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2019 Online Registration Guide

February 25, 2019



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2019 ONLINE REGISTRATION GUIDE

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STEPS OF ONLINE REGISTRATION

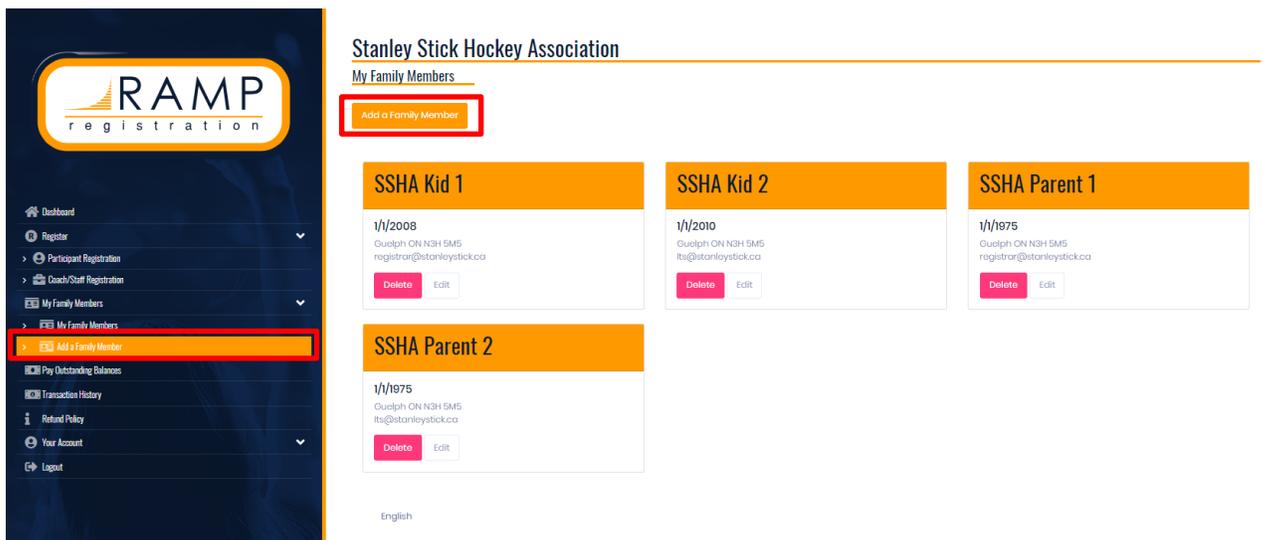
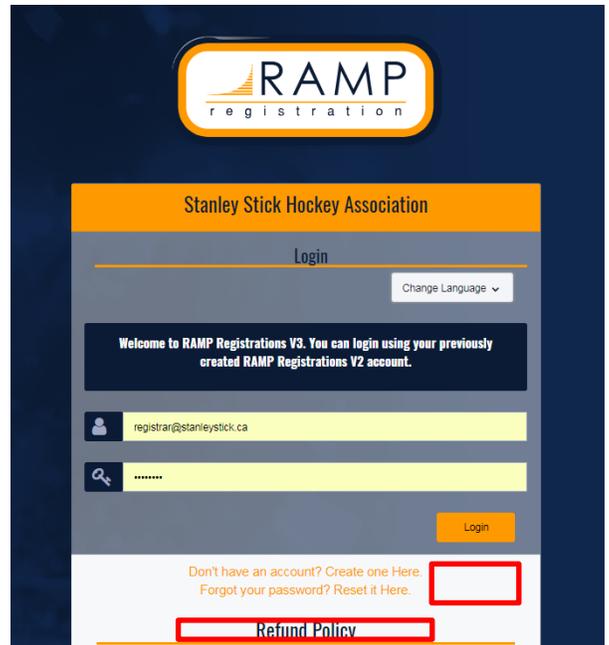
1. CREATE AN ACCOUNT AND ADD FAMILY MEMBERS

1.1 Create an account and login

- If you do not already have an account, create an account and login at:
<http://stanleystick.rampregistrations.com>

