



# **RAMP USER GUIDE FOR CLUBS**

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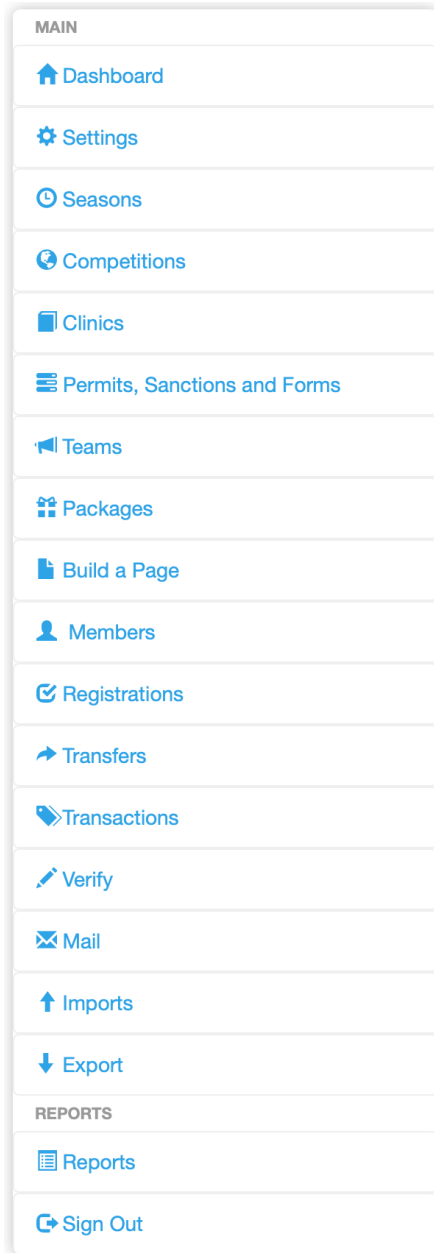
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# SYSTEM FEATURES

This guide was developed to provide club staff members with information on how to use Water Polo Canada's (WPC) National Registration Database and Event Management System, RAMP Interactive®.

## 1.0. RAMP Club Database Main Menu



**\*\*\*Note: This guide identifies only the button options that will be used by WPC's Clubs.**

## **2.0. Dashboard**

The Dashboard shows all major announcements/updates from RAMP regarding the platform. WPC recommends that Clubs periodically check the dashboard for important announcements/updates.

## **3.0. Settings**

The “Settings” tab allows clubs to adjust how the database will collect data.

### ***3.1 Settings***

This button allows clubs to enter the following information:

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

This button also allows clubs to select:

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

### ***3.2. Club Info***

This button allows clubs to add optional or required “Club File Uploads” as well as any club information such as:

- Mailing address
- Website
- Phone number
- Email
- Social media account handles
- Club contact information
- Club File Uploads

### ***3.3. Two Factor Authentication***

This button allows clubs to add a phone number for two factor authentication purposes.

### **3.4. Administrators**

This button allows clubs to add club administrators to their account so that additional individuals can access the club's account back-end. *\*Note: Each Club can only have one "Main Administrator" admin account.*

### **3.5. Refund Policy**

This button allows clubs to enter their refund policy to their account which will be showcased during the registration process. *\*Note: WPC highly recommends that Clubs include their refund policy in this section.*

### **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**

This button identifies the various official level options available for Registrants to select during the registration process (i.e., Regional Trained or Certified Referee (Officiates at Regional Events)).

### **3.8. Qualifications**

This button allows clubs to create additional qualifications (i.e., CPR certificate, First Aid, National Lifeguard Certification, etc.) for staff, officials or club executives to complete during the registration process.

## **4.0. Seasons**

The "Seasons" button allows clubs to create and customize a variety of elements relating to a specific season (program year).

### **4.1. Seasons**

This button will allow clubs to customize WPC's seasons (program years) and view existing WPC seasons.

#### **4.2. Divisions**

This button allows clubs to create their registration categories which will be linked to their Member PSO and WPC's registration categories. These Divisions (registration categories) will be selected by Registrants when they complete their registration.

#### **4.3. Checklists**

This button allows clubs 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.).

