



**AFFILIATING WITH  
SOFTBALL  
SASKATCHEWAN &  
RAMP GUIDE  
– HANDBOOK –**



## TABLE OF CONTENTS

Introduction.....	6
Application for Affiliation (Membership) .....	6
Affiliation / Membership Fee Structure .....	6
Additions .....	7
Invoicing.....	7
Certification.....	7
Association / League Set Up / Affiliation.....	7
Basics of RAMP System Features .....	11
1. RAMP Association / League Database Main Menu .....	11
2. Dashboard .....	11
3. Settings.....	12
3.1. Settings .....	12
3.2. Association / League Info. ....	12
3.3. Two-Factor Authenticaiton.....	12
3.4. Administrators .....	12
3.5. Refund Policy .....	12
3.6. Positions .....	12
3.7. Official Levels.....	13
3.8. Locations.....	13
3.9. Qualifications.....	13
4. Seasons.....	13
4.1. Seasons .....	13
4.2. Tiers. ....	13
4.3. Divisions.....	13
4.4. Checklists .....	13
4.5. Promo Cods .....	13
4.6. Vouchers.....	1
4.7. Waivers.....	13
4.8. Questions.....	13
4.9. Tournaments .....	14
4.10. Events .....	14
4.11. Boundaries.....	14
4.12. Volunteer Sign-Up Jobs .....	14
4.13. Custom File Uploads.....	14
4.14. Fees or Discounts.....	14
4.15. Locked Accounts.....	14
4.16. Locked Registrants.....	14

<b>5. Competitions .....</b>	<b>14</b>
5.1. Categories .....	14
5.2. Events .....	14
5.3. Competitions .....	14
5.4. Competition Events .....	14
5.5. Packages .....	15
5.6. Fees.....	15
5.7. Participant Waiver Check .....	15
<b>6. Clinics .....</b>	<b>15</b>
6.1. Clinic Categories .....	15
6.2. Clinic Types.....	15
6.3. Clinic Levels.....	15
6.4. Clinics.....	15
6.5. Clinic Info .....	15
6.6. Clinic Tasks.....	15
6.7. Manage Clinic .....	15
<b>7. Permits, Sanctions, and Forms .....</b>	<b>15</b>
7.1. Permits, Sanction and Forms .....	16
7.2. Association Submissions.....	16
7.3. Team Sybmissions.....	16
7.4. Participant Submissions.....	16
<b>8. Teams .....</b>	<b>16</b>
8.1. Teams .....	16
8.2. Assign Players. ....	16
8.3. Assign Association Players (AP) .....	16
8.4. Assign Staff .....	16
8.5. Assign Executive/Volunteer .....	16
8.6. Team Roster Size .....	16
8.7. Travel Permits.....	16
<b>9. Packages .....</b>	<b>16</b>
<b>10. Build a Page .....</b>	<b>16</b>
<b>11. Members .....</b>	<b>17</b>
11.1. Members .....	17
11.2. Matching Members. ....	17
11.3. Alerts .....	17
11.4. Retention .....	17
11.5. Vaccinations .....	17
11.6. Membership Check.....	17
<b>12. Registrations.....</b>	<b>17</b>
12.1. Players .....	17

12.2. Staff.....	17
12.3. Official.....	17
12.4. Executive/Volunteer.....	17
12.5. Teams .....	17
12.6. Tournaments .....	18
12.7. Clinics .....	18
12.8. Clinic Staff .....	18
12.9. Clinic Volunteers.....	18
12.10. Competitions .....	18
12.11. Vounteer Sign-Ups.....	18
12.12. Assign Players .....	18
12.13. Assign Staff .....	18
12.14. Injuries .....	18
12.15. Suspensions .....	18
12.16. Age Check. ....	18
12.17. Position Check .....	18
12.18. Requirement Check .....	18
12.19. Tryout Check .....	18
12.20. Custokm File Upload Check .....	18
12.21. CRC and VSS Check .....	18
12.22. Question Check.....	18
12.23. Waiver Check.....	19
12.24. Merge Registrations .....	19
<b>13. Transfers.....</b>	<b>19</b>
<b>14. Transactions.....</b>	<b>19</b>
14.1. Transactions.....	19
14.2. Mass Refunds. ....	19
14.3. Account Credits .....	19
14.4. Outstanding Balance .....	19
14.5. Clear Balances.....	19
14.6. Batch Run Offline Credit Cards .....	19
14.7. Permit Team Transactions.....	19
<b>15. Verify.....</b>	<b>20</b>
15.1. Verify Certificaions .....	20
15.2. Verify Qualifications. ....	20
15.3. Verify Vulnerable Sector Screenings .....	20
15.4. Verify Criminal Record Checks.....	20
15.5. Verify Proff of Residency .....	20
15.6. Verify Photos .....	20
<b>16. Mail .....</b>	<b>20</b>
16.1. Compose Mail.....	20
16.2. Mass Mail Outbox.....	20
16.3. Email Opt Outs.....	20

<b>17. Imports .....</b>	<b>20</b>
17.1. Import Registrations .....	20
<b>18. Exports .....</b>	<b>20</b>
18.1. Player & Staff Export .....	21
18.2. Export Birth Certificates. ....	21
18.3. Export Headshots .....	21
<b>19. Reports .....</b>	<b>21</b>
<b>How to Import Registrations .....</b>	<b>21</b>

## INTRODUCTION

This guide was developed to provide association/league volunteers with information on how to properly affiliate with Softball Saskatchewan and how to use RAMP Interactive.

Players, coaches, and managers can register with their respective association/league by contacting their local association/league. You can find our Association directory by going to our website, under “Register Now to Play! (Association List)”.

It is the responsibility of each association/league to have all players, coaches and managers register online. This process must be completed by the registration deadline of **May 15<sup>th</sup>** for minors and **June 1<sup>st</sup>** for adults. Once we have time to review your registrations, we will send you an invoice, and then you’re the system will be locked, and no further registrations will be allowed.

