



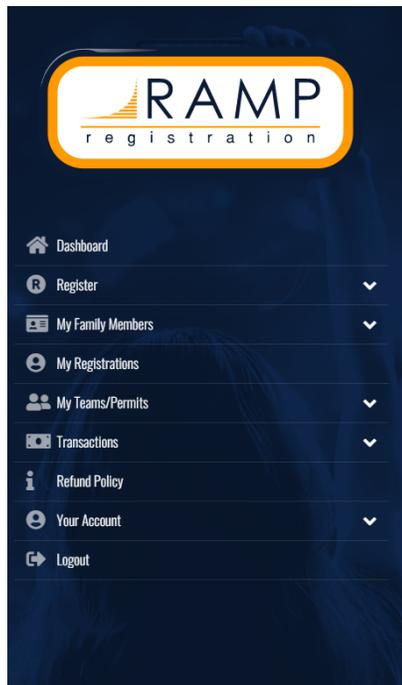
Riverview Ringette Association Online Registration Instructions

This guide is intended to provide registrants with instructions on how to register for the upcoming season using our new online registration system provided by RAMP. All players, team staff, and officials looking to register with the Riverview Ringette Association will use this system.

1. Click on the register online link under the registration tab at riverviewringette.ca which will take you to our online registration portal.
2. Create a RAMP account. If this is your first-time using RAMP, click on the “Don’t have an account? Create one here” button. You’ll be asked to provide an email address, a password and select which language you prefer.

The screenshot shows the RAMP registration portal for the Riverview Ringette Association. At the top, there is a logo for "RAMP registration" with a stylized orange and white graphic. Below the logo, the text "Riverview Ringette Association" is displayed in a white box on a dark blue background. Underneath, the word "Login" is centered. To the right of the "Login" text is a "Change Language" dropdown menu. Below this are two input fields: "Email" with a person icon and "Password" with a key icon. A yellow "Login" button is positioned to the right of the password field. At the bottom, there are two links: "Don't have an account? Create one Here." and "Forgot your password? Reset it Here." in orange text. At the very bottom, there is a footer with the text "RAMP InterActive | Terms of Use | Privacy Policy | Refund Policy" in a small, light blue font.

3. Login to your RAMP account and select the correct registration option for your primary role (participant athlete, coach, official, or executive)



Riverview Ringette Association

 **Participant**
Register as a Participant >>

 **Coach/Staff Registration**
Register as a Coach or Staff Member >>

 **Official Registration**
Register as an Official >>

 **Executive/Volunteer Registration**
Register as an Executive/Volunteer >>

 **Competition Registration**
Register for a competition >>

4. Select the appropriate options for the “Choose a Season”, “Choose a Family Member to Register” and “Choose a Division” sections on the registration page.
5. Under “Choose a season” please select the 2022-2023 season, this may already be selected by default.
6. Under “Choose a Family Member to Register” select the family member who is registering **OR** select the “add a new family member” option.

RAMP can link the accounts of all family members who register in ringette activities (athletes, coaches, volunteers, etc.). Adding family members can also be completed later in the registration process at the emergency contacts section. There is a button in the registration menu called “My Family Member” which list all accounts registered within your family.

7. Under “Choose a division” select the appropriate registrant category based on the birth year of the athlete you are registering or desired age group for coaches/team staff. For Parents registering their child/children for Learn to Play or Under 8 (U8), please select Intro to Ringette and then the appropriate category.

If you are an official, please select your officiating level instead of division.

Riverview Ringette Association

Participant Registration

Choose a Season

Choose Family Member to Register

Choose a Division

Continue

English

8. Read, answer, review, and sign any consent forms/waivers required by Riverview Ringette Association or Ringette NB/Ringette Canada.
9. Answer any additional questions required.
10. Review the summary of your registration to ensure that all the information is accurate prior to completing your registration.