



# Tournament Sanction Request Process

Date Updated: July 28, 2023

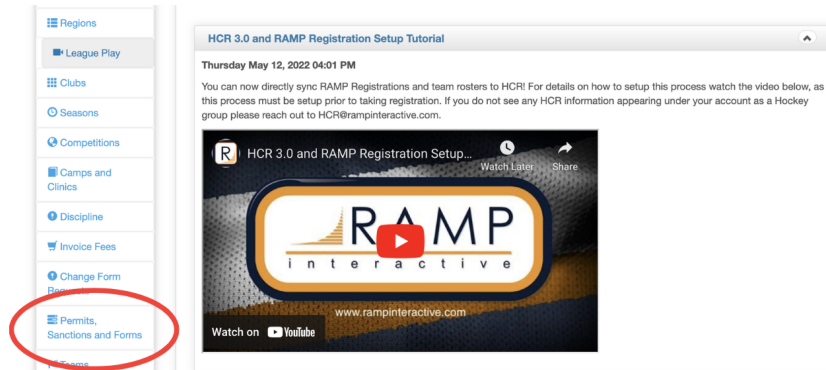
Updated By: Liz Brousseau

Who can submit the form?

Ramp registration club administrators may submit the tournament sanctioning form

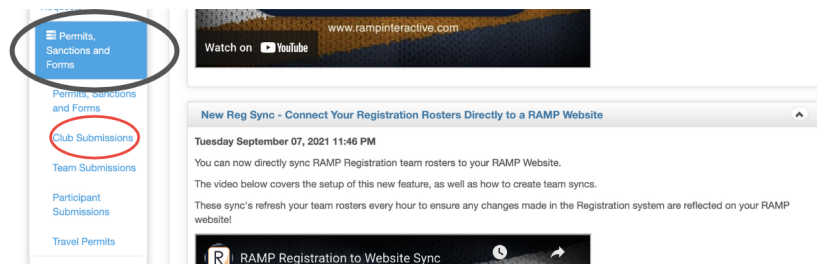
Step 1

From the ramp home page 'Select Permits, Sanctions and Forms'. This will expand the drop down.



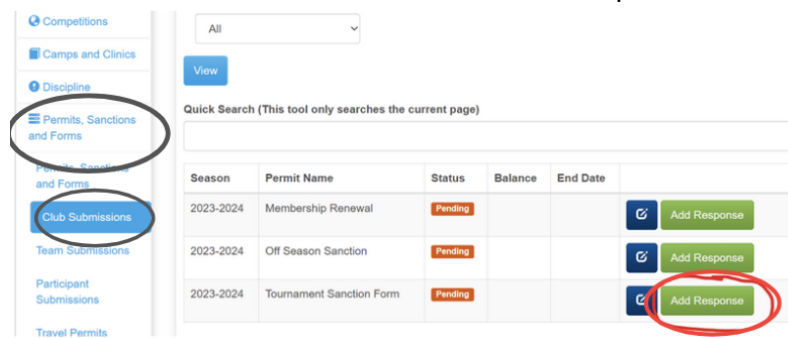
Step 2

From the expanded drop down menu, select 'Club Submissions'



Step 3

From the club submissions tab select 'Add Response'.

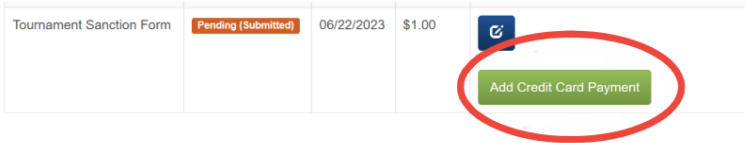
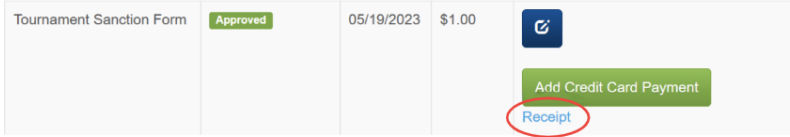


Step 4

On the next screen answer all the questions required to complete the form. Click 'SUBMIT' when complete.

Step 5

Ringette Alberta will review the request, add the tournament sanctioning fee (\$14 x total teams) to the form. Payment can be made by credit card in Ramp or by email transfer to carolyn@ringettealberta.com

<p>Step 6</p>	<p>Make Payment on the form. Payment can be made by credit card in Ramp or by email transfer to <a href="mailto:carolyn@ringettealberta.com">carolyn@ringettealberta.com</a></p> 
<p>Step 7</p>	<p>Transaction Approval. The transaction will be approved once the payment is received. A copy of the approved form may be viewed under the receipt link.</p> 

For question regarding this process please email Carolyn at [carolyn@ringettealberta.com](mailto:carolyn@ringettealberta.com)