#### **4.4. Promo Codes**

This button allows clubs to create or edit promo codes for specific Registrants to use (i.e., National Team Members or Coaches). *\*Note: Promo codes created by a Club will only impact the amount owed at the Club level.*

#### **4.5. Waivers**

This button allows clubs to create waivers that will be visible to each Registrant of their club during the registration process. *\*Note: The waivers created by Clubs will be listed after the WPC waiver and their Member PSO waiver during the registration process.*

#### **4.6. Questions**

This button allows clubs 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.)

#### **4.7. Events**

This button allows clubs to create events for use in the "Competitions" section of the system. *\*Note: This button should be used only if your PSO or WPC has not created standard events.*

#### **4.8. Volunteer Sign-Up Jobs**

This button allows clubs to create volunteer jobs for which Registrants can sign-up for to meet their volunteer requirements with the club. *\*Note: The Club must enable Volunteer Sign-Up for this option to be available.*



#### **4.9. Custom File Uploads**

This button allows clubs to request or require their Registrants to upload specific information during the registration process that is external to the pre-set registration sections.

#### **4.10. Fees or Discounts**

This button allows clubs to add fees and discounts with controls for target and frequency (i.e., insurance fees).

#### **4.11. Locked Accounts**

This button allows clubs 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 a club locks the account, the account holder can't register under that club.

#### **4.12. Locked Registrants**

This button does the same as Locked Accounts but targets a specific Registrant in the account rather than the whole account.

### **5.0. Competitions**

This button allows clubs to create competitions. It allows clubs 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. *\*Note: "Tournaments" will not be used moving forward as "Competitions" better meets the needs of our sport.*

#### **5.1. Categories**

This button allows clubs to add categories to a competition for sorting purposes (i.e., boys, girls, men or women).

#### **5.2. Events**

This button allows clubs to create different "events" (age groups (i.e., 11U, 13U, 15U, etc.)) available at a given competition.

#### **5.3. Competitions**

This button allows clubs to name their competition (i.e., Winter Provincials).

#### **5.4. Competition Events**

This button allows clubs 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 Clubs to add age restrictions to the event as well as fees/team entered.

#### **5.5. Packages**

This button allows clubs 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 Club’s RAMP account. To complete this “activation” the Club 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 clubs to create competition fees for each “Team Event Entry”.

#### **5.7. Participant Waiver Check**

This button allows clubs 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.

### **6.0. Clinics**

The “Clinics” button allows clubs to create clinics (i.e., workshops).

#### **6.1. Clinic Categories**

This button allows clubs to create clinic categories (i.e., coach workshop or referee workshop).

#### **6.2. Clinic Types**

This button allows clubs to create clinic types (i.e., in person or online).

#### **6.3. Clinic Levels**

This button will allow clubs to create clinic levels (i.e., Community Coach, Competition-Introduction, Regional Referee or Provincial Referee).

#### **6.4. Clinics**

This button will allow clubs 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 clubs to add a description to a clinic.

#### **6.6. Clinic Tasks**

This button allows clubs 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 clubs to see which Registrants have registered for a clinic.

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

The “Permits, Sanctions and Forms” button allows clubs to create various documents for Registrants to complete (i.e., affiliation forms, travel permits, free trial membership forms, event sanction forms, etc.). *\*Note: Clubs may add fees to these permits, sanctions and forms, however this is optional.*

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

This button allows clubs to create a new permit, sanction or form as well as view or edit existing permits, sanctions and forms.

#### **7.2. Club Submissions**

This button allows clubs to view and accept or deny all permit, sanction or form submissions made by clubs.

#### **7.3. Team Submissions**

This button allows clubs to view and accept or deny all permit, sanction or form submissions made by teams.

#### ***7.4. Participant Submissions***

This button allows clubs to view and accept or deny all permit, sanction or form submissions made by a participant (Registrant).

### **8.0. Teams**

The “Teams” button allows clubs to view their NCL teams and assign players and assign staff to those teams.

#### ***8.1. Teams***

This button allows clubs to view all the NCL teams they have created.

#### ***8.2. Assign Swimmers***

This button allows Clubs to assign swimmers (players) to their NCL teams.

#### ***8.3. Assign Staff***

This button allows Clubs to assign coaches to their NCL teams.

