



**RAMP USER GUIDE  
FOR  
PROVINCIAL SPORT ORGANIZATIONS**

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# SYSTEM FEATURES

This guide was developed to provide Provincial Sport Organizations (PSOs) 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 PSO Database Main Menu

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**\*\*\*Note: This guide discusses only the button options that will be used by WPC's Member PSOs.**

## **2.0. Dashboard**

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

## **3.0. Settings**

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

### **3.1 Settings**

This button allows PSOs to select:

- Specific PSO approval settings (i.e., club transfers, club tournaments, etc.)
- The default location of the PSO
- The PSO’s acceptable payment options (cheque, cash, credit card, etc.). *\*Note: WPC highly recommends that PSOs set up a merchant account and solely use credit card.*
- The gender settings available to their Registrants (i.e., Female, Male or Third Gender Option).

### **3.2. Club File Uploads**

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

### **3.3. 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).

### **3.4. 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)).

### **3.5. Qualifications**

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

### **3.6. Qualification Expiry**

This button allows PSOs to assign expiration dates to the additional qualifications (i.e., CPR certificate, First Aid, National Lifeguard Certification, etc.) that they are requesting from their staff, officials or club executives. PSOs can choose to have the qualifications expire after a particular number of years or a particular month and day.

### **4.0. Region**

The “Region” button allows PSOs to create regions for their provinces (this is optional). It offers certain advantages for reporting by geographic area.

### **5.0. Club**

The “Club” button allows PSOs to view the list of all clubs within their province. PSOs can create a new club account, edit a club’s account, deactivate a club’s account and log into a club’s account. This button also allows PSOs to view the club categories assigned to each club by WPC (i.e., Club, Developing Regions Club, Affiliate Club or PSO Club). *\*Note: WPC will assign the club categories based on information provided through the Club Affiliation Form 2022-2023 and confirmation by the PSO.*

### **6.0. Seasons**

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

#### **6.1. Seasons**

This button will allow PSOs to create new seasons (program years), customize WPC’s seasons and view existing PSO and WPC seasons.

#### **6.2. Divisions**

This button allows PSOs to create their registration categories which will be linked to WPC’s registration categories. These divisions (registration categories) will be selected by Registrants when they complete their registration.

#### **6.3. Checklists**

This button allows PSOs 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.).

#### **6.4. Waivers**

This button allows PSOs to create waivers that will be visible to each of the clubs in their province. *\*Note: The waivers created by PSOs will be listed after the WPC waiver during the registration process.*

### **6.5. Questions**

This button allows PSOs 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.)

### **6.6. Custom File Uploads**

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

### **6.7. Requirements**

This button allows PSOs to select which coaching requirements (i.e., CRC, VSS, NCCP Certifications, and Qualifications) they would like to assign staff (coaches) for a specific season (program year) and/or division (registration category). These requirements will be seen by Staff (coach) registrants during the registration process.

### **6.8. Locked Accounts**

This button allows PSOs 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. If the PSO locks the account, the account holder can't register under any of the PSO's clubs.

### **6.9. Locked Registrants**

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

## **7.0. Competitions**

This button allows PSOs 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 only be used for NCL events moving forward as "Competitions" better meets the needs of WPC's PSOs and Clubs.*

### **7.1. Events**

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

### **7.2. Competitions**

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



### **7.3. Competition Events**

This button allows PSOs to combine all the elements of their event (i.e., select the competition categories, the events (age groups) and competitions). This button will also allow PSOs to add age restrictions to the event.

### **7.4. Packages**

This button allows PSOs 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 PSO’s RAMP account. To complete this “activation” the PSO must add a price for the “Competition Event” and can select the dates the package will be available for purchase.

### **7.5. Fees**

This button allows PSOs to create competition fees for each “Team Event Entry”.

### **7.6. Participant Waiver Check**

This button allows PSOs 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.

