



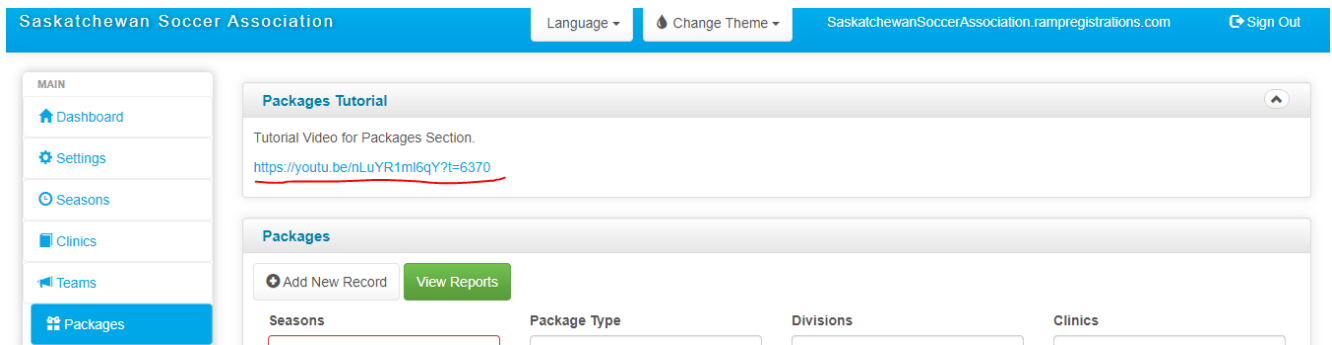
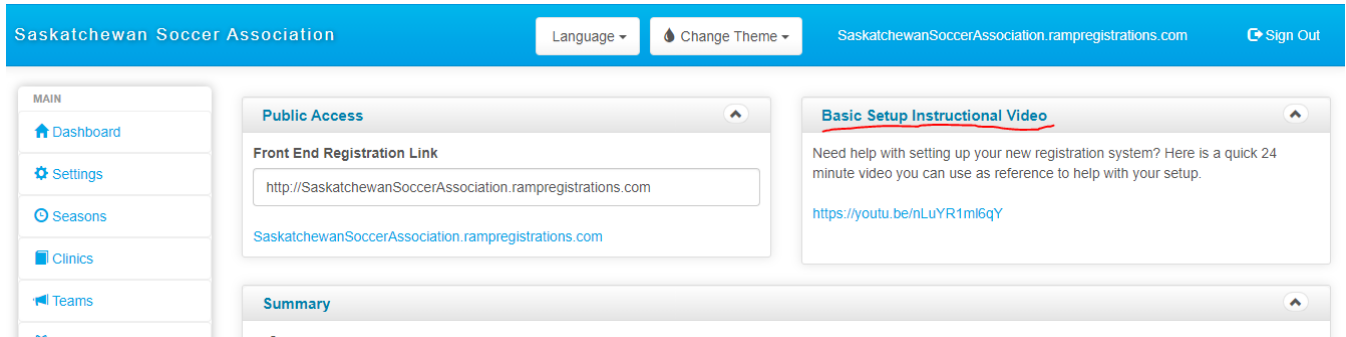
## FAQ

### Contents

|   |   |
|---|---|
| 1. Where can I locate <b>Training Videos</b> ?  | 1 |
| 2. How do I print off <b>Game Sheets</b> ?  | 1 |
| 3. How do I prevent all the <b>Divisions</b> from showing up on the participant/coach online registration forms?      | 2 |
| 4. How do I add age restrictions to <b>Divisions</b> ?  | 3 |
| 5. Do all my registrations require a <b>Package</b> ?   | 3 |
| 6. What if I need to update a Waiver/Check Waiver Resubmission?   | 4 |
| 7. How do I automatically <b>synch</b> my team information from my registration site to my MSA site (front end site)? | 4 |
| 8. I need more help, what should I do?  | 4 |

