



## RAMP Competition Registration Guide 2022-2023: International Teams

This guide was developed to provide international teams with information on how to register for a competition using WPC's National Registration Database and Event Management System, RAMPInterActive® (RAMP).

**Step 1:** Click the club's front end registration link.

**Step 2:** As the team registrar for an international team (i.e., A team from the United States) attending a Canadian water polo competition, you will be required to create a front-end account for RAMP by clicking the "Don't have an account? Create one Here" option solely for the purposes of registering their team(s) for the competition.

**Step 3:** Click the "Competition Registration" button to register for a competition.

### Water Polo Canada - Club

The screenshot shows a navigation menu for Water Polo Canada - Club. The menu items are as follows:

- Participant** (with a person icon) - Register as a Participant >>
- Available Participant Packages** (with a list icon) - See all available participant packages >>
- Coach/Staff Registration** (with a briefcase icon) - Register as a Coach or Staff Member >>
- Official Registration** (with a clipboard icon) - Register as an Official >>
- Executive/Volunteer Registration** (with a coffee cup icon) - Register as an Executive/Volunteer >>
- Tournament Registration** (with a trophy icon) - Register for a Tournament >>
- Competition Registration** (with a trophy icon) - Register for a competition >>

A red arrow points to the **Competition Registration** button.

**Step 4:** Enter the required information to register your team(s) for a competition.

**Water Polo Canada - Club**

**Competitions**

Choose a Season  
Choose

Choose a Competition  
Choose

You must be registered to a club as a Staff or Executive to register for competitions.

Choose Contact  
Choose

Club  
Non Water Polo Canada Organization

Using the 'unrestricted' registration format, you will be prompted to create your own participants instead of pulling from existing players and staff.

Registration Type  
Unrestricted Registration

Continue

- 4.1. Select “2022-2023” from the “Choose a Season” dropdown list.
- 4.2. Select the name of the competition your team(s) will be attending from the “Choose a Competition” dropdown list.
- 4.3. As the team registrar for an international team (i.e., A team from the United States) attending a Canadian water polo competition, you will be required to add yourself as a contact in the system by selecting “Add New Contact” from the “Choose Contact” dropdown list. This will allow you to register, pay and add your roster without becoming Registrants of Water Polo Canada.
- 4.4. Select “Non Water Polo Canada Organization” from the “Club” dropdown list.
- 4.5. Select “Unrestricted Registration” from the “Registration Type” dropdown list.
- 4.6. Click Continue.

**Step 5:** Add athletes (participants) and coaches (staff) to your team by clicking “Add As New Participant” or “Add As New Staff”.

**Water Polo Canada - Club**

**Participants**

Participants

Participant  
Add As New Participant

No Records Found

Team Staff

Staff  
Add As New Staff

No Records Found

Back Continue

5.1. For each athlete and coach attending the competition, enter their “First Name, Last Name, Birthdate, Gender, Cell Phone and Email”.

**Add As New Participant**

First Name  Last Name

Birthdate  Gender

Cell Phone  Other Phone

Email

Secondary Email

Cancel

5.2. Click Submit.

*\*Note: Once athletes (participants) and coaches (staff) are added they will be listed below the “Add As New Participant” or “Add As New Staff” buttons as seen below:*

**Water Polo Canada - Club**

**Participants**

Participants

Participant

First Name	Last Name	Club	
Player	Four	Non Water Polo Canada Organization	<input type="button" value="Delete"/>
Player	One	Non Water Polo Canada Organization	<input type="button" value="Delete"/>
Player	Three	Non Water Polo Canada Organization	<input type="button" value="Delete"/>
Player	Two	Non Water Polo Canada Organization	<input type="button" value="Delete"/>

Team Staff

Staff

First Name	Last Name	Club	
Coach	One	Non Water Polo Canada Organization	<input type="button" value="Delete"/>
Coach	Two	Non Water Polo Canada Organization	<input type="button" value="Delete"/>

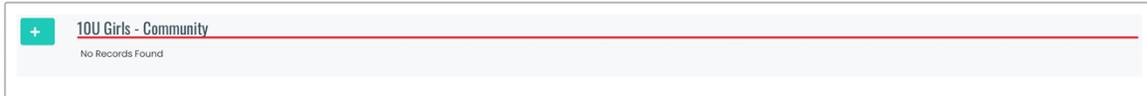
Back

**Step 6:** Create your team(s) and team roster(s).

**6.1.** Click the green “add button” to create a team.

Water Polo Canada - Club

Team Events



Back Continue

**6.2.** Add your team’s name in the “Team Name” text box.

**6.3.** Select the athletes and coach(es) being assigned to your team.

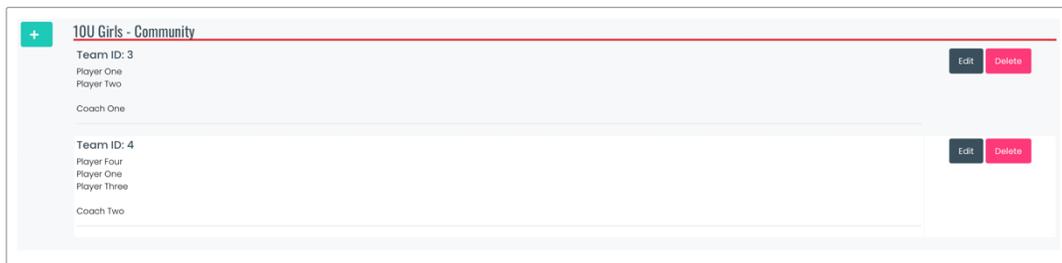
**6.4.** Click “Submit”.

**6.5.** Click “Continue”.

*\*Note: If you are registering multiple teams for a competition complete **Step 6** for each team that is being registered for the competition.*

Water Polo Canada - Club

Team Events



Back Continue

**Step 7:** Review the Confirm Details and Submit Registration page to ensure that all the information is accurate.

## Water Polo Canada - Club

[Confirm Details and Submit Registration](#)

2022-2023

TEST

Contact Name

Edit

Tournament Registrar Contact Information

Packages

Edit

### Participants

Edit

#	First Name	Last Name	Club
1	Player	Four	Non Water Polo Canada Organization
2	Player	One	Non Water Polo Canada Organization
3	Player	Three	Non Water Polo Canada Organization
4	Player	Two	Non Water Polo Canada Organization

### Team Staff

Edit

#	First Name	Last Name	Club
1	Coach	One	Non Water Polo Canada Organization
2	Coach	Two	Non Water Polo Canada Organization

### Team Events

Edit

#### 10U Girls - Community

Team ID: 3

- Player One
- Player Two
- Coach One

Team ID: 4

- Player Four
- Player One
- Player Three
- Coach Two

#### Pricing Details

Item	Price
Total	\$0.00

#### Payment Information

There is no outstanding amount to pay. After confirming the registration details, you can submit the registration below.

[Back](#)

[Submit Registration](#)

**Step 8:** Enter any “Payment Information” required.

**Step 9:** Click “Submit Registration”.