## **8.0. Clinics**

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

### **8.1. Clinic Categories**

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

### **8.2. Clinic Types**

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

### **8.3. Clinic Levels**

This button will allow PSOs to create clinic levels (i.e., Community Coach or Regional Referee).

### **8.4. Clinics**

This button will allow PSOs to create a clinic by combining all the elements of their clinic together (i.e., selecting the clinic category, selecting the clinic type, and selecting the clinic level).

### **8.5. Clinic Info**

This button allows PSOs to add a description to a clinic.

### **8.6. Clinic Tasks**

This button allows PSOs to create tasks for a clinic. These tasks can be checked off as completed in relation to each registrant who signed up for the clinic.

### **8.7. Clinic Packages**

This button allows PSOs to create packages for the clinic. Packages effectively means activating this item as an option for purchase by Registrants on the front end of the PSO's RAMP account. To complete this "activation" the PSO must add a price for the clinic and can select the dates the package will be available for purchase.

### **8.8. Manage Clinic**

This button allows PSOs to see which Registrants have registered for a clinic, select which Registrants attended the clinic and which Registrants completed (passed) the clinic training.

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

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

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

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

### **9.2. Club Submissions**

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

### **9.3. Team Submissions**

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

### **9.4. Participant Submissions**

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

## **10.0. Teams**

The “Teams” button will ONLY be used for the National Championship League (NCL) and allows PSOs to view teams, assign players and assign staff.

### **10.1. Teams**

This button allows PSOs to view all NCL teams currently created by their clubs.

### **10.2. Assign Players**

This button allows PSOs to assign players to NCL teams.

### **10.3. Assign Staff**

This button allows PSOs to assign coaches to NCL teams.

### **10.4. Team Roster Size**

This button allows PSOs to view NCL teams that have a roster size outside the minimum and maximum allowable for the NCL Division.

## **11.0. Governing Body Teams**

The “Governing Body Teams” button allows PSOs to create teams using any Registrant listed under the PSO (i.e., Provincial Teams). *\*Note: If Registrants are required to sign waivers or register directly with a PSO for a Provincial Team, this button should not be used.*

## **12.0 Transactions**

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

### **12.1. Membership Transactions**

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

### **12.2. Clinic Transactions**

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

### **12.3. Competition Transactions**

This button allows PSOs to view a list of Registrants who have paid for a specific competition event using a specific payment type (cheque, cash, credit card, etc.).

#### **12.4. Outstanding Balance**

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

#### **12.5. Permit Club Transactions**

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

#### **12.6. Permit Team Transactions**

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

### **13.0 Memberships**

The “Memberships” button allows PSOs to create membership categories and complete membership checks.

#### **13.1. Memberships**

This button allows PSOs to create memberships that are available to Registrants in their province for a particular season (program year). *\*Note: PSOs must create a new “Membership” each season in addition to those created by WPC to link their fees to their divisions (registration categories).*

#### **13.2. Membership Promo Codes**

This button allows PSOs to create or edit promo codes for specific Registrants to use (i.e., National Team Members). *\*Note: Promo codes created by a PSO will only impact the amount owed at the PSO level. If PSOs want to use the same “Promo Codes” they will have to recreate them each season.*

#### **13.3. Membership Checks**

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

### **14.0 Members**

The “Members” button allows PSOs to view membership information as well as ensure that Registrants are linked to the correct club.

#### **14.1. Members**

This button allows PSOs to view the complete registration history of all Registrants in their province.

#### **14.2. Matching Members**

This button allows PSOs to view possible duplicate Registrant accounts and merge them.

#### **14.3. Home Club Check**

This button allows PSOs to view a list of Registrants who registered for a club that is not their home club.

#### **14.4. Alerts**

This button allows PSOs 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 PSO. This button can be used to identify Registrants creating additional accounts as a means of sidestepping an account/registrant lock.

#### **14.5. Retention**

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

### **15.0 Registrations**

The “Registrations” button allows PSOs to search their account for information on all current Registrants.