#### ***8.4. Assign Executive/Volunteer***

This button allows Clubs to assign executives/volunteers (i.e., Team Managers, Team Chaperones, Registrar, etc.) to their NCL teams.

### **9.0. Packages**

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

### **10.0. Build a Page**

This button allows clubs to build a page and lay out your club’s packages in a simple format, making them easier for Registrants to locate. 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 a Club’s front end. For example, if a club has three program 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 club's front end, selecting "Participant Registration" and sifting through all the club's packages to find the three competitive options.

## **11.0 Members**

The "Members" button allows clubs to view membership information of their Registrants.

### ***11.1. Members***

This button allows clubs to view the complete registration history of all Registrants in their club.

### ***11.2. Matching Members***

This button allows clubs to view possible duplicate Registrant accounts and merge them into one.

### ***11.3. Alerts***

This button allows clubs 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 club. 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 clubs to compare two seasons (program years) in the system to view returning, new, or missing Registrants between the seasons in question.

### ***11.5. Memberships Check***

This button allows clubs to identify if there are Registrants who have registered without a membership, which can occur through imports and admin additions.

## **12.0 Registrations**

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

### ***12.1. Swimmers***

## **12.2. Staff**

## **12.3. Official**

## **12.4. Executive/Volunteer**

Buttons 12.1, 12.2, 12.3 and 12.4 allow clubs to view information on a specific Registrant type (swimmers (players), staff (coaches), official and executive/volunteer).

## **12.5 Teams**

This button will ONLY be used for the National Championship League (NCL) and allows clubs to view all NCL teams currently created by their clubs.

## **12.6. Clinics**

## **12.7. Clinic Staff**

## **12.8. Clinic Volunteers**

Buttons 12.6., 12.7. and 12.8. allow clubs to view information on a specific clinic (clinic participants (registrations), clinic staff (learning facilitators) and clinic volunteers).

## **12.9. Competitions**

This button allows clubs to view information on a specific competition event.

## **12.10. Volunteer Sign-Ups**

This button allows clubs to view volunteer jobs that have been accepted and mark the obligations as complete. *\*Note: For more information, please contact RAMP support ([support@rampinteractive.com](mailto:support@rampinteractive.com)).*

## **12.11 Assign Swimmers**

## **12.12. Assign Staff**

## **12.13. Suspensions**

This button allows clubs to view all suspensions (game related and non-game related) that have occurred within their club. *\*Note: RAMP is currently working to link the*

*website to the database for the game related suspensions to auto populate in this section of the database.*

#### **12.14. Age Check**

This button allows clubs to view any Registrant who registered for a team outside their age range.

#### **12.15. Position Check**

This button allows clubs to check if staff members on a team have been assigned the correct positions (i.e., coach, assistant coach, etc.).

#### **12.16. Requirement Check**

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

#### **12.17. Custom File Upload Check**

#### **12.18. Question Check**

#### **12.19. Waiver Check**

This button allows clubs to view any Registrants who have not signed the Club's waiver. It also gives the Clubs the opportunity to send the waivers to these Registrants for them to complete retroactively.

#### **12.20. Merge Registrations**

This button allows Clubs to merge registrations from the same Registrant.

### **13.0 Transfers**

The "Transfers" button allows Clubs to view and submit club transfer requests.

### **13.1. Registration Requests**

This button allows Clubs to view any home club transfer requests (i.e., When a Registrant registers with another club, their current home club can mark whether this “transfer” is a permanent transfer of home club).

### **13.2. Transfers**

This button allows Clubs to see any transfer requests (incoming or outgoing) that have been made and their status.

### **13.3. Transfer Release**

This button allows Clubs to approve or deny home club or secondary club transfer requests. *\*Note: A PSO must approve a secondary club transfer occurring across governing bodies (provinces) prior to the Registrant being visible to the secondary club.*

### **13.4. Temporary Transfers**

This button allows Clubs to see any temporary transfer requests that have been made.

## **14.0 Transactions**

The “Transactions” button allows Clubs to review and track various membership transactions.

### **14.1. Transactions**

This button allows Clubs 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 Clubs to provide mass refunds to their Registrants.

### **14.3. Account Credits**

This button allows Clubs to see if a Registrant has a credit linked to their account.