## APPLICATION FOR AFFILIATION (MEMBERSHIP)

Application for affiliation (membership) will be accepted from associations, leagues, teams (players, coaches, and managers), and umpire associations as outlined in Article 2 Definitions in the Softball Saskatchewan Handbook. Approved applicants will receive a membership in the Association by paying the annually set affiliation fees, submitted to the Softball Saskatchewan office.

To be covered by the Softball Saskatchewan Insurance Program, players, coaches, and managers on teams must be affiliated with Softball Saskatchewan on/or before **May 15<sup>th</sup>** for minors and **June 1<sup>st</sup>** for adults. All coaches must also have completed their Respect in Sport (RiS) training by this date. Information regarding the RiS is available on our website under the Respect in Sport tab. The program takes about 3 hours to complete and is free of charge.

**\*MINOR Affiliation (Membership) Deadline Date: May 15<sup>th</sup>\***

**\*ADULT Affiliation (Membership) Deadline Date: June 1<sup>st</sup>**

## AFFILIATION / MEMBERSHIP FEE STRUCTURE

Association / League Fee	\$50.00
U5/U7/U9 Player Fee (2014-2019)	\$12.00/player
U11/U13/U15/U17/U20 Player Fee (2012 –2003)	\$17.00/player
Adult Player Fee (2000 and earlier)	\$17.00/player
Coaches & Managers Fee	\$12.00/each
Slo-Pitch/Orthodox Teams Fee	\$175.00/team

- A. Affiliation fees are non-transferable from one player to another. (i.e., if a player is deleted from a roster, their affiliation fee is nontransferable to a player being added). Once paid, a player’s affiliation fee remains with them the entire season, the player being added must have their affiliation fee paid.
- B. Minor softball associations in all centers shall be under one governing body. This body must affiliate with Softball Saskatchewan on or before the time they affiliate their teams (players, coaches, managers) or any teams governed by this body will not be affiliated. It will be the responsibility of that body for the accuracy of all player affiliation information.

- C. The Association, through the Board of Directors, reserves the right to refuse any application for affiliation (membership) in Softball Saskatchewan.

## ADDITIONS

Additions (players, coaches, or managers) will need to register on the respective association/league RAMP website by May 15<sup>th</sup> for minors and June 1<sup>st</sup> for adult. Once affiliations are submitted, Softball Saskatchewan will review them and send out an invoice as soon as possible. At this point no more additions can be made, and affiliation will be locked.

When a player or coach is being added after they have received an invoice, the respective association/league must inform Softball Saskatchewan in order to get approval. The onus is on the individual team manager/coach and the association/league in which the team plays to ensure that all affiliation procedures are performed correctly with Softball Saskatchewan by the late registration deadline.

## DELETIONS

RAMP charges Softball Saskatchewan per member, even if they are deleted. Therefore, Softball Saskatchewan will charge each association/league \$2.00 per deletion. To avoid having to delete your members do not register them more than once. If a change needs to be made to a registration just edit the registration versus registering them again. Do not import registrations more than once. This is where most deletions come from.

## INVOICING

Associations/leagues will be sent an invoice for their affiliation after the May 15<sup>th</sup> or June 1<sup>st</sup> deadline and once the affiliations have been reviewed. The invoice is calculated by number of players, coaches and managers that have registered, under your respective association/league and an additional association/league fee.

## CERTIFICATION

When speaking strictly about affiliations and not the coaches' requirements to coach in provincials **ALL COACHES & MANAGERS MUST HAVE COMPLETED RESPECT IN SPORT FOR ACTIVITY LEADERS AND HAVE ENTERED THEIR CURRENT RIS CERTIFICATE NUMBER IN THEIR REGISTRATION PROFILE ON RAMP. NOTE\* WE DO NOT ACCEPT RESPECT IN SPORT FROM HOCKEY TAKEN BEFORE 2014.**

It is the associations/leagues responsibility to make sure that the Coaching Staff has the correct certifications. Coaches and Assistant Coaches should enter their National Coach Certification Program number (NCCP) in their registration profile on RAMP.

For more information on Coach Certifications review Softball Saskatchewan's Handbook or visit our website.

## ASSOCIATION/LEAGUE SET UP / AFFILIATION

To commence the associations/league RAMP set-up process, please follow the steps below:

**Step 1:** Go to <https://admin.rampregistrations.com/login>

**Step 2:** Log into your Associations/league's account using your designated username and password.

**Step 3 (Required):**

- Click on "Seasons" in the Dashboard.
- Click on the blue edit button beside the current softball season (ex. 2023 (Softball Saskatchewan)).
- Click on "Submit" *\*Note: You will complete this Season's set-up in Step 6, however to affiliate, you simply need to activate the season.*
- Click on "Permits, Sanctions and Forms" in the Dashboard.
- Click on "Associations/league Submissions" under "Permits, Sanctions and Forms".
- Select the current softball season (ex. 2023 (Softball Saskatchewan)) in the "Seasons" field, "None" in the "Tournaments" field, and "All" in the "Status" field at the top of the page. Here you will find the current seasons Softball Saskatchewan Association/League Affiliation form. Please fill it out and submit it.

**\*\*PLEASE CLICK THE "SUBMIT" BUTTON TO CONFIRM YOUR ASSOCIATIONS/LEAGUE'S SELECTIONS FOR EACH OF THE STEPS BELOW\*\***

**Step 4 (Optional):** Click on the "Associations Info" button to add information about your associations/league such as:

- Mailing address
- Website
- Phone number
- Email
- Social media account handles
- Associations/league contact information
- Associations/league File Uploads

**Step 4a (Optional):** Click on the "Two Factor Authentication" button to add a phone number for two factor authentication purposes.

**Step 4b (Optional):** Click on the "Administrators" button to add associations/league administrators to your associations/league's account so that additional individuals can access your associations/league's account back-end. *\*Note: Each Associations/league can only have one "Main Administrator" admin account.*

**Step 4b (Optional):** Click on the "Refund Policy" button to enter your refund policy to the account so that it will be visible to Registrants during the registration process.

**Step 4c (Optional):** Click on the "Positions" button to view Softball Saskatchewan's positions that can be registered for and to create your own positions. This also includes positions for your players that will be answered during the registration process.