#### **15.1. Players**

#### **15.2. Staff**

#### **15.3. Official**

#### **15.4. Executive/Volunteer**

Buttons 15.1, 15.2, 15.3 and 15.4 allow PSOs to view information on a specific Registrant type (players, staff (coaches), official and executive/volunteer).

#### **15.5. Clinics**

#### **15.6. Clinic Staff**

#### **15.7 Clinic Volunteers**

Buttons 15.5, 15.6 and 15.7 allow PSOs to view information on a specific clinic (clinic participants (registrations), clinic staff (learning facilitators) and clinic volunteers).

#### **15.8. Competitions**

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

#### **15.9. Age Check**

This button allows PSOs to view any Registrant who registered for a team outside of the set age range.

#### **15.10. Position Check**

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

#### **15.11. Requirement Check**

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

#### **15.12. Custom File Upload Check**

This button allows PSOs to view any Registrants who have not uploaded the Custom File Uploads during registration. It also gives the PSO the opportunity to send a file upload email to these Registrants for them to upload their files retroactively.

#### **15.13. Question Check**

This button allows PSOs to view any Registrants who have not answered the PSO's questions during registration. It also gives the PSO the opportunity to send the questions to these Registrants for them to complete retroactively.

#### **15.14. Waiver Check**

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

#### **15.15. Suspensions**

This button allows PSOs to view all suspensions (game related and non-game related) that have occurred within their province. *\*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.*

## **16.0 Registration Requests**

The “Registration Requests” button allows PSOs to view any home club transfers that have been initiated by a player registering with an additional club within their province. (i.e., It allows PSOs to identify whether this is a permanent club transfer, meaning when a Registrant’s primary club will change to this new club, or if this is a temporary club transfer, meaning when a Registrant registers with a secondary club for a clinic, competition or camp etc.).

## **17.0. Transfers**

The “Transfers” button allows PSOs to view all club transfer requests within their province (i.e., a summary of incoming and outgoing transfers).

## **18.0. Transfer Release**

The “Transfer Release” button allows PSOs to approve 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.*

## **19.0. Verify**

The “Verify” button allows PSOs to verify whether various certification, qualifications and requirements were completed by Registrants during the registration process. This button indicates when a PSO or Club reviewed a specific file or piece of information on a Registrant’s profile and provided confirmation of a “good” or “bad” status 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.*

### **19.1. Verify Qualifications**

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

### **19.2. Verify Vulnerable Sector Screenings**

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

### **19.3. Verify Criminal Record Checks**

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

## **20.0. Mail**

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

### ***20.1. Compose Mail***

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

### ***20.2. Mass Mail Outbox***

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

### ***20.3. Email Opt Outs***

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

## **21.0. Administrators**

The “Administrators” button allows PSOs to create/delete admin accounts. *\*Note: Each PSO can only have one “Main Administrator” admin account.*

## **22.0. Exports**

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

## **23.0. Reports**

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



## PSO SET UP / AFFILIATION

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

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

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

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

- Go to <https://admin.rampregistrations.com/login>
- Log into your PSO's RAMP club account using your designated username and password.
- 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 "Provincial Sport Organization 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., Provincial Sport Organization 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.

*\*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:** Log into your PSO account using your designated username and password.

**\*\*PLEASE CLICK THE "SUBMIT" BUTTON TO CONFIRM YOUR PSO'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 PSO's settings for the 2022-2023 Season based on the information below.

- Check off "Club Transfers Require PSO Approval" so that any Registrant who is being permanently transferred (home club transfer) or temporarily transferred (secondary club transfer) will require the PSO's approval prior to the transfer.

- Check off “Club Tournaments Require PSO Approval” so that no registrations can be taken for a tournament without the PSO’s approval.
- Check off “Give Tournament Registrations Team Roster Access” so that clubs hosting the tournament has access to the team rosters for each team.
- Select Canada as the default country.
- Select your Province as the default province.
- Select the method(s) of payment accepted by your PSO for the 2022-2023 season.
- Select your PSO’s default gender.