### **14.4. Outstanding Balance**

This button allows Clubs to view a list of all outstanding balances relative to a specific season (program year), clinic and package.



#### **14.5. Clear Balances**

This button allows Clubs to zero out any outstanding balance for a selected Registrant.

#### **14.6. Permit Team Transactions**

This button allows Clubs to view a list of teams who have paid for a specific permit using a specific payment type (cheque, cash, credit card, etc.).

### **15.0. Verify**

The “Verify” button allows clubs to verify whether various certification, qualifications and requirements were completed by Registrants during registration. This button indicates when a PSO or Club 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 Qualifications**

This button allows clubs to verify a Registrant’s qualifications (i.e., CPR certificate, First Aid, etc.)

#### **15.2. Verify Vulnerable Sector Screenings**

This button allows clubs to verify if Registrants have completed their Vulnerable Sector Screening.

#### **15.3. Verify Criminal Record Checks**

This button allows clubs to verify if Registrants have completed their Criminal Record Check.

#### **15.4. Verify Proof of Residency**

This button allows clubs to verify if registrants are Canadian citizens (if applicable).

#### **15.5. Verify Photos**

This button allows clubs to verify whether the photos requested (i.e., head shots) are acceptable (if applicable).

## **16.0. Mail**

The “Mail” button allows clubs to send mass emails to their membership.

### ***16.1. Compose Mail***

This button allows Clubs to create a mass email for their membership.

### ***16.2. Mass Mail Outbox***

This button allows Clubs to view all the emails that have been sent through their mass mailer.

### ***16.3. Email Opt Outs***

This button allows Clubs to view the list of Registrants who have opted out of their email notifications.

## **17.0. Exports**

The “Export” button allows Clubs to export information into a CSV file.

### ***17.1. Player & Staff Export***

This button allows Clubs to export all player and staff information for a season (program year).

### ***17.2. Export Birth Certificates***

This button allows Clubs to export birth certificates by season (program year) and division (registration category).

### ***17.3. Export Headshots***

This button allows Clubs to export headshots by season (program year) and division (registration category).

## **18.0. Reports**

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

## CLUB SET UP / AFFILIATION

To commence the Club RAMP set-up process, please follow the steps below:

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

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

**Step 3 (Required):** Complete Water Polo Canada's (WPC) club affiliation form and pay the associated PSO affiliation fee.

- Go to <https://admin.rampregistrations.com/login>
- Log into your club's RAMP club account using your designated username and password.
- Click on "Seasons" in the Dashboard.
- Click on the blue edit button beside "2022-2023 (Water Polo Canada)"
- 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 "Club Submissions" under "Permits, Sanctions and Forms".
- Select "2022-2023 (Water Polo Canada)" in the "Seasons" field, "None" in the "Tournaments" field, and "All" in the "Status" field at the top of the page
- Find the "WPC Club Affiliation Form 2022-2023" form and click on the blue edit button.
- Enter the information required, sign and select the correct package for your club (i.e., Club, Developing Regions Club or Affiliate Club).
  - If you selected "Club Affiliation Fee 2022-2023", click the blue "Save Progress" button. You will be re-directed to the "Club Submissions" page where you will see a green "Add Credit Card Payment" button. Click on this button, enter the information required, click "Continue" and then "Submit". On the "Club Submissions" page you will see a white "Submit for Approval" button, please click this to complete the process.
  - If you selected "Developing Regions Club Affiliation Fee 2022-2023", click on the green "Save Response and Submit" button.
  - If you selected "Affiliate Club Affiliation Fee 2022-2023", click on the green "Save Response and Submit" button.

*\*Note: If you are unable to fill out and submit the form in one sitting, you can press the "Save Progress" button and return to the form later.*

**Step 4:** Complete the Club's Member PSO affiliation form and pay the associated affiliation fee(s) (if applicable).

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

**Step 5:** Click on the “Settings” button in the Dashboard.

**Step 5a (Required):** Click on the “Settings” button and select your Club’s settings for the 2022-2023 Season based on the information below.

- Select Canada as the default country.
- Select your Province as the default province.

