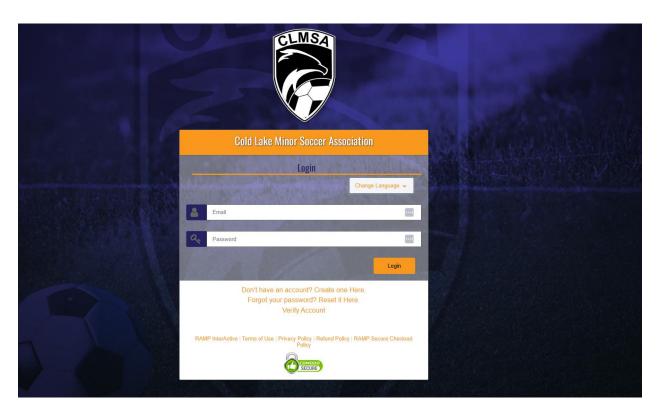
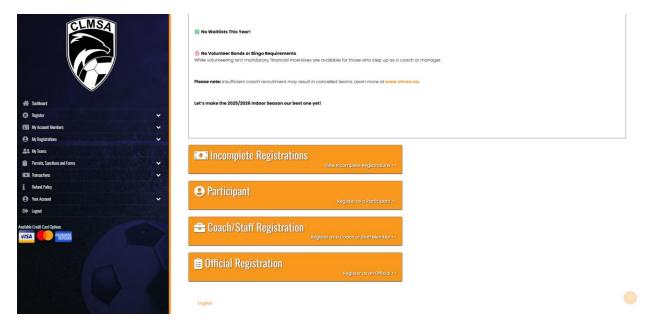
Coach/Manager Registration Instructions



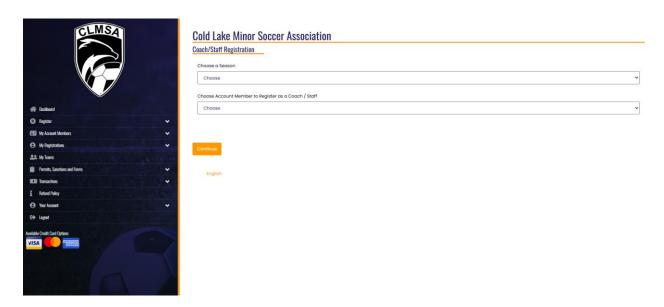
Step 1: Create an Account or log in:

• If you have previously registered in RAMP through a Community, or a different sport that utilizes the RAMP platform, put in your existing account information (email & password) and click login. If you do not have an account, click "Don't have an account? Create one here". All members of the family will be included in the same account. Click Here



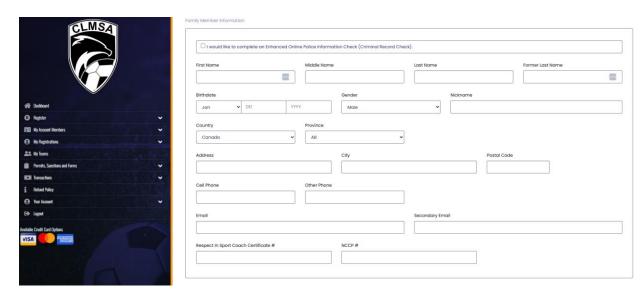
Step 2: Click Available Participant Package:

• In this case, you would choose Coach/Staff Registration.



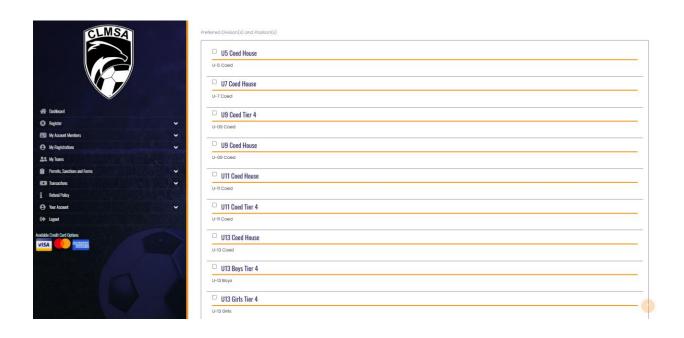
Step 3: Select the Appropriate season and the Account Member:

- In this case, you would choose the corresponding season you would want to Coach or Manage.
- Then you will choose which account member will be volunteering for this position.