**Step 4d: "Official Levels"** (i.e., Umpires) can only register through Softball Saskatchewan and not through individual associations/leagues.

**Step 4e (Optional):** Click on the "Qualifications" button to create additional qualifications (i.e., CPR certificate, First Aid, etc.) for staff (i.e., coaches & managers), or associations/league executives to complete during the registration process.



**Step 5 (Required):** Click on the “Seasons” button and customize the upcoming season (ex. “2023 (Softball Saskatchewan)”) based on the information below.

- Click on the blue “edit” button beside the current season (ex. 2023 (Softball Saskatchewan)) season.
- Check off “Enable Team Registration”
- Check off “Enable Staff Registration” (i.e., coaches & managers)
- Check off “Enable Executive/Volunteer Registration”
- Check off “Respect in Sport API – “Require Valid Coach”
- Select the method(s) of payment accepted by your Associations/league for the current season.
- Under Player Options, check off “Ask for Parent/Guardian Details.” If you have adult players and do not need Parent/Guardian Details, then also check off “Skip Parent/Guardian Step if Registration 18 or over.”
- Under Staff (i.e., coaches & managers) Options you must check off, “REQUIRE NCCP STAFF”
- Under Respect in Sport you must check off, “REQUIRE VALID COACH”

*\*Note: Each associations/league has the option to activate or enter additional information available to them while customizing the season.*

**Step 5a (Optional):** Click on the “Divisions” button to customize the registration categories available.

**Step 5b (Optional):** Click on the “Checklists” button to create custom checkboxes which will be visible on a Registrant’s profile (i.e., checking off the languages that the registrant speaks).

**Step 5c (Optional):** Click on the “Promo Codes” button to create promo codes for specific Registrants to use (i.e., National Team Members or Coaches) during the registration process. *\*Note: Promo codes created by an associations/league will only impact the amount owed at the Associations/league level.*

**Step 5d (Optional):** Click on the “Waivers” button to create your associations/league’s waiver which will be visible to Registrants during the registration process. *\*Note: The waivers created by your Associations/league will be listed after the Softball Saskatchewan waiver during the registration process.*

**Step 5e (Optional):** Click on the “Questions” button to create questions which will be visible to registrants during the registration process (i.e., What is your t-shirt size? How did you hear about Softball Saskatchewan? Etc.). These questions can be optional or required and can be assigned to specific registration types (Player, Coach, Official, Volunteer, etc.) and/or division (registration category). Your associations/league can ask your questions in one of the following manners:

- Text Entry (Single Line)
- Text Entry (Multiple Lines)
- Drop Down List
- Radio Buttons
- Checkbox (Single)
- Checkboxes (Multiple)
- Drop Down List of Provinces

In addition, your Associations/league can select that the answer be provided in one of the following methods:

- Regular Text Entry
- Password Field

- Number Only
- Date Only
- Email Only
- Time Only

**Step 5f (Optional):** Click on the “Volunteer Sign-Up Jobs” button to create volunteer jobs for which Registrants can sign-up for to meet their volunteer requirements with your associations/league. *\*Note: The Associations/league must enable Volunteer Sign-Up for this option to be available.*

**Step 5g (Optional):** Click on the “Custom File Uploads” button to allow registrants the option or require them to upload specific information during the registration process that is external to the pre-set registration sections. These file uploads requests or requirements can be assigned to specific registration types (Player, Coach, Official, Volunteer, etc.) and/or division (registration category). Files can be uploaded in the following types:

- Photo
- Doc
- PDF
- XLS
- CSV
- TXT S

**Step 5h (Optional):** Click on “Locked Accounts” or “Locked Registrants” buttons to prevent specific Registrant Accounts or Registrants from registering.

**Step 6 (Required):** Click on the “Packages” button in the Dashboard to create your associations/league’s packages for the current season. Creating packages effectively means activating your associations/league’s program options for purchase by Registrants on the front end of your associations/league’s RAMP account. To complete this “activation” the associations/league must complete the following steps:

- Select the “Package Type” to identify for whom this package (program option) will apply.
- Select the “Season” for this package will be created.
- Check off “Create Separate Packages for Each Division” ONLY if you will have separate packages for each division (registration category).
- Enter a “Name” for the package.
- Check off “Active” to activate the package.
- Enter a price for the package. If you are not charging anything, put “0”.
- Press “Submit”.

*\*Each Associations/league has the option to activate or enter additional information in the available fields.*

**Step 8 (Optional):** Click on the “Build a Page” button in the Dashboard to create a page with your associations/league’s packages arranged in a simple format. These pages have unique links making it easier for Registrants to locate specific packages and avoid searching for the package on an Associations/league’s front end. For example, if an associations/league has three options for their competitive level participants, they can build a page and add all three packages to this page. Once the participant receives the page’s unique link they would be directed to that page where only the three options would be shown instead of going through the associations/league’s front end, selecting “Participant Registration”, and sifting through all the associations/league’s packages to find the three competitive options.

**CONGRATULATIONS, YOUR ASSOCIATION/LEAGUE IS NOW READY FOR THE 2023 SEASON!**

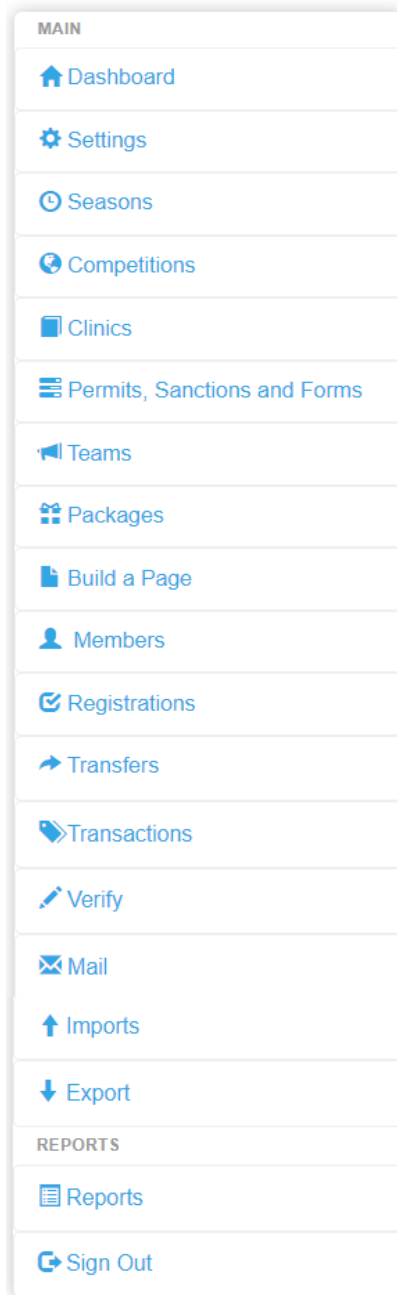
## BASICS OF RAMP SYSTEM FEATURES

Please note that this is just a basic simplified guide for RAMP. You can find detailed tutorials in your RAMP account. If you need further assistance, please contact RAMP at 780-487-7267.