*\*Each Club has the option enter additional information in the available fields.*

**Step 5b (Optional):** Click on the “Club Info” button to add information about your club such as:

- Mailing address
- Website
- Phone number
- Email
- Social media account handles
- Club contact information
- Club File Uploads

*\*Note: Provincial Sport Organization’s (PSO) can require their clubs to upload specific files through the “Club File Upload” area under “Club Info”. Please ensure that all required files have been uploaded prior to the start of the 2022-2023 water polo season.*

**Step 5c (Optional):** Click on the “Two Factor Authentication” button to add a phone number for two factor authentication purposes.

**Step 5d (Optional):** Click on the “Administrators” button to add club administrators to your club’s account so that additional individuals can access your club’s account back-end. *\*Note: Each Club can only have one “Main Administrator” admin account.*

**Step 5e (Optional):** Click on the “Refund Policy” button to enter their refund policy to their account so that it will be visible to Registrants during the registration process. *\*Note: WPC highly recommends that each club enter their refund policy here.*

**Step 5f (Optional):** Click on the “Qualifications” button to create additional qualifications (i.e., CPR certificate, First Aid, National Lifeguard Certification, etc.) for staff, officials or club executives to complete during the registration process.

**Step 6:** Click on the “Seasons” button in the Dashboard.

**Step 6a (Required):** Click on the “Seasons” button and customize the upcoming season “2022-2023 (Water Polo Canada)” based on the information below.

- Click on the blue “edit” button beside the “2022-2023 (Water Polo Canada)” season.

- Check off “Enable Team Registration”
- Check off “Enable Staff Registration”
- Check off “Enable Official Registration”
- Check off “Enable Executive/Volunteer Registration”
- Select the method(s) of payment accepted by your Club for the 2022-2023 season.

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

**Step 6b (Optional):** Click on the “Divisions” button to customize the registration categories available.

**Step 6c (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 6d (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 a club will only impact the amount owed at the Club level.*

**Step 6e (Optional):** Click on the “Waivers” button to create your club’s waiver which will be visible to Registrants during the registration process. *\*Note: The waivers created by your Club will be listed after the WPC waiver and your Member PSO waiver during the registration process.*

**\*\*WAIVERS WILL AUTOMATICALLY BE SHARED ACROSS WPC, PSOs, AND CLUBS FOR REPORTING PURPOSES (I.E., CLUBS CAN VIEW AND REPORT ON THE ANSWERS TO THEIR WAIVER, THEIR PSO’S WAIVER AND WPC’S WAIVER)\*\***

**Step 6f (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 water polo? Etc.). These questions can be optional or required and can be assigned to specific registration types (Swimmer, Coach, Official, Volunteer, etc.) and/or division (registration category). Your club 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 Club 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 6g (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 club. *\*Note: The Club must enable Volunteer Sign-Up for this option to be available. For more information, please contact RAMP support ([support@rampinteractive.com](mailto:support@rampinteractive.com)).*

**Step 6h (Optional):** Click on the “Custom File Uploads” button to allow Registrants in your province 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 (Swimmer, Coach, Official, Volunteer, etc.) and/or division (registration category). Files can be uploaded in the following types:

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

**Step 6i (Optional):** Click on “Locked Accounts” or “Locked Registrants” buttons to prevent specific Registrant Accounts or Registrants from registering.

**Step 7 (Required):** Click on the “Packages” button in the Dashboard to create your club’s packages for the 2022-2023 Season. Creating packages effectively means activating your club’s program options for purchase by Registrants on the front end of your club’s RAMP account. To complete this “activation” the club must complete the following steps:

- Select the “Package Type” to identify for whom this package (program option) will apply.
- Select the “Season” (program year) 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.
- Press “Submit”.

*\*Each Club 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 club’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 a Club’s front end.

For example, if a club has three program 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 club’s front end, selecting “Participant Registration” and sifting through all the club’s packages to find the three competitive options.