*\*Note: Each PSO has the option to activate or enter additional information available to them while customizing their settings.*

**Step 5b (Optional):** Click on the “Club File Uploads” button to allow Clubs in your province the option or require them to upload specific information (i.e., Club logo, club bylaws, minutes of previous AGM, declaration forms, etc.). Files can be uploaded in the following types:

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

*\*Note: Clubs upload this information by clicking “Settings” and then “Club Info” in their club account’s backend. This information can be downloaded by your PSO by logging into each club’s backend, clicking on “Settings” then “Club Info” and then the hyperlinked file to be downloaded. Files can also be requested through “Permits, Sanctions and Forms” and PSOs can download these straight from the submitted form.*

**Step 5c (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. *\*Note: PSOs and/or Clubs must verify these qualifications by clicking on “Verify” then “Verify Qualifications” (Please see FAQ Guide for more information).*

**Step 5d (Optional):** Click on the “Qualification Expiry” button to assign expiration dates to the additional qualifications (i.e., CPR certificate, First Aid, National Lifeguard Certification, etc.) that your PSO has requested in **Step 5c**.

**Step 6 (Optional):** Click on the “Region” button in the Dashboard to create regions for your province.

**Step 7:** Click on the “Seasons” button in the Dashboard.

*\*Note: Your PSO has the option to select the “Season to Season Copy Items” button at the top of the page. This button creates a copy of an existing season (i.e., the 2021-2022 Season) to speed up the setup process. This feature copies the selected existing season’s: 1) Settings, 2) Waivers, 3) Questions, and 4) Permits, Sanctions and Forms. This feature does not copy Qualifications, Promo Codes or Membership Fees, therefore your PSO must create these manually. Updates to the information copied from the existing season such as dates must also be completed manually.*

**Step 7a (Required):** Click on the “Seasons” button to customize the upcoming season “2022-2023 (Water Polo Canada)” based on the information below.

- Select “August 31, 2023” as the season’s “Disable Club Date” to ensure that clubs in your province are unable continue taking registrations once the 2022-2023 water polo season has ended. *\*Note: Bookkeeping functions are still active to allow for any outstanding balances to be paid.*
- Select an “Enable Club Registration Date” of when your PSO would like to allow clubs in your province to begin taking registrations for the 2022-2023 water polo season. *\*Note: Your PSO can select specific “Enable Club Registration Dates” for each club by scrolling to the “Clubs” section at the bottom of the Seasons page. This feature allows PSOs to ensure that their clubs affiliate properly (i.e., complete required club affiliation forms, upload required club files, etc.) prior to being activated. If PSOs decide not to enter an “Enable Club Date”, the system will use WPC’s date as it is the most restrictive (i.e., farthest into the future). If a PSO sets a specific “Enable Club Date” for a club that is earlier than the PSO’s general “Enable Club Date”, the specific “Enable Club Date” will take priority. However, WPC’s “Enable Club Date” will restrict all others (PSO and Club) if it is set further in the future.*
- Select “Charge Highest Fees” under the “Fees” section. This will ensure that Registrants are only charged the difference between registration categories when they upgrade their membership (i.e., If a Registrant upgrades from Provincial (\$40) to Competitive (\$60), using the WPC fees as the example, they would only be charged \$20 not \$100.
- Check off “NCCP Staff” or “Require NCCP Staff” to provide the option for or require that coaches submit their NCCP number during the registration process. *\*Note: If your PSO selects “Requires NCCP Staff” the Staff Registrant cannot move forward with the registration process unless they add their NCCP number.*

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

**Step 7b (Required):** Click on the “Divisions” button to customize WPC’s Divisions (registration categories) based on the information below:

- Click on the blue “edit” button beside the WPC Division (registration category) you wish to customize.