### 1. RAMP “Association/league” Database Main Menu

#### 2. Dashboard

After signing in you will see the dashboard.



You will also find at the top of the page the link that you will send out to your clients so that they can register underneath your association/league.

The Dashboard shows all major announcements/updates from RAMP regarding the platform. Softball Saskatchewan recommends that associations/leagues periodically check the dashboard for important announcements/updates.

### **3. Settings**

The “Settings” tab allows association/leagues to adjust how the database will collect data.

**3.1. Settings** - This button allows association/leagues to enter the following information:

- Association/league email address(es)
- Association/league reply to email address(es)
- Association/league email signature
- Criminal Record Check Valid for (in years)
- Criminal Record Check Expiry Month
- Criminal Record Check Expiry Day

This button also allows association/leagues to select:

- Carry Team Balance Forward
- Automatically Activate Teams
- Their default location

**3.2. Association/League Info** - This button allows association/leagues to add optional or required “Association/league File Uploads” as well as any association/league information such as:

- Mailing address
- Website
- Phone number
- Email
- Social media account handles
- Association/league contact information
- Association/league File Uploads

**3.3. Two Factor Authentication** - This button allows association/leagues to add a phone number for two factor authentication purposes.

**3.4. Administrators** - This button allows association/leagues to add administrators to their account so that additional individuals can access the association/league’s account back-end. *\*Note: Each Association/league can only have one “Main Administrator” admin account.*

**3.5. Refund Policy** - This button allows association/leagues to enter their refund policy to their account which will be showcased during the registration process.

**3.6. Positions** - This button identifies the various position type options available to Registrants to select during the registration process (i.e., Head Coach and Assistant Coach options for the Staff Position Type).

- 3.7. Official Levels** - Officials (i.e., Umpires) can only register through Softball Saskatchewan and not through individual associations/leagues.
- 3.8. Locations** - This button allows the association/league to view locations of Softball Diamonds across Saskatchewan.
- 3.9. Qualifications** - This button allows association/leagues to create additional qualifications (i.e., CPR certificate, First Aid, etc.) for staff, or association/league executives to complete during the registration process.

#### **4. Seasons**

The “Seasons” button allows association/leagues to create and customize a variety of elements relating to a specific season.

- 4.1. Seasons** - This button will allow association/leagues to customize Softball Saskatchewan’s seasons and view existing Softball Saskatchewan seasons.

Any registrations under the Softball Saskatchewan season will automatically flow up and provide us with all of the registration information.

- 4.2. Tiers** - This button allows association/leagues to create tiers and to view Softball Saskatchewan’s tiers (A, B, BW & OPEN).
- 4.3. Divisions** - This button allows association/leagues to create their registration categories which will be linked to Softball Saskatchewan’s registration categories. These Divisions (registration categories) will be selected by Registrants when they complete their registration.
- 4.4. Checklists** - This button allows association/leagues to create custom checkboxes which will be visible on a Registrant’s profile (i.e., checking off the language(s) that the registrant speaks, verifying that a custom file upload is valid, etc.).
- 4.5. Promo Codes** - This button allows association/leagues to create or edit promo codes for specific Registrants to use (i.e., U9 Festival Coupon). *\*Note: Promo codes created by an Association/league will only impact the amount owed at the Association/league level.*
- 4.6. Vouchers** - This button allows associations/leagues to create vouchers that are used as a payment method for their registrants. Vouchers need to be selected as a payment method in your Season’s settings to allow registrants to use them.
- 4.7. Waivers** - This button allows association/leagues to create waivers that will be visible to each Registrant of their associations/league during the registration process. *\*Note: The waivers created by association/league will be listed after the Softball Saskatchewan waiver during the registration process.*
- 4.8. Questions** - This button allows associations/leagues to create questions for Registrants to answer during the registration process (i.e., What is your t-shirt size? How did you hear about water polo? Etc.)

- 4.9. Tournaments** - You can add tournaments as an option for teams to register in. Tournaments must be sanctioned by Softball Saskatchewan.
- 4.10. Events** - This button allows association/leagues to create events for use in the “Competitions” section of the system.
- 4.11. Boundaries** - This button allows associations/leagues to block registration outside of your boundaries or get a warning that someone has registered out of bounds. Currently, Softball Saskatchewan has not set boundaries on RAMP Interactive. \*Note: The association/league must enable Boundaries in the season settings for this option to be available.
- 4.12. Volunteer Sign-Up Jobs** - This button allows association/leagues to create volunteer jobs for which Registrants can sign-up for to meet their volunteer requirements with the association/league. \*Note: The Association/league must enable Volunteer Sign-Up for this option to be available.
- 4.13. Custom File Uploads**- This button allows associations/leagues to request or require their Registrants to upload specific information during the registration process that is external to the pre-set registration sections.
- 4.14. Fees or Discounts** - This button allows association/leagues to add fees and discounts with controls for target and frequency (i.e., insurance fees).
- 4.15. Locked Accounts** - This button allows association/leagues to lock the account email of user and add a message as to the reason for the lock. No registrations can be processed from that account under the group that locked them. If an association/league locks the account, the account holder can’t register under that association/league.
- 4.16. Locked Registrants** - This button does the same as Locked Accounts but targets a specific Registrant in the account rather than the whole account.

