**RLSA TEAM REGISTRATION HELP SHEET/ AFFILIATION INFORMATION**

* All teams are allowed to affiliate 20 players and 5 staff(coach/manager)
* Anyone listed as a coach, assistant coach or manager **MUST** have a Respect in Sport for Activity Leader - <https://sasksrc.respectgroupinc.com/koala_final/>
* Players registered for a Regina Ladies League team must be turning 18 by the end of the current playing year (turning 18 by Dec 31/2023)
* If you have any difficulties with registering, please let Brenda or Sarah know when you are registering and we can provide you with assistance.
* Sarah Stelmacovich at 306-540-2009 or Brenda Anderson at 306-539-4943.

The following are instructions for you and your team for the affiliation process through RAMP, the new system Softball Sask is now using.

1. All coaches, managers and players will have to create an account with ramp with this link for Regina Ladies Softball Association: <https://www.rampregistrations.com/login?v3=7b80ef796d>
* If you have a RAMP account from a previous sport (or prior RLSA team), please use that one.
* Please enter your Respect in Sport number when you register as a staff member.
* For those coaches or managers who are also players, you will have to register as both a STAFF and a PLAYER.
* A player can only be registered on one team.



1. Once account is created (you may be prompted to log in again), select Team Registration. Please select the age division for your team under division.
	* If you have U19, U23 players and adult players on the team – Please select ADULT as your division.
2. If registering a **new team**:
	* create a Team Contact and Team name as prompted in the drop-down boxes.
3. If **reregistering a previous team:**
	* Team name and Team contact should appear in the drop-down menus.
4. Please select team package listed as $0 to continue with the team registration process. Fees will not be collected through RAMP.



1. The next page of the team registration will ask for team invites.
	* Here you can also choose who your main team contacts if you want more than one.



1. The final Team Registration page should look like this, please hit submit registration.





1. You will get a confirmation email from RAMP stating your registration is complete.
	* Please let Sarah or Brenda know so we can then activate your team.
2. Once the team is activated, you can then send out the individual emails for the team invites for their personal registrations.
	* To send out team invites, log back into the Regina Ladies League account created in step 1
	* Go to **my teams**, under my teams/permits tab.



1. Then go to manage teams. Here you can add the rest of your team invites to other players, coaches managers, etc.



* + Be sure to select the current season (2023).
	+ Click on **send invites** instead of update team invites when sending out the team invites to other players/coaches.
	+ A confirmation message will pop up briefly saying *emails will be sent out shortly*.
	+ Remind people to check spam/junk folders for team invites as the email will be from Regina Ladies League.



1. A registration code will be sent out to each person on your team list, allowing them to register with that team.