



## RAMP Competition Set-Up Guide 2022-2023

This guide was developed to provide Provincial Sport Organizations (PSOs) and clubs with information on how to set-up for a competition using WPC's National Registration Database and Event Management System, RAMPInterActive® (RAMP).

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

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

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

**Step 4:** Click on "Competitions" under "Competitions".

**4.1.** Click on "Add New Record".

The screenshot shows a web form for adding a new competition record. The form is titled "Competitions" and contains the following elements:

- A "Seasons" dropdown menu with "2022-2023 (Water Polo Canada)" selected.
- A "Name" text box.
- A "Description" text area.
- Four checkboxes:
  - Allow Roster Search from entire National Body
  - Allow Roster Search from entire Governing Body
  - Require Team Name
  - Active
- "Submit" and "Cancel" buttons at the bottom left.

**4.2.** Select "2022-2023 (Water Polo Canada)" from the "Seasons" dropdown list.

**4.3.** Enter the "Name" of your event in the "Name" text box.

**4.4. (Optional):** Enter a description for the tournament or league.

Examples of information that can be included in this section are:

- Tournament Contact
- Division requirements for athletes and coaches
- Registration deadline
- Roster deadline
- Aquatic facility name and address

*\*Note: There are two options that can be checked off directly under the description section, "Allow Roster Search from entire National Body" and "Allow Roster Search from entire Governing Body". If checked, these buttons provide access to registering teams to search for names of athletes (participants) and coaches across either all of Canada (National Body option)*

or across their province (Governing Body option). **These should only be checked off with approval from your PSO and WPC.** If these options remain unchecked, only athletes (participants) and coaches who are Registrants with the registering team's club can be searched and selected.

**4.5. (Optional):** Check off “Require Team Name”.

**4.6.** Ensure that the “Active” option is checked off.

**4.7. (Optional):** Enter a “Registration Start Date”, “Registration End Date” and/or “Roster End Date”.

- **Registration Start Date:** This is the date that the competition will be visible on the front end of a PSO/club's RAMP account and begin accepting registrations for the competition.
- **Registration End Date:** This is last date that the competition will be visible on the front end of a PSO/club's RAMP account. After this date, no additional registrations for the competition will be accepted.
- **Roster End Date:** This is the last date to submit or edit rosters for the competition.

The screenshot displays the registration configuration interface. It includes sections for 'Dates' (with three optional date fields), 'Substitutes' (crossed out), 'Unrestricted Registrations' (with an 'Allow Unrestricted Registrations' checkbox), and 'Designation' (crossed out). On the right, there are dropdown menus for 'Participant Success Messages' and 'Participant Success Emails'.

**4.8. (Optional):** Enter a “Participant Success Messages” and/or “Participant Success Emails”.

*\*Note for competitions accepting international teams (i.e., Teams from the United States): Ensure that the “Allow Unrestricted Registrants” option is checked off. This will allow teams with athletes not registered in RAMP to register, pay and enter their rosters for the competition.*

**4.9.** Click Submit

**Step 5:** Click on “Competition Events” under “Competitions”.

**5.1.** Click on “Add New Record”.

The image shows two side-by-side web forms. The left form is titled 'Competition Events' and contains several sections: 'Seasons' with a dropdown menu showing '2022-2023 (Water Polo Canada)'; 'Competitions' with a dropdown menu showing 'Choose'; 'Events' with a dropdown menu showing 'Choose'; 'Max Registrants' and 'Max Registrants Per Club' with input fields; an 'Active' checkbox which is checked; and 'Submit' and 'Cancel' buttons. The right form is titled 'Divisions' and features a blue informational banner at the top: 'If you want to have this question only apply to specific Divisions, uncheck the All Divisions checkbox to select individual Divisions.' Below this is an 'All Divisions' checkbox which is unchecked. A list of division categories follows, each with an unchecked checkbox: 'Division', 'Community', 'Competitive', 'Free Trial (Short-term) Members', 'Introduction', 'Provincial', and 'Volunteer'.

**5.2.** Select the competition from the “Competitions” dropdown list.

**5.3.** Select the age group and gender (i.e., 13U Co-ed, 15U Boys, 17U Girls, etc.) associated with the competition from the “Events” dropdown list.

*\*Note: If the competition will include multiple age groups and genders, please add a new record (Step 5.1.) for each of the age groups and genders associated with the competition.*

**5.3. (Optional):** Enter the maximum number of teams able to attend the competition in the “Max Registrants” section.

**5.4. (Optional):** Enter the maximum number of teams per club able to attend the competition in the “Max Registrants Per Club” section.

**5.5.** Select the specific division(s) of athletes (participants) and coaches that will be permitted to attend the competition.

*\*Note: PSOs and clubs are only required to select the minimum division level associated with their competition. This is due to the RAMP system operating on a ranking scale which allows athletes and coaches who have registered for higher division levels to attend competitions that have been created with a lower division level selected. For example, if a club selects the division category of Community under the “Divisions” section when creating their competition, athletes and coaches that have registered in the Community division, Provincial division and Competitive division will be allowed to attend the event.*

**5.6.** Click Submit

**5.7. (Optional):** Click the blue “Update Age Settings” button at the top of the “Competition Events” page.

**Competition Events**

[Add New Record](#)

**Update Age Settings** ←

Seasons: 2022-2023 (Water Polo Canada) | Competitions: All

Records Per Page: 100

[View](#)

Enter either the “Minimum Age” and “Maximum Age” or the specific birthdates by checking the “Use Specific Birthdates” checkbox for the “Competition Event” (Age group, gender, and division) in the age range section.

