



RAMP REGISTRATION GUIDE



This guide was developed to provide registrants with information on how to register for a water polo season using WPC's National Registration Database and Event Management System, RAMP.

Step 1: Click on the link that your club registrar has provided.

Step 2: Create a RAMP account for you and/or your child(ren). If this is your first time using RAMP, click on the "Don't have an account? Create one Here" button. You will be asked to enter your email address, a password and select which language you prefer.

WATER POLO

CANADA

Water Polo Canada - Demo Club

Login

Change Language ▾

Email Email is required

Password Password is required

Login

[Don't have an account? Create one Here.](#)

[Forgot your password? Reset it Here.](#)

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Step 3: Login to your RAMP account and select the correct registration option for your primary role (participant/athlete, coach, official or executive/volunteer).

Water Polo Canada - Demo Club

- 1 Participant** Register as a Participant >>
- 2 Coach/Staff Registration** Register as a Coach or Staff Member >>
- 3 Official Registration** Register as an Official >>
- 4 Executive/Volunteer Registration** Register as an Executive/Volunteer >>
- Tournament Registration** Register for a Tournament >>

Step 4: Select the appropriate options for the "Choose a Season", "Choose a Family Member to Register" and "Choose a Division" sections on the registration page.

4.1 Under "Choose a season" please select the **2021-2022** season.

4.2 Under "Choose a Family Member to Register" select the family member who is registering OR select the "add a new family member" option.

RAMP has the ability to link the accounts of all family members who register in water polo activities (athletes, coaches, volunteers, etc.). Adding family members can also be completed later in the registration process at the emergency contacts section. There is a button in the registration menu called "My Family Members" which lists all accounts registered within your family.

4.3 Under "Choose a Division" select the appropriate registrant category based on the level of water polo activity you will be participating. If you are an official, select your officiating level instead of division.

If your club has created any "packages" (different options available for the registrant category), they will appear below the dropdown menu.

Water Polo Canada - Demo Club

Participant Registration

Choose a Season

2021-2022

Choose Family Member to Register

Choose

Choose a Division

Choose

Step 5: Read, answer, review and sign any consent forms/waivers required by Water Polo Canada, your Provincial Sport Organization and/or your club.

Step 6: Answer any additional questions required by Water Polo Canada, your Provincial Sport Organization and/or your club.

Step 7: Upload any files required by Water Polo Canada, your Provincial Sport Organization and/or your club.

Notes:

- *If you are a coach, you will also be required to select your current coaching certification.*
- *If your club requires volunteers, there will also be an option to sign up before you register.*

Step 8: Review the summary of your registration to ensure that all the information is accurate prior to entering your "Payment Information" to complete your registration.

WPC fees MUST be paid online via credit card.

Pricing Details	
Item	Price
2021 Adult Registration	\$400.00
Administration Fee	\$0.00
Total	\$400.00

Membership Fees		
Organization	Fee Name	Amount
Water Polo Canada	WPC Membership Fee	\$9.00

Payment Information		
Promo Code	<input type="text"/>	<input type="button" value="Apply Promo Code"/>
Payment Type	<input type="text" value="Choose"/>	
Water Polo Canada - Demo Club: \$400.00 Balance		
Water Polo Canada Membership Payment Type		
<input type="text" value="Credit Card"/>		
Membership Fees can be paid by credit card even if you do not pay your registration fees by credit card.		
Name on Card		
<input type="text"/>		
Credit Card Number		
<input type="text"/>		
 		
Debit Card is not supported		
Month	Year	CVV
<input type="text" value="1"/>	<input type="text" value="YY"/>	<input type="text"/>
Water Polo Canada (WPC Membership Fee): \$9.00 Credit Card Balance		