## 5. Competitions

This button allows association/leagues to create competitions. It allows associations/leagues to register multiple teams for a competition at one time as well as eliminates the need to add players to rosters in the system’s backend.

- 5.1. Categories** - This button allows associations/leagues to add categories to a competition for sorting purposes (i.e., boys, girls, men, or women).
- 5.2. Events** - This button allows associations/leagues to create different “events” (age groups (i.e., U11, U13, U15, etc.)) available at a given competition.
- 5.3. Competitions** - This button allows associations/leagues to name their competition.
- 5.4. Competition Events** - This button allows associations/leagues to put all the elements of their event together (i.e., select the competition categories, the events (age groups) and

competitions). This button will also allow Associations/leagues to add age restrictions to the event as well as fees/team entered.

- 5.5. Packages** - This button allows associations/leagues to create a package for a specific "Competition Event". Packages effectively means activating this item as an option for purchase by Registrants on the front end of the associations/league's RAMP account. To complete this "activation" the associations/leagues must add a price for the "Competition Event" and can select the dates the package will be available for purchase.
- 5.6. Fees** - This button allows associations/leagues to create competition fees for each "Team Event Entry".
- 5.7. Participant Waiver Check** - This button allows associations/leagues to check whether any "Competition Event" participant is missing a signed "Competition Event" related waiver. If a participant has not signed a "Competition Event" required waiver they can do so retroactively.

## **6. Clinics**

The "Clinics" button allows associations/leagues to create clinics (i.e., workshops).

- 6.1. Clinic Categories** - This button allows associations/leagues to create clinic categories (i.e., coach workshop or referee workshop).
- 6.2. Clinic Types** - This button allows associations/leagues to create clinic types (i.e., in person or online).
- 6.3. Clinic Levels** - This button will allow associations/leagues to create clinic levels (i.e., Community Coach, Competition Introduction, etc.).
- 6.4. Clinics** - This button will allow associations/leagues to create a clinic by putting all the elements of their clinic together (i.e., select the clinic category, select the clinic type, and select the clinic level).
- 6.5. Clinic Info** - This button allows associations/leagues to add a description to a clinic.
- 6.6. Clinic Tasks** - This button allows associations/leagues to create tasks for any clinic. These tasks can be checked off as completed in relation to each registrant who signed up for the clinic.
- 6.7. Manage Clinic** - This button allows associations/leagues to see which Registrants have registered for a clinic.

## **7. Permits, Sanctions and Forms**

The "Permits, Sanctions and Forms" button allows associations/leagues to create various documents for Registrants to complete (i.e., affiliation forms, travel permits, event sanction forms, etc.). \*Note: Associations/leagues may add fees to these permits, sanctions, and forms, however this is optional.

- 7.1. Permits, Sanctions and Forms** - This button allows associations/leagues to create a new permit, sanction, or form as well as view or edit existing permits, sanctions, and forms.

- 7.2. Association Submissions** - This button allows associations/leagues to view and accept or deny a permit, sanction or form submissions made by associations/leagues.
- 7.3. Team Submissions** - This button allows associations/leagues to view and accept or deny all permit, sanction or form submissions made by teams.
- 7.4. Participant Submissions** - This button allows associations/leagues to view and accept or deny all permit, sanction or form submissions made by a participant (Registrant).

## **8. Teams**

- 8.1. Teams** - This button allows associations/leagues to create teams and to view all the teams they have created.
- 8.2. Assign Players** - This button allows associations/leagues to assign players to their teams.
- 8.3. Assign Associated Players (AP) – NOT USED AT THE MOMENT** - Assign players to teams in addition to the team that they are assigned to.
- 8.4. Assign Staff** - This button allows associations/leagues to assign coaches to their teams.
- 8.5. Assign Executive/Volunteer** - This button allows associations/leagues to assign executives/volunteers (i.e., Team Managers, Team Chaperones, Registrar, etc.) to their teams.
- 8.6. Team Roster Size** - This button allows the association/league to view the number of players that there are on a team as well as see if teams meet the minimum and maximum roster number.
- 8.7. Travel Permits**- Softball Saskatchewan currently does not use the Travel Permits button on RAMP. Travel permits are to be taken off of our website and submitted to our office for approval.

## **9. Packages**

This button allows associations/leagues to create a package for a specific Season and Division (registration category). “Packages” effectively means activating associations/league program options for purchase by Registrants on the front end of the associations/league’s RAMP account. To complete this “activation” the associations/league must add a price for the program and can select the dates the package will be available for purchase.

## **10. Build a Page**

This button allows associations/leagues to build a page and lay out your associations/league’s packages in a simple format, making them easier for Registrants to located. By building a page, a unique link is created so that registrants can automatically be directed to that page with the specific packages listed and avoid searching for the package on an Associations/league’s front end. For example, if an associations/league has three options for their competitive level participants, they can build a page and



add all three packages to this page. Once the participant receives the page link they would be directed to that page where only those three options are available instead of going through the associations/league's front end, selecting "Participant Registration" and sifting through all the associations/league's packages to find the three competitive options.

## **11.     *Members***

The "Members" button allows associations/leagues to view membership information of their Registrants.

- 11.1.   *Members*** - This button allows associations/leagues to view the complete registration history of all Registrants in their associations/league.
- 11.2.   *Matching Members*** - This button allows associations/leagues to view possible duplicate Registrant accounts and merge them into one.
- 11.3.   *Alerts*** - This button allows associations/leagues to view and create alerts for specific Registrants. It does not prevent them registering, but flags the registration based on the alert set-up by the associations/league. This button can be used to identify Registrants creating additional accounts as a means of sidestepping an account/registrant lock.
- 11.4.   *Retention*** - This button allows associations/leagues to compare two seasons in the system to view returning, new, or missing Registrants between the seasons in question.
- 11.5.   *Vaccinations*** - Softball Saskatchewan is not using the Vaccinations button.
- 11.6.   *Memberships Check*** - This button allows associations/leagues to identify if there are Registrants who have registered without a membership, which can occur through imports and admin additions.