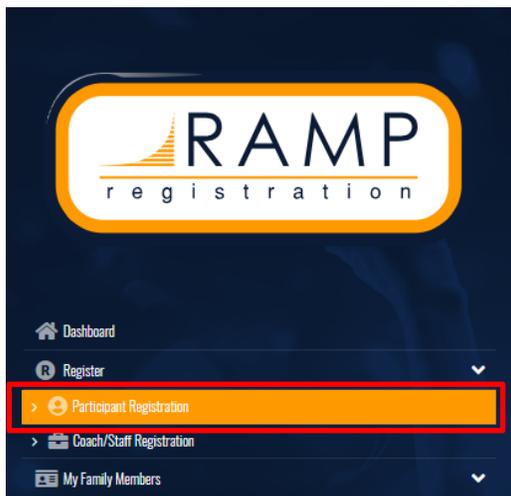
1.2 Add Family Members

- From the left menu select "My Family Members"
- Then for each player AND parent that is to be listed on the registration select "Add A Family Member". For example, for a family of 4 that contains 2 players and 2 parents, you will add 4 family members. For the purposes of this document, we will list these as "SSHA Kid 1", "SSHA Kid 2", "SSHA Parent 1", "SSHA Parent 2"
- The picture below shows what the screen looks like after all four family members are added. This step only needs to be completed ONCE.



2. PARTICIPANT REGISTRATION

- For all pages mentioned below in the section headers, the title of the page can be seen at the top left hand corner of the page directly below “Stanley Stick Hockey Association”
- From the left menu select "Register" and then “Participant Registration”. Alternatively, from the main “Dashboard” screen select the big orange box that says “Participant-Register as a Participant”



Stanley Stick Hockey Association

 Participant

Register as a Participant >>

 Coach/Staff Registration

Register as a Coach or Staff Member >>

English

2.1 Participant Registration Page

- Under "Choose Family Member" pull down box, select the PLAYER you are registering (i.e., SSHA Kid 1) that was added as a family member in step 1.2 above
- Under "Choose a Division" pull down box, select the Division (For SSHA Kid 1 with birth Year 2008 select Atom)
- Click the check box beside "Closed Registration-Atom" or "Open Registration-Atom", whichever is available (there will only be one available)
- Click Continue

Page Title

Stanley Stick Hockey Association

Participant Registration

Choose a Season

2019-2020 SSHA

Choose Family Member

Choose

Choose a Division

Choose

Continue

English

2.2 Waivers Page

- Read through the various waiver and information sections.
- Sign the “Please Sign Here” box using the mouse, stylus or finger depending on what device you are using.
- Click the check box beside “I am 18+ or am a Parent/Guardian...”
- Click Continue

2.3 Parent/Guardian Information Page

- Under the “Choose Family Member” pull down menu, select one of the Parents added in Step 1.2. (i.e. SSHA Parent 1)
- If you wish to have two parents listed on the registration, check the box beside “I want to add a 2nd guardian/parent for this registration” and repeat the bullet above selecting SSHA Parent 2.
- Click Continue

2.4 Questions Page

- Answer all applicable questions. For mandatory questions, the system will not allow you to move on without answering them. The mandatory questions will be highlighted when you click continue if you do not answer them.
- Click Continue

2.5 Confirm Details Page

- This page will show detail what you filled out in all of the previous pages. Check and change any section that is incorrect.
- Pricing Details are at the bottom of the page.
- You can select either Credit Card or etransfer as your preferred method of payment. Follow the prompts on the page to enter your credit card information. Note, that RAMP (online registration platform) nor Stanley Stick Hockey Association see or retain any of this information.
- Click Submit Registration
- You will receive a confirmation email with all of the information provided (except your full credit card information).
- If etransfer is the selected form of payment, proceed to your banks website and send an etransfer to SSHA including the information below:
 - Please email etransfers to: treasurer@stanleystick.ca
 - Please set etansfer answer as: ssha2019
 - **Please enter your child's name and birth year in the comment section of the etransfer so that we can line up the etransfers we receive with the registration completed above.**

We will accommodate those who cannot complete the online registration process through an offline process. However, the offline process can only be completed using etransfer. SSHA cannot directly take credit card information.

If you have any questions or problems regarding the online registration process, please email our Registrar at registrar@stanleystick.ca. Please include specific problems related to the step above so that they may be able to help you through the process.