**CONGRATULATIONS, YOUR CLUB IS NOW READY FOR THE 2022-2023 SEASON!**

## WPC 2022-2023 OPERATIONS

For the 2022-2023 water polo season, WPC National Registration and Event Management Database, RAMP Interactive© will be used to submit various Club and PSO forms including but not limited to: affiliation forms, event sanction forms, international travel permits, coach and referee workshop reporting forms, etc. Operating in this manner will eliminate the need for paper/digital copies to be sent via email between Clubs, PSOs and WPC. *\*Note: For the 2022-2023 water polo season, Water Polo Canada's current insurance certificate request process will be maintained.*

### 1.0. Club Affiliation

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

**Step 2:** Log into your club's RAMP club account using your designated username and password.

**Step 3:** Click on "Seasons" in the Dashboard.

**Step 4:** Click on the blue edit button beside "2022-2023 (Water Polo Canada)"

**Step 5:** 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.*

**Step 6:** Click on "Permits, Sanctions and Forms" in the Dashboard.

**Step 7:** Click on "Club Submissions" under "Permits, Sanctions and Forms".

**Step 8:** Select "2022-2023 (Water Polo Canada)" in the "Seasons" field, "None" in the "Tournaments" field, and "All" in the "Status" field at the top of the page

**Step 9:** Find the "WPC Club Affiliation Form 2022-2023" form and click on the blue edit button.

**Step 10:** Enter the information required, sign and select the correct package for your club (i.e., Club, Developing Regions Club or Affiliate Club).

- If you selected "**Club Affiliation Fee 2022-2023**", click the blue "Save Progress" button. You will be re-directed to the "Club Submissions" page where you will see a green "Add Credit Card Payment" button. Click on this button, enter the information required, click "Continue" and then "Submit". On the "Club Submissions" page you will see a white "Submit for Approval" button, please click this to complete the process.
- If you selected "**Developing Regions Club Affiliation Fee 2022-2023**", click on the green "Save Response and Submit" button.
- If you selected "**Affiliate Club Affiliation Fee 2022-2023**", click on the green "Save Response and Submit" button.



*\*Note: If you are unable to fill out and submit the form in one sitting, you can press the “Save Progress” button and return to the form later.*

## **2.0. Event Sanctioning**

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

**Step 2:** Log into your club’s account using your designated username and password.

**Step 3:** Click on “Permits, Sanctions and Forms” in the Dashboard.

**Step 4:** Click on “Club Submissions” under “Permits, Sanctions and Forms”.

**Step 5:** Select “2022-2023 (Water Polo Canada)” in the “Seasons” field, “None” in the “Tournaments” field, and “All” in the “Status” field at the top of the page.

**Step 6:** Find the “Water Polo Canada Event Sanction Request Form 2022-2023” form and click on the green “Add Response” button.

**Step 7:** Enter the information required, sign and submit the form for approval. *\*Note: Please ensure that the province of the event is correct as the form’s default province is Alberta. In addition, if you are unable to fill out and submit the form in one sitting, you can press the “Save Progress” button and return to the form later. If the tournament is accepting Out-of-Province or International Teams, the form will automatically request PSO and WPC approval.*

## **3.0. International Travel Permit**

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

**Step 2:** Log into your Club’s account using your designated username and password.

**Step 3:** Click on “Permits, Sanctions and Forms” in the Dashboard.

**Step 4:** Click on “Club Submissions” under “Permits, Sanctions and Forms”.

**Step 5:** Select “2022-2023 (Water Polo Canada)” in the “Seasons” field, “None” in the “Tournaments” field, and “All” in the “Status” field at the top of the page.

**Step 6:** Find the “International Travel Permit Application 2022-2023” form and click on the green “Add Response” button.

**Step 7:** Enter the information required, sign and submit the form for approval. *\*Note: If you are unable to fill out and submit the form in one sitting, you can press the “Save Progress” button and return to the form later.*

**Step 8:** Send the amount for the total due (\$3.50/day per person) to paypal@waterpolo.ca via PayPal.

*\*Note: International Travel Permit Applications will only be accepted if the team/club's application is approved by both their Provincial Sport Organization (PSO) and Water Polo Canada (WPC) through RAMP and their payment to Water Polo Canada has been received in full before their departure.*

#### **4.0 Free Trial Membership**

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

**Step 2:** Log into your Club’s account using your designated username and password.

**Step 3:** Click on “Permits, Sanctions and Forms” in the Dashboard.

**Step 4:** Click on “Club Submissions” under “Permits, Sanctions and Forms”.

**Step 5:** Select “2022-2023 (Water Polo Canada)” in the “Seasons” field, “None” in the “Tournaments” field, and “All” in the “Status” field at the top of the page.

