



Hello,

Welcome to your fourth year using Ramp Registration! Whether you are returning or brand new to your position, this email refresher will give you all the steps required to set up your new season.

Please advise you require a merchant account to process online payments. Ramp has negotiated a great rate with Canadian company, Paystone Merchant Services. Please note that it takes approximately two weeks to set up a merchant account from start to finish.

For a merchant account introduction – contact Justin from Ramp InterActive at merchantaccounts@rampinteractive.com.

Make sure to view the new Ramp Additions section at the bottom of the email.

We will outline step-by-step information on setting up your Association's brand-new online registration. Please find the URL, organization, login, and password for your registration site listed below.

Admin URL: <https://admin.rampregistrations.com/>

Organization:

Login:

PW:

Front End URL (for your members):

We have a great video tour for you to look through!
<https://www.youtube.com/watch?v=nLuYR1ml6qY>

Note: On nearly all of the pages in the back end, you can click the accordion button to reveal the training video keyframed to the section of the video:
[How to reveal training videos.](#)

Bare Minimum set-up is choosing a payment type on (Step 3A) and creating packages (Step 5).

1. **Login with Information Above**

2. **Initial Association Set-up - Settings**
 - A. Settings [Video](#)
 - B. Refund Policy [Video](#)
 - C. Administrators [Video](#)
 - D. Positions and Official Levels [Video](#)

3. **Season Set-up [Video](#)**

There are two different types of seasons. Governing Body Seasons and Association Created Seasons. This process is outlined in detail the video above and a written walkthrough can be found below.

A. Governing Body Season Set-up (you must use this for your 2021-2022 season)

1. Click the blue "Edit" button to edit/set the season up.
2. Customize the season by selecting it set as the default season and the registration type (tournament, staff, participate and/or team).
3. You must choose a payment type before users will be allowed to register.
4. Next, select whether you would like to gather optional information such as Respect In Sport (RIS) numbers, Birth Certificates, and Head Shot Photos and whether you want to make the entry of parent/guardian details mandatory. You can also set it so that this is required only for registrants under 18.
5. You may add an e-mail address into "CC Confirmation Emails" if you want to be notified by e-mail when a registration is received.
6. You may enter messages that users will see if they choose to pay by cheque or E-Transfer.
7. You can set your privacy policy for this season.
8. Lastly, you can set a confirmation message that users will receive after completing a registration and a separate message that would appear in the confirmation e-mail.

Remember to press "Submit" at the top of the page to save your changes.

B. Association Season Set-up (this is where you would create seasons for things like Camps that do not need to flow up to Ringette Ontario).

Note: you will be charged by Ramp InterActive for any registrations under a season that you create.

1. Click on "Add New Record."
2. Name your season and, optionally, add a description.
3. Customize the season by selecting it set as the default season and the registration type (tournament, staff, participate and/or team).
4. You must choose a payment type before users will be allowed to register.
5. Next, select whether you would like to gather optional information such as Respect In Sport (RIS) numbers, Birth Certificates, and Head Shot Photos and whether you want to make the entry of parent/guardian details mandatory. You can also set it so that this is required only for registrants under 18.
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9. Lastly, you can set a confirmation message that users will receive after completing a registration and a separate message that would appear in the confirmation e-mail.

Remember to press "submit" at the top of the page to save your changes.

4. **Set your divisions** [Video](#)

Note, you can only create Divisions for an association created seasons. You will not be able to create divisions for the Governing Body created season, 2020-2021 (Ringette Ontario).

5. **Add Packages** [Video](#)

Since this is the only other required step, a written walkthrough can be found below, although the video above goes into much greater detail.

- A. Click the "Packages" button.
- B. Click on "Add New Record."
- C. Select the Season from the dropdown menu.

- D. Select the Division from the dropdown menu or add the Package to multiple divisions at the same time!
- E. Name the Package and, optionally, add a description.
- F. Optionally, enter the start and/or end date for the package. These are the dates that the registration system will be open for registering.
- G. You have the option to make the Package a required purchase.
- H. Enter the Total Price amount
 - 1. If you want to charge the full amount on the day they Register: Do not check off the "Split Payments" box
 - 2. Click the "Split Payments" box, if you do not want to charge the full amount the day they register and instead would like to provide them with a payment plan. You would have your registrants pay an initial price with up to 12 payments for the remainder owing. Next, set the amount that the system will charge the day they register and select how many subsequent payments you want to charge the user. Lastly, set the dates you would like the subsequent payments to be processed on.
- I. Click "Submit"

6. **Repeat step 5 for each Divisions you would like to gather registrations for.**

Ringette Ontario Specific Features and Videos:

Ownership Transfer Process:

Ringette Ontario has implemented a specific player ownership transfer process. A player that has registered in a new club for the upcoming season, compared to last season, will not be active without this process being completed. Please view this video to familiarize yourself with the process. [Video](#)

Season Settings Copy:

You can substantially save time in your yearly set-up by copying your settings from your 2021-2022 season. You can copy your season settings, volunteer jobs, packages and any questions or waivers that you have added. Please view this video to familiarize yourself with the process. [Video](#)

New Ramp Additions:

Mass Credit system: Video Link

You can give an account to anyone that has previously registered to your association. You would do this by

1. Going to registrations à Players and searching your previous season and selecting those registrations that you want to give a credit to.
2. Click Account Credit at the bottom of the page.
3. Enter a price and optionally add an end date.
4. Confirm and Apply Credit
5. You can see the account credit status by visiting Transactions à Account credits.

Note: This credits the account the athlete is on, not the athlete. If you have multiple children in an account, it will give all to the first athlete registered. If there is any credit remaining it would be given to the second athlete registered. This means if you give two \$200 credits to a family, they account would have an account credit of \$400. If the package is worth \$500, all \$400 in credit would be used on the first athlete.

Retention Reporting and Mailer:

[Retention Mailer](#)

[Retention Report](#)

Other very useful/powerful features are:

Adding Waivers [Video](#)

Adding Custom Questions [Video](#)

Adding Checklists [Video](#)

Adding File Custom Uploads [Video](#)

Setting up fees and discounts to charge users [Video](#)

Setting boundaries and restrictions for certain registrants [Video](#)

Setting Promo Codes to provide users with discounts [Video](#)

Setting Vouchers that users can use to register instead of payments. [Video](#)

Creating Volunteer Roles [Video](#)

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