## **12.     *Registrations***

The "Registrations" button allows associations/leagues to search their account for information on all current Registrants.

- 12.1.   *Players***
- 12.2.   *Staff***
- 12.3.   *Official*** - Officials can only register through Softball Saskatchewan and not through individual associations/leagues.
- 12.4.   *Executive/Volunteer***
- 12.5.   *Teams*** - Buttons 12.1, 12.2, 12.3., 12.4., and 12.5. allow associations/leagues to view information on a specific Registrant type: players, staff (coaches), and executive/volunteer).
- 12.6.   *Tournaments***
- 12.7.   *Clinics***

**12.8. Clinic Staff**

**12.9. Clinic Volunteers**

*Buttons 12.7., 12.8. and 12.9. allow associations/leagues to view information on a specific clinic (clinic participants (registrations), clinic staff (learning facilitators) and clinic volunteers).*

**12.10. Competitions** - This button allows associations/leagues to view information on a specific competition event.

**12.11. Volunteer Sign-Ups** - This button allows associations/leagues to view volunteer jobs that have been accepted and mark the obligations as complete.

**12.12. Assign Players** - This button allows you to assign players to teams that have been created.

**12.13. Assign Staff** - This button allows you to assign staff to teams that have been created.

**12.14. Injuries – NOT USED**

**12.15. Suspensions** - This button allows associations/leagues to view all suspensions (game related and non-game related) that have occurred within their associations/league.

**12.16. Age Check** - This button allows associations/leagues to view any Registrant who registered for a team outside their age range.

**12.17. Position Check** - This button allows associations/leagues to check if staff members on a team have been assigned the correct positions (i.e., coach, assistant coach, etc.).

**12.18. Requirement Check** - This button allows associations/leagues to check if staff (coaches) possess the proper certification level(s) for the division (registration category) they have registered. This button also allows associations/leagues to send a mass queue NCCP update, a missing requirements notification or a NCCP email to registrants.

**12.19. Tryout Check- NOT USED**

**12.20. Custom File Upload Check** - This button allows associations/ leagues to retroactively send an email to their registrants if they did not upload required files during the registration process. Ex. Birth certificate, custom waivers, etc.

**12.21. CRC and VSS Check** - This button allows associations/ leagues to retroactively send an email to their registrants if they do not have their CRC or VSS check complete and uploaded.

**12.22. Question Check** - This button allows associations/leagues to view any Registrants who have not answered the associations/league's questions. It also gives the associations/leagues the opportunity to send the questions to these Registrants for them to answer retroactively.

**12.23. Waiver Check** - This button allows associations/leagues to view any Registrants who have not signed the associations/league's waiver. It also gives the Associations/leagues the opportunity to send the waivers to these Registrants for them to complete retroactively.

**12.24. Merge Registrations** - This button allows Associations/leagues to merge registrations from the same Registrant.

### **13. Transfers**

Softball Saskatchewan currently does not use RAMP for player transfers / releases. For more information on player transfers and release please go to our handbook or contact our office.

### **14. Transactions**

The "Transactions" button allows associations/leagues to review and track various membership transactions.

**14.1. Transactions** - This button allows associations/leagues to view a list of Registrants who have paid for a specific membership using a specific payment type (cheque, cash, credit card, etc.).

**14.2. Mass Refunds** - This button allows associations/leagues to provide mass refunds to their Registrants.

**14.3. Account Credits** - This button allows associations/leagues to see if a Registrant has a credit linked to their account.

**14.4. Outstanding Balance** - This button allows Associations/leagues to view a list of all outstanding balances relative to a specific season, clinic and package.

**14.5. Clear Balances** - This button allows Associations/leagues to zero out any outstanding balance for a selected Registrant.

**14.6. Batch Run Offline Credit Cards** - This button allows you to run offline credit cards if you use the offline credit card option selected under the season settings. This can be used if you do not have a merchant account or if you are waiting for your merchant account to be set up.

**14.7. Permit Team Transactions** - This button allows associations/leagues to view a list of teams who have paid for a specific permit using a specific payment type (cheque, cash, credit card, etc.).

### **15. Verify**

The "Verify" button allows associations/leagues to verify whether various certification, qualifications and requirements were completed by Registrants during registration. This button indicates when a PSO or Associations/league reviewed a specific file or piece of information on a Registrant's profile and provided a status of "good" or "bad" along with a date. \*Note: The "checks" available through the

system should be used to review the data that has been entered by Registrants to identify and exceptions or to fill in information gaps occurring due to changes or additions.

**15.1. *Verify Certifications – NOT USED***

**15.2. *Verify Qualifications*** - This button allows associations/leagues to verify a Registrant's qualifications (i.e., CPR certificate, First Aid, etc.).

**15.3. *Verify Vulnerable Sector Screenings*** - This button allows associations/leagues to verify if Registrants have completed their Vulnerable Sector Screening.

**15.4. *Verify Criminal Record Checks*** - This button allows associations/leagues to verify if Registrants have completed their Criminal Record Check.

**15.5. *Verify Proof of Residency*** - This button allows associations/leagues to verify if registrants are Canadian citizens (if applicable).

**15.6. *Verify Photos*** - This button allows associations/leagues to verify whether the photos requested (i.e., head shots) are acceptable (if applicable).

**16. Mail**

The "Mail" button allows associations/leagues to send mass emails to their membership.

**16.1. *Compose Mail*** - This button allows Associations/leagues to create a mass email for their membership.

**16.2. *Mass Mail Outbox*** - This button allows Associations/leagues to view all the emails that have been sent through their mass mailer.

**16.3. *Email Opt Outs*** - This button allows Associations/leagues to view the list of Registrants who have opted out of their email notifications.

**17. Imports**

**17.1. *Import Registrations*** - Softball Saskatchewan strongly encourages all associations/leagues to register their members using RAMP the way that it is meant to be used.

**18. Exports**

The "Export" button allows Associations/leagues to export information into a CSV file.

**18.1. *Player & Staff Export*** - This button allows Associations/leagues to export all player and staff information for a season.

**18.2. *Export Birth Certificates*** - This button allows Associations/leagues to export birth certificates by season and division (registration category).