**Step 6:** Find the “Free Trials Membership Form 2022-2023” form and click on the green “Add Response” button.

**Step 7:** Enter the information required and upload the signed WPC Consent Form for each of the free trial members. *\*Note: Accepted file types are PDF, jpg, jpeg, gif, bmp, png, doc and docx.*

**\*\*CLUBS CAN SUBMIT INFORMATION FOR UP TO 20 FREE TRIAL MEMBERS AT ONE TIME. IF THE CLUB HAD MORE THAN 20 FREE TRIAL MEMBERS AT ONE TIME, THEY WILL BE REQUIRED TO SUBMIT AN ADDITIONAL FORM\*\***

**Step 8:** Sign and submit the form for approval. *\*Note: If you are unable to fill out and submit the form in one sitting, you can press the “Save Progress” button and return to the form later.*

## 5.0. Transfers

### 5.1. Initiating a Temporary Transfer within a province

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

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

**Step 3:** Click on "Registrants" in the Dashboard then "Players" or "Staff" depending on the Registrant's role you are transferring.

**Step 4:** Select "2022-2023" in the "Seasons" field, "All" for the "Provincial Bodies", "Regions", "Clubs", "Divisions" and "Teams" fields, "Current" for the "View" field and "Active" for the "Active" field.

**Step 5:** Enter the "First Name" and/or "Last Name" of the Registrant that is being transferred.

**Step 6:** Click "View".

**Step 7:** Click on the Registrant's name (coloured in blue) to access their account.

**Step 8:** Ensure that the Registrant has registered in the correct Division (registration category) for the Competition, Clinic, Event or Training Camp that they are attending. If they are not registered in the correct Division, they must upgrade their membership **PRIOR** to being temporarily transferred.

**Step 9:** Click on "Temporarily Transfer to Another Club"

**Step 10:** Select the "Destination Club" from the drop-down list. *\*Note: This list only includes the clubs within the same province. Transfers across Provinces must be initiated by the home PSO.*

**Step 11 (Optional):** Enter the following in the "Notes" section "Temporarily Transferred by [NAME OF INDIVIDUAL WHO TRANSFERRED REGISTRANT]". This is highly recommended by WPC as it is good bookkeeping practice.

**Step 12:** Click "Continue"

**Step 13:** Review the Temporary Outgoing Transfer summary and click "Submit".

## **5.2. Initiating a Temporary Transfer between provinces**

A PSO must approve a secondary club transfer occurring across governing bodies (provinces) prior to the Registrant being visible to the secondary club. Please contact your Member PSO to initiate this process.

## **5.3. Accepting a Temporary Transfer within a province (for the Club the Registrant is being transferred to)**

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

**Step 2:** Log into your Club account using your designated username and password.

**Step 3:** Click on “Transfers” in the Dashboard then “Transfers” again.

**Step 4:** Scroll down to “Incoming Transfers” and click on the “blue edit button”.

**Step 5:** Review the incoming temporary transfer information for accuracy.

**Step 6:** Scroll down to the “Status” section and select either “Approve” or “Deny” from the dropdown menu. If the transfer is approved, the following additional fields must be completed:

- **Clubs:** Select the club that this Registrant will be transferred to within your province.
- **Seasons:** Select “2022-2023 (Water Polo Canada)” – This should auto-fill once a club has been selected.
- **Divisions:** Select the “Division” (registration category) required for the Competition, Event or Training Camp that this Registrant will be attending. *\*Note: The Registrant must have the correct Division **PRIOR** to being temporarily transferred. This will be ensured by the home club or home PSO.*

**Step 7 (Optional):** In the “Notes” section, enter the following: “[Approved OR Denied] by [NAME OF INDIVIDUAL WHO TRANSFERRED REGISTRANT]”. *\*Note: If the transfer is denied, WPC suggests that the PSO also include the reason for the denial in the “Notes” section. Adding notes is highly recommended by WPC as it is good book-keeping practice.*

**Step 8:** Click “Continue”.

**Step 9:** Review the temporary transfer summary and click “Submit”