# 1. Where can I locate Training Videos?

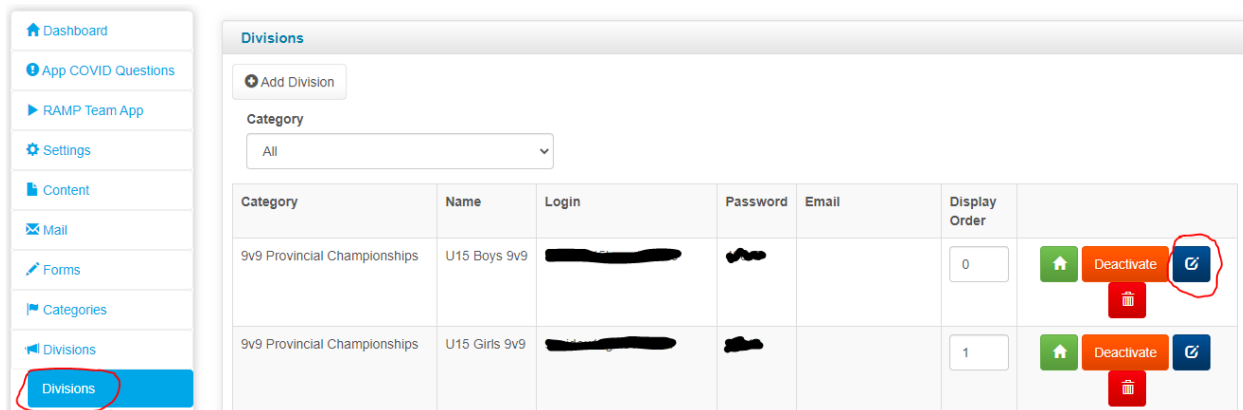
Training videos are located on the top right of each administrative page.



Training Videos are also posted on the SSA website [RAMP Sports Management System page](#).

# 2. How do I print off Game Sheets?

Game sheets are available through your full MSA website (front end website, not registration site). Before you can print off game sheets you will need to have a schedule, teams, division/categories (if applicable), and rosters set up within the MSA website. Once those have been completed click on Divisions > Division > Edit Division/Category (navy blue button) and select the game sheet that division/category will be using. There are three options: Soccer, Futsal, and Soccer (Home/Away separated).



**Divisions**

Category: 9v9 Provincial Championships | Name: U15 Boys 9v9

Login: [Redacted] | Password: [Redacted] | Email: [Empty]

Generate Random Login & Password

Division Email Reply To: registrar@sasksoccer.com | **Game Sheet**: Soccer

Home News Count: 3 | Home Events Count: 3

### 3. How do I prevent all the **Divisions** from showing up on the participant/coach online registration forms?

Sign into your Registration site click Seasons > Divisions and click the edit button (navy blue button far right) by the division you want to hide. Check the Registration Type you would like to HIDE the division and click submit to save your changes.

**Divisions and Tiers Tutorial**


**Division**

Add New Record

Seasons: 20-21 Indoor Season (Sask Soccer)

You cannot delete a Division if there are Registrations within it

Quick Search

| Season              | Division   | Packages | Display Order |   |
|---------------------|------------|----------|---------------|---|
| 20-21 Indoor Season | Adult Coed | 0        | 47            |  |

**Divisions**

Seasons: 20-21 Indoor Season (Sask Soccer)

Name (English): Adult Coed

Enable Volunteer Module

Override Provincial Age Range Settings

Submit Cancel

**Restrict Registration Types**

Don't allow the following group(s) to select this division when registering.

Registration Type

Player

Staff

Team

## 4. How do I add age restrictions to Divisions?

Follow the steps outlined in #3 and click “Override Provincial Age Range Settings,” here you will be able to add the age range for players registering to that division. The provincial age range is set to nothing, so if you require restrictions you must add them. RAMP uses Min age – Max age, so at the time of registration the player must be either min/max, or in between age. For example: U9 player must be Min Age – 7 and Max Age – 9 at the time of registration, this will also allow an 8-year-old to register. If the player turns 10 during the season but still falls within the age requirements during registration that will not affect their registration. You can block registrations that fall outside of the age range or allow registration’s, if a restriction is applied and registrations are allowed, they will receive an error message.