**18.3. Export Headshots** - This button allows Associations/leagues to export headshots by season (program year) and division (registration category).

## 19. Reports

The “Reports” button allows Associations/leagues to export and print various reports from the RAMP system including Registrations, Participant Data, Teams, Members, and Invoicing.

### IMPORTING REGISTRATION TO RAMP

Softball Saskatchewan strongly encourages all associations/leagues to register their members using RAMP the way that it is meant to be used. We do not want registrations to be imported as it does not give accurate information on our registrants, they do not sign our waivers, and they do not answer our questions.

If you choose not to use the RAMP registration system for having your players, coaches, and manages register, then you have the option of using your account to import your registrations to RAMP by using the required spread sheet. Here are the steps to do so:

1. You will need to have accessed and set up your RAMP account as described previously in this guide.
2. Once logged in you will see a screen like the image below. On the left side, select “imports”.

The screenshot shows the RAMP registration system interface. On the left sidebar, the 'Imports' button is highlighted with a red circle and a red arrow. The main content area shows a summary of the 2022 Season (Softball Saskatchewan) with tables for financials and registrations. A green box at the top provides instructions on how to use the public page for player registration packages.

There's now a public page that lists all your available player registration packages that users can see without having to be logged in! The URL is this one below, you can link to it, or post it anywhere.

This also enables the full participant available packages list when a user logs into your registration system. You can optionally disable it by unchecking the checkbox below.

☐ Enable Public Participant Package List

<https://youtu.be/nLUYR1mi6qY>

**Summary**

Seasons

2022 Season (Softball Saskatchewan)

Total	Total Paid	Outstanding Balance	Pending Charges	Balance after Pending
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Players	Staff	Official	Team Registrations	Tournament Registrations	Club Executive/Volunteer
0	0	0	0	0	0

**Payments**

Players Staff Official Teams Tournament

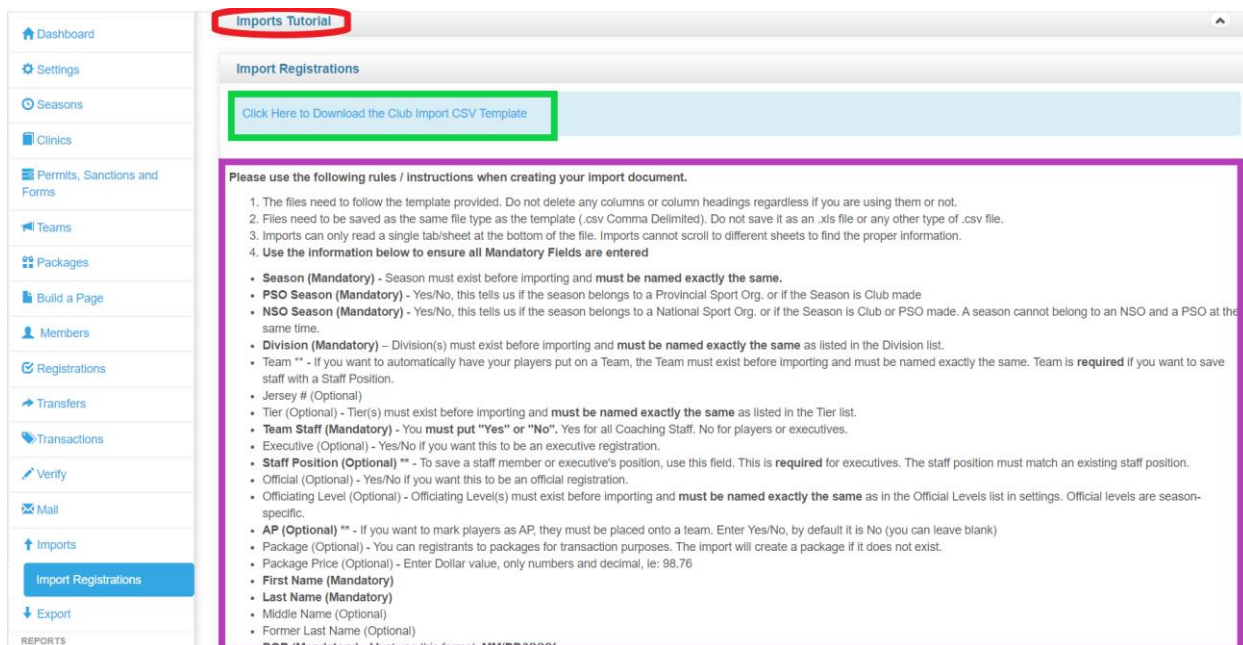
Club Executive/Volunteer

No Records Found

**Fees Breakdown**

No Records Found

3. Click on “import registrations” from the drop-down menu.
4. Here you will see:
  - A “imports tutorial” (in red), which I recommend watching.
  - Instructions on how to properly fill out the template (in purple).
  - “Click Here to Download the Association/league import CSV Template” (in green).