- Enter an alias for this Division. This alias will appear as the Division (registration category) name for clubs under your PSO. It must correlate with what has been set out by WPC (i.e., The alias for WPC’s Provincial A registration category must be the name of your PSO’s provincial level registration category).
- Select which clubs in your province your PSO would like this division to be seen during the registration process (i.e., Clubs that do not offer grassroots programming will not need access to the Introduction division).

*\*Note: The ability to upgrade a registrant’s division level through the backend of the system will be restricted to the PSO and NSO levels for the 2022-2023 season (i.e., Clubs will not be able to upgrade any Registrant in the backend and must request that the Registrant upgrades through the front end by registering for a higher level or requests that the PSO upgrade the Registrant).*

**Step 7c (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 7d (Optional):** Click on the “Waivers” button to create your PSO’s waiver which will be visible to Registrants during the registration process. *\*Note: The waivers created by PSOs will be listed after the WPC 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 7e (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 PSO 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 PSO 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 7f (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 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 7g (Optional):** Click on the “Requirements” button to select which coaching requirements (i.e., CRC, VSS, NCCP Certifications, and Qualifications) your PSO would like to assign staff (coaches) for a specific season (program year) and/or division (registration category). These requirements will be seen by Staff (coach) registrants during the registration process. *\*Note: PSOs and/or Clubs must verify any Criminal Record Checks, Vulnerable Sector Screenings, or Qualifications for staff by clicking on “Verify” then either “Verify Criminal Record Checks”, “Verify Vulnerable Sector Screenings” or “Verify Qualifications” (Please see FAQ Guide for more information).*

**Step 7h (Optional):** Click on “Locked Accounts” or “Locked Registrants” buttons to prevent specific Registrant Accounts or Registrants from registering.

**Step 8:** Click on the “Memberships” button in the Dashboard

**Step 8a (Required):** Click on the “Memberships” button to set your PSO’s membership fees based on the information below:

- Click on “Add New Record”
- Enter a “Name” for your PSO’s 2022-2023 Membership fees (i.e., [PSO NAME] Membership Fees 2022-2023)
- Select “Charge Highest Fees” from the “Fee Type” dropdown menu.
- Check off “2022-2023” as Season assigned to these fees in the “Seasons” section.
- Check off “Player Division Fees”, “Staff Fees”, “Official Level Fees” and enter the membership fees associated with your PSO divisions.

**Step 8b (Optional):** Click on the “Membership Promo Codes” button to create any promo codes your PSO will provide to specific Registrants for the 2022-2023 Season.

- Click on “Add New Record”

- Enter the promo code name your PSO will be using in the “Code” field.
- Select whether this promocode will be a “Dollar Amount” or a “Percentage Amount” from the “Type” dropdown menu.
- Enter the “Amount” of the promocode whether in dollars or percentage based on your PSO’s previous selection in the “Type” field.

**CONGRATULATIONS, YOUR PSO 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 PSO Affiliation

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

**Step 2:** Log into your PSO's club 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 "Provincial Sport Organization Affiliation Form 2022-2023" form and click on the green "Add Response" button.

**Step 7:** Enter the information required, sign, pay 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.*

### 2.0 Event Sanctioning

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

**Step 2:** Log into your PSO's club 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: 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 (For Clubs)**

**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/person) to [paypal@waterpolo.ca](mailto: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 PSO and WPC through RAMP and their payment to WPC has been received in full before their departure.*



## 4.0 Free Trial Membership (For Clubs)

**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***

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

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

**Step 3:** Click on “Registrants” in the Dashboard then “Swimmers/Players” or “Staff” depending on the Registrant’s role you are transferring.

**Step 4:** Select “2022-2023” in the “Seasons” field, “All” for the “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 Governing Body”

**Step 10:** Select the “Destination Governing Body” from the drop-down list.

**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”.

### ***5.3. 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”

#### ***5.4. Accepting a Temporary Transfer between provinces (for the PSO the Registrant is being transferred to)***

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

**Step 2:** Log into your PSO 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”.