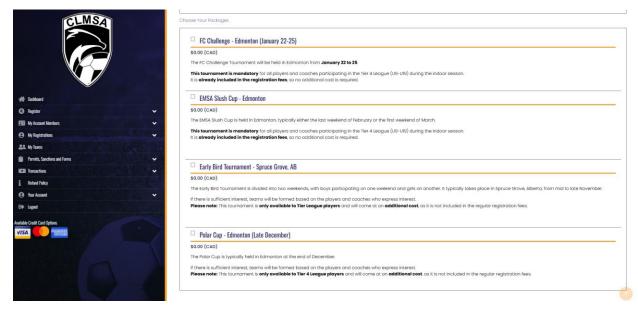
Step 4: Enter your personal Information:

- Enter your personal information.
- If you haven't done a Criminal Record Check in the last three years, please check the box at the top, and it will ask you for information and send you and CLMSA your Criminal Record Check at no cost to you.
- On the bottom right, enter your Respect In Sport Certification Number. If you don't have it
 <u>Click Here</u> and do the course, and CLMSA will reimburse you for the cost of the course once
 you complete it.
- On the bottom middle, please enter your NCCP #. If you don't have one, please click the link Coaching Association of Canada and sign up it is free.



Step 5: Select Division and Position:

 Please select the age group you would want and the position you would like to do. (Head Coach/Assistant Coach/Manager)



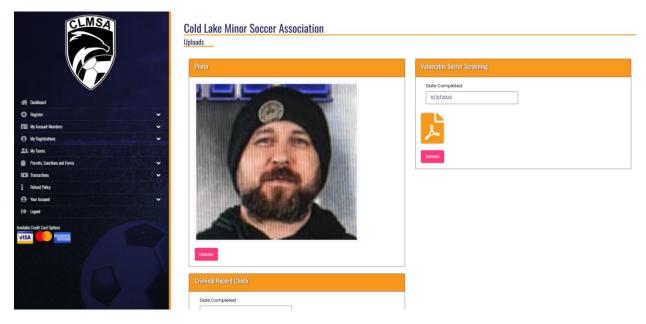
Step 6 Select Packages:

 Please select packages that you are able to attend. Please read carefully as some are mandatory depending on with league you have chosen. (House league not mandatory, Tier four league mandatory)



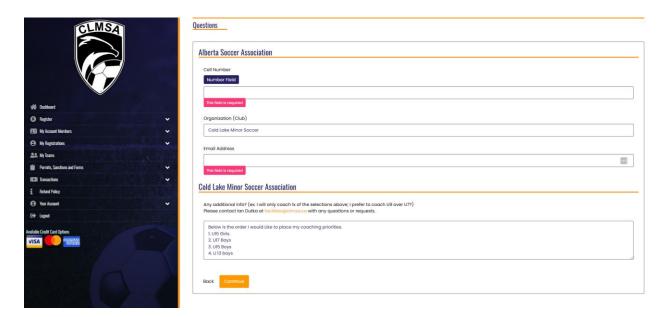
Step 7 Waivers and Consent Forms:

• Please read waivers and consent forms carefully and sign.



Step 8 Photo and Criminal Record Check:

Please upload a photo of yourself and your criminal record check



Step 9 ASA and CLMSA Questions:

- Answer all ASA questions.
- Answer CLMSA questions.



Step 10 Confirmation:

• Review your information and submit.