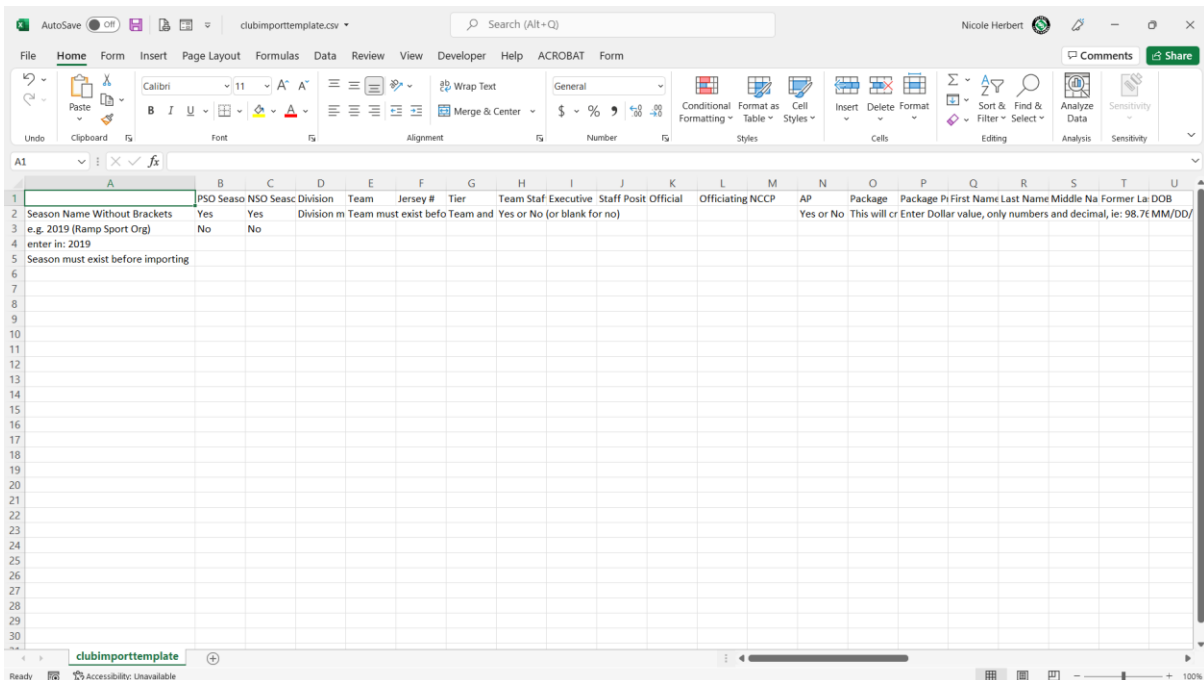
5. Click “Click Here to Download the Association/league import CSV Template” and the template will be downloaded to your device. Do not change the file format. Make sure that it saves somewhere that you can find it. This is the spreadsheet with all the information that you will require from you registrants. Some of the information on the spreadsheet is mandatory and some is optional.

The following is an explanation of the columns and what is mandatory/optional:

- Season – “2023 Season”
- NSO Season – “No”
- PSO Season – “Yes”
- Division – The age category i.e., U9, U11, U13, etc.
- Team- OPTIONAL- Team must be created in your RAMP account before importing
- Jersey – OPTIONAL
- Tier – OPTIONAL
- Team Staff - “Yes” if it is a coach, assistant coach, manager.
- Staff Position – depending on the position of the staff member, “Coach”, “Assistant Coach”, “Manager”.
- AP – OPTIONAL
- Package – OPTIONAL - This will create a package if it does not exist
- Package Price – OPTIONAL - Enter Dollar value, only numbers and decimal, i.e.: 98.76
- First Name
- Last Name
- Middle Name
- Former Last Name
- Date of Birth- Must be in DD/MM/YYYY format
- Gender- M, F, or O
- Address

- City
- Prov
- Postal Code
- Cell Phone
- Other Phone
- Email
- Email 2
- Country- "Canada"
- Respect in Sport- The Respect in Sport number must be entered in for all staff
- All other columns all OPTIONAL

6. When filling out the spread sheet make sure not to delete any columns. Fill out everything that is mandatory, or it will not import to RAMP. Once it is completely and properly filled out save it to your device. The spread sheet looks like this...



An example of a completed spreadsheet (with one player and one staff member) will look this....

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF
1	PSO Season	NSO Season	Division	Team	Jersey #	Tier	Team Staff	Executive Staff	Position	Official	Officiating Level	NCCP	AP	Package	Package Price	First Name	Last Name	Middle Name	Former Last Name	DOB	Gender	Address	City	Prov	Postal Code	Cell Phone	Other Phone	Email	Email2	Country	Respect in Sport
2	Yes	No	US													Nicole	Herbert			25/01/2017	F	2205 Victoria Ave	Regina	SK	S4P 0A4	306-780-9125	nh@pathall.sk.ca		Canada		
3	Yes	No	US				Yes		Coach							Albert	Einstein			04/10/1964	M	2200 Lakeview Ave	Regina	SK	S4S 0P5	306-551-5555	albert.einstein@kaseemail.com		Canada	SR-1111111-1-121A	
4																															
5																															

7. After the spread sheet has been filled out return to the Import Registrations section. This time, select "Choose File" at the bottom of the page. Find the spreadsheet from your device and select it. Once you have chosen the correct file click "submit".

Mail

Imports

Import Registrations

Export

REPORTS

Reports

Sign Out

- Officiating Level (Optional) - Officiating Level(s) must exist before importing and **must be named exactly the same** as in the Official Levels list in settings. Official levels are season-specific.
- **AP (Optional)** \*\* - If you want to mark players as AP, they must be placed onto a team. Enter Yes/No, by default it is No (you can leave blank)
- Package (Optional) - You can registrants to packages for transaction purposes. The import will create a package if it does not exist.
- Package Price (Optional) - Enter Dollar value, only numbers and decimal, ie: 98.76
- **First Name (Mandatory)**
- **Last Name (Mandatory)**
- Middle Name (Optional)
- Former Last Name (Optional)
- **DOB (Mandatory)** - Must use this format: **MM/DD/YYYY**
- **Gender (Mandatory)** – Must use one of these: **M or F or O**
- **Address (Mandatory)**
- **Pcode (Mandatory)** - Postal Code
- **City (Mandatory)**
- **Prov (Mandatory)** – Use: **ON**
- **Cell Phone (Mandatory)**
- **Email (Mandatory)**
- **Country (Mandatory)** - **Canada**
- **NCCP (Mandatory for Coaches** if they have one)

All other columns are optional

**Executives and Officials** can now be imported.

- Enter "Yes" under the Executive or Official column to create an executive or official registration. By default, the value will be "No".
- Executives and Officials don't use divisions or teams, but these columns still have to be included in the file.
- Executives require a Staff Position.
- Officials can have an Official Level.
- You can't make a combination of executive, official and/or a team staff member with the same row of data. For example, if both the executive and the team staff columns have a value of "yes", only an executive will be created for that row.

File

Choose File No file chosen

Submit

8. All your registrations will pop up on the screen for your review. If someone is already registered it will say "exact match." Once you have reviewed your registrations, scroll to the bottom of the registrations, and click "Import Registrations." They will then be imported to RAMP for Softball Saskatchewan to see.