- 4) **The options available are shown in the screen shot below:**



The screenshot shows a form titled "Payment Information". Below the title is a "Payment Type" dropdown menu. The dropdown is open, showing a list of options: "Choose", "Credit Card", "JumpStart (Voucher)", "Other payment option (Voucher)", and "PROKids (Voucher)". The "Choose" option is highlighted in blue. To the left of the dropdown menu is a "Back" button.

- 5) What you choose will depend on your situation. We will go over each in the next few sections of this document.

## Payment Type when applying for sponsorship with PROKids

- 1) Choose the **PROKids (Voucher)** option in the **Payment Type** drop-down list
- 2) Apply for assistance with ProKids at: <https://chester.ca/recreation-parks/pro-kids>
- 3) Send an email to [registrar.chesterunited@gmail.com](mailto:registrar.chesterunited@gmail.com) and inform them that you have an incomplete registration pending in RAMP.
  - The e-mail should include: Parent name(s) (Parent's first and last names)
  - Name(s) of the child(ren) registered and the program they are registered in (e.g., U11 Girls)
  - This information helps us find your pending registration that you saved.
- 4) Once funding is confirmed from ProKids, the registrar will finalize your registration for you at the point where you left off and send a confirmation that your child(ren) is/are registered.

## Payment Type when applying for sponsorship with JumpStart

- 1) Choose the **JumpStart (Voucher)** option in the **Payment Type** drop-down list
- 2) Send an email to [registrar.chesterunited@gmail.com](mailto:registrar.chesterunited@gmail.com) and inform them that you have an incomplete registration pending in RAMP.
  - The e-mail should include: Parent name(s) (Parent's first and last names)
  - Name(s) of the child(ren) registered and the program they are registered in (e.g., U11 Girls)
  - This information helps us find your pending registration that you saved.
- 3) If you already have a confirmation email from JumpStart, please forward that to our registrar.
- 4) Once funding is confirmed from JumpStart, the registrar will finalize your registration for you at the point where you left off and send a confirmation that your child(ren) is/are registered.

## Payment Type when using a payment other than Credit Card

- 1) Chester United encourages parents to pay by Credit Card whenever possible, however if you need another form of payment follow the instructions below.
- 2) Choose the **Other payment option (Voucher)** option in the **Payment Type** drop-down list
- 3) Send an email to [registrar.chesterunited@gmail.com](mailto:registrar.chesterunited@gmail.com) and inform them that you have an incomplete registration pending in RAMP.
  - The e-mail should include: Parent name(s) (Parent's first and last names)
  - Name(s) of the child(ren) registered and the program they are registered in (e.g., U11 Girls)
  - This information helps us find your pending registration that you saved.
- 4) Once funding is confirmed, the registrar will finalize your registration for you at the point where you left off and send a confirmation that your child(ren) is/are registered.

After you have chosen the payment method that applies to your situation, click the **Submit** button and you will see a confirmation message like the one below.

### Chester United

#### Registration Complete

Registration has been completed and you have been sent a confirmation email to

If completed registration or transaction information needs to be updated, please reach out to Chester United registrar.

Your registration is now complete!

A coach will be in contact soon regarding the start of the season and for information about practices and/or games.

**Refund Policies**

**Summer Competitive** - Up to May 31st a full refund will be given, up to June 15th a half refund will be given.

**Mini Soccer** - After the first night a full refund will be given, after second and third night a refund will be given minus the Soccer Nova Scotia and South Shore Soccer fees.

Situations outside the club's control may be reviewed at the board level on a case-by-case basis.  
For any further registration questions, please reach out to: registrar.chesterunited@gmail.com

For general inquiries, please contact: chesterunitedpresident@gmail.com

**Important! This does not mean your child's registration is finalized, it just means that their registration has been saved. Payment methods need to be received and confirmed before we can finalize registrations.**