The screenshot displays two panels from the RAMP system. The 'Divisions' panel on the left includes a dropdown menu for 'Seasons' set to '20-21 Indoor Season (Sask Soccer)', a text input for 'Name (English)' with 'Adult Coed' entered, an unchecked checkbox for 'Enable Volunteer Module', and a checked checkbox for 'Override Provincial Age Range Settings'. Below these are 'Submit' and 'Cancel' buttons. The 'Restrict Registration Types' panel on the right features a light blue header with the text 'Don't allow the following group(s) to select this division when registering.' and a table with checkboxes for 'Registration Type', 'Player', 'Staff', and 'Team'. The 'Staff' and 'Team' checkboxes are checked. Below these panels is the 'Age Range' panel, which has input fields for 'Min Age' and 'Max Age', an unchecked checkbox for 'Block Registrations Out of Age Range', and a text area for 'Age Range Informational Message (English)'.

## 5. Do all my registrations require a Package?

No, only participant registrations require a package. If you want to create a \$0.00 package for a participant, enter \$0.00 when creating the package. To turn off package requirements for other registrations, sign into your registration site > click Seasons > Seasons > edit the Season you want the package option turned off for > Edit Package Options.

The 'Package Options' dialog box contains a light blue informational message: 'If you do not create any Packages for Staff/Official/Team/Tournament/Executive Registrations - then no package is required. If you do create a package for any of these types of registrations - you may optionally check the options below to allow them to register without selecting any package.' Below the message are five checkboxes: 'Allow Staff No Package Registration', 'Allow Official No Package Registration', 'Allow Team No Package Registration', 'Allow Tourn No Package Registration', and 'Allow Exec No Package Registration'. The 'Allow Exec No Package Registration' checkbox is checked.

## 6. What if I need to update a Waiver/Check Waiver Resubmission?

If SSA or the Member Organization (MO), update a mandatory waiver you can prompt the registrant to sign off on the updated waiver. This is done by the registrant receiving an email requesting them to complete the missing waiving signature. Before you send the email make sure the waiver is updated and ready to be signed. To send the waiver update email sign into your registration site click > Registrations > Waiver Check (make sure you are under the correct season). Here you will be able to view any registrations that have not completed the updated waiver and either, send individual emails or send a mass email to all registrations.

The screenshot shows a web interface titled "Waiver Check". At the top, there are three dropdown menus: "Seasons" (set to "2020 Outdoor Season (Sask Soccer)"), "Divisions" (set to "All"), and "Registration Type" (set to "All"). Below these are two input fields for "First Name" and "Last Name". A "Records Per Page" dropdown is set to "100". A blue "View" button is located below the input fields. Below the "View" button are two buttons: an orange button labeled "Send Waiver Requirement Email To ALL Registrations" and a green button labeled "Send Mass Email To Selected". At the bottom, there is a "Quick Search" input field.

## 7. How do I automatically **synch** my team information from my registration site to my MSA site (front end site)?

Since RAMP operates with different systems you will need to set up the automatic synch for your registration website to communicate to your MSA site. Follow the instructions outlined on the SSA RAMP page to complete the set up: <http://www.sasksoccer.com/content/RAMP-Sports-Management-System>

## 8. I need more help, what should I do?

RAMP will initiate multiple training methods which will consist of web conferencing screen share sessions. Their dedicated staff will be working to provide training.

SSA members can call into RAMP's support department with any questions.

Email: [support@rampinteractive.com](mailto:support@rampinteractive.com) Phone: 866-607-7267

Their support hours are as follows (all MST), Monday 7:30 am - 6:00 pm, Tuesday to Friday 7:30 am - 7:00 pm, Weekends 10:00 am - 3:00 pm.