For example, if the competition was created with 10U Girls as the competition event, the age ranges could be entered as:

- Minimum Age = 8 and Maximum Age = 10; or
- Start Birthdate (Older) = 01/01/2014 and End Birthdate (Younger) = 12/31/2012

**Competition Events - Age Settings**

Seasons: 2022-2023 (Water Polo Canada) | Competitions: All

[View](#)

[Submit](#) [Cancel](#)

Quick Search (This tool only searches the current page)

Row#	ID	Competitions	Events	Divisions	Min Age	Max Age
1	996	Test	10U Girls	Community	<input type="text"/>	<input type="text"/>

Use Specific Birthdates

**OR**

Row#	ID	Competitions	Events	Divisions	Start Birthdate (Older)	End Birthdate (Younger)
1	996	Test	10U Girls	Community	<input type="text"/>	<input type="text"/>

Use Specific Birthdates

**5.8. Click Submit**

**Step 6:** Click on “Fees” under “Competitions”.

**6.1.** Click on “Add New Record”.

The screenshot shows the 'Competition Fees' form. The 'Seasons' dropdown is set to '2022-2023 (Water Polo Canada)' and the 'Competitions' dropdown is set to 'Test'. The 'Name' field is empty. The 'Fee Type' dropdown is open, showing a list of options: 'Choose' (selected), 'Participant', 'Staff', 'Individual Event Entry', 'Team Event Participant Entry', 'Team Event Staff Entry', and 'Team Event Entry'. A red arrow points from the 'Fee Type' dropdown to the 'Team Event Entry' option. Below the form, the 'Events' section is visible, showing a list of events with checkboxes. The 'Active' checkbox is checked.

**6.2.** Select the competition from the “Competitions” dropdown list.

**6.3.** Enter the “Name” of the fee for the competition in the “Name” text box.

**6.4.** Select “Team Event Entry” from the “Fee Type” dropdown list. This option ensures that clubs are charged a fee for each team they enter in the competition.

**6.5.** Enter the “Amount” that your PSO/club will be charging for the competition in the “Amount” text box.

**6.6. (Optional):** Enter a “Start Date” and “End Date” for the fee.

**6.7.** Select the specific competition event(s) for which the fee will be linked in the “Events” section.

**6.8.** Click Submit.

**Step 7 (Optional):** Create a competition specific waiver that will be visible to clubs when they register their team(s) for your competition by clicking on “Waivers” under “Seasons”.

**7.1.** Click on “Add New Record”.

The screenshot shows the 'Waivers' form with the following sections:

- Season:** 2022-2023 (Water Polo Canada)
- Name:** (Empty text box)
- Target Age:** All Ages
- Require Individual Waiver Signature:** (Checked)
- Optional Consent Waiver:** (Checked)
- Sign For Each Subsequent Registration:** (Checked)
- Active:** (Checked)
- Registration Type:** A list of registration types with checkboxes. 'Competitions' is checked and highlighted with a red arrow.
- Competitions:** A list of competitions with checkboxes. 'Test' is checked and highlighted with a red arrow.

The bottom section shows a 'Waiver' text editor with a toolbar and a large text area. The status bar at the bottom indicates 'Words: 0'.

**7.2.** Enter the “Name” of the waiver in the “Name” text box.

**7.3.** Select either “Age of majority” or “Age of minority” from the “Target Age” dropdown list.

**7.3.** Select “Competitions” under the “Registration Type” section.

**7.4.** Select the specific competition(s) to which this waiver will be associated under the “Competitions” section.

**7.5.** Select “Competitions” under the “Registration Type” section.

**7.6.** Enter the content of the waiver in the “Waiver” text box.

**7.7.** Click Submit.

*\*Note: A waiver check for competition waivers can be performed by clicking “Participant Waiver Check” under “Competitions”.*

**Step 8 (Optional):** Create specific questions for clubs to answer when they register their team(s) for your competition by clicking on “Questions” under “Seasons”.

## 8.1. Click on “Add New Record”.

The screenshot shows a web application interface for adding a new record. It is divided into three main sections:

- Questions:** This section contains several dropdown menus and text boxes. The 'Seasons' dropdown is set to '2022-2023 (Water Polo Canada)'. The 'Registration Type' dropdown is set to 'Competitions'. The 'Competitions' dropdown is set to 'Test'. There are two empty text boxes for 'Question (English)' and 'Question (French)'. The 'Type' dropdown is set to 'Text Entry (Single Line)'. The 'Text Type' dropdown is set to 'Regular Text Entry'. There is a checkbox for 'Is Required' which is currently unchecked. At the bottom of this section are 'Submit' and 'Cancel' buttons.
- Packages:** This section has a blue header with the text: 'If you want to have this question only apply to specific packages, uncheck the All Packages checkbox to select individual packages.' Below this is a checkbox labeled 'All Packages' which is currently checked.
- Additional Information:** This section is a large text area with a rich text editor toolbar. The toolbar includes options for 'Edit', 'Insert', 'View', 'Format', 'Table', and 'Tools'. The text area is currently empty.

**8.2.** Select “Competitions” from the “Registration Type” dropdown list.

**8.3.** Enter the “Question” to be asked in the “Question” text box.

**8.4.** Select the “Type” of answer to be entered by the club from the options listed in the “Type” dropdown list:

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

**8.5.** Select the “Text Type” of answer to be entered by the club from the options listed in the “Text Type” dropdown list:

- Regular Text Entry
- Password Field
- Number Only
- Date Only
- Email Only
- Time Only

**8.6.** Select “Is Required” if the question your club would like to ask is required.

**8.7.** Uncheck “All Packages” under the “Packages” section.

**8.8.** Enter any additional “Information” necessary that relates to the question being asked in the “Additional Information” text box.