



## PROVINCIAL ENTRY HOW TO

- Step 1:** Log in to your Softball Saskatchewan RAMP account. This will be your personal RAMP account if you already have one. If you do not have one, then you will need to create one.
- Step 2:** Choose "Tournament Registration."
- Step 3:** Choose the provincial that you wish to attend from the drop down "Choose a Tournament."
- Step 4:** Choose the correct team from the drop down "Team." If you do not already have teams in the drop-down menu, then please "Create a New Team" – it will then ask you to put in the team name. Please put in the team name as you wish it to appear on the draw.
- Step 5:** Choose the corresponding division and team contact. If your information is not already saved into your RAMP account, then please select "Add a Family Member" from the drop-down.
- Step 6:** Fill in the information about your team's manager or assistant coach.
- Step 7:** **PLEASE BYPASS** the Team Roster page – just press continue and it will allow you to continue with the entry process. We won't be collecting rosters through this method, so please save your time and do not fill this information out.
- Step 8:** Review your information and choose the payment method. We will accept cheque or credit card payment. Credit card payments can be processed through RAMP. Cheque's can be made out to Softball Saskatchewan. If the cheque is being mailed, it must arrive by the entry deadline, so please account for the time it will take to make it to the Softball Saskatchewan office.

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