



## **RAMP Competition Registration Guide 2023-2024: Canadian Teams**

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

There are two methods in which to register your team for a competition: 1) through your club's back-end account OR 2) through the competition host club's front end registration link.

### **OPTION 1: BACK-END ACCOUNT REGISTRATION**

**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 Main Menu.

**Step 4:** Click on "Admin Competition Registrations" under "Competitions".

**Step 5:** Click "Add Registration"

**5.1.** Enter the team registrar's First Name and Last Name in the Registrant Information section.

**5.2.** Click Search Registrant. This will trigger the system to search the club's database account to find the team registrar's name and contact information. If found, the information will pop-up for review. If the Registrant, you enter does not exist in the system you must enter their information manually. *\*Note: If you made a mistake, you can change the Registrant by clicking the orange Change Registrant button.*

**Registrant Information**

Seasons  
2023-2024 (Water Polo Canada) ▼

First Name: Test Last Name: Test Birthdate: 01/01/2000

**Change Registrant** ←

First Name: Test Middle Name: Last Name: Test Former Last Name:

Birthdate: 01/01/2000 Gender: Female (F) ▼ Nickname:

Address: 1 Water Polo Way City: Ottawa

Country: Canada ▼ Province: ON ▼ Postal Code: A1A 1A1

Cell Phone: 123-456-7890 Other Phone:

Email: test@test.ca Email 2:

NCCP #:

**5.3.** Select the Competition to which you are registering your team(s) from the Competitions dropdown list. *\*Note: This list will show all competitions currently accepting registrations across Canada.*

**Competition**

Created By: All ▼

☐ Send Waiver Signature Request on Save

**Submit** **Cancel**

**Competitions**

- ✓ Choose
- 2023 Andrew Watson Memorial Tournament (Guelph Water Polo Club)
- DDO U13 Invitational (DDO Water Polo)
- March Madness 2024 (Mavericks Water Polo Club)
- Mavs Cup 2023 (Mavericks Water Polo Club)
- Paul Taylor Memorial Tournament 2023 (Mavericks Water Polo Club)
- Shadow Cup (Shadow Water Polo)

**5.4.** Click Submit. The team registrar will automatically be brought to the player and staff search and team roster page.

**5.5.** Search for all players and staff that will be participating across all the teams you are registering for this competition using the player and staff search fields. *\*Note: the players and staff will be listed as inactive until you activate them by clicking the “Update Submission” button at the top of the page.*

**5.6.** Select the division for this event (i.e., Community, Provincial, Competitive or All) from the Division dropdown list under Team Events.

## Admin Competition Registrations

### Test Test

Registration ID:	DE451E10
First Name	Test
Last Name	Test
Birthdate	1/1/2001
Date	10/24/2023 11:53:17 AM
Season	2023-2024
Home Club	Water Polo Canada - Club
Competitions	TEST

Additions to your competition registration will be marked as inactive until you choose to submit them. You must hit the update submission button to finalize the submission for this competition. You can hit this button at any time to submit change, revisions, or removals before the roster edit deadline.

[Update Submission](#)

#### Roster

##### Player

Add New Player

#### Staff

##### Staff

Add New Staff

#### Individual Events

##### Divisions

All

#### Team Events

##### Divisions

All



18U Men - Competitive A



Senior Women - Competitive A

5.7. Select the Event (age group) you for which you will be registering your team(s) by clicking the green “+”. A box will pop-up where you will enter your roster.

5.8. Enter the team name and team roster for the Event selected before pressing Submit.

#### 18U Men - Competitive A

Team

Rank

Additional Empty Slots on Team Roster

Hold CTRL key to select multiple

Team Roster

Staff

Cancel

Submit

*\*Note: Repeat steps 5.7 and 5.8 for each team being registered.*

5.9. Click the Update Submission button at the top of the page to activate your rosters.

5.10. Pay the amount owed from registering your team(s) to the tournament’s host club.

5.10.1. To pay this balance online (**ONLY if the host club is accepting online payments**) click on the green Add Credit Card Payment button.

5.10.2. If you have paid offline via cash, cheque, e-transfer, etc. you can indicate that this payment has been made so that there is no outstanding balance linked to your club by clicking the green Add Offline Transaction button.

	Competitions	Club	Registrant	Date	Balance	
1	TEST	Water Polo Canada - Demo Club	Test Test	09/01/2023	\$200	<div><div>View Roster</div><div>Add Credit Card Payment</div><div>Add Offline Transaction</div></div>

## OPTION #2: FRONT-END PORTAL REGISTRATION

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

**Step 2:** Login using your, the team registrar's, designated username, and password.

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

Water Polo Canada - Club

**Participant**  
Register as a Participant >>

**Available Participant Packages**  
See all available participant packages >>

**Coach/Staff Registration**  
Register as a Coach or Staff Member >>

**Official Registration**  
Register as an Official >>

**Executive/Volunteer Registration**  
Register as an Executive/Volunteer >>

**Tournament Registration**  
Register for a Tournament >>

**Competition Registration**  
Register for a competition >>

**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  
Choose

Continue

**4.1.** Select "2023-2024" 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.** Select the name of the team contact from the "Choose Contact" dropdown list.

**4.4.** Select the name of the club from which these teams originate from the "Club" dropdown list.

**4.5. (Will only appear when international teams can attend the competition):** Select "Default" from the "Registration Type" dropdown list.

## Water Polo Canada - Club

### Competitions

Choose a Season

2023-2024

Choose a Competition

Test

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

Choose Contact

Choose

Club

Choose

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

Registration Type

Default

Continue

#### 4.6. Click Continue.

**Step 5:** Add players (participants) and coaches (staff) to your team by typing their name into their respective search bar, clicking their name when it appears and then clicking the “Add As New Participant” or “Add As New Staff” button.

## Water Polo Canada - Club

### Participants

Participants

Participant

Start typing a Registrant's Name

Add As New Participant

No Records Found

Team Staff

Staff

Start typing a Registrant's Name

Add As New Staff

No Records Found

Back

Continue

Once players (participants) and coaches (staff) are selected they are listed below the search areas as seen below:

## Water Polo Canada - Club

### Participants

Participants

Participant

Add As New Participant

Player	One	Water Polo Canada - Club	Delete
Player	Two	Water Polo Canada - Club	Delete
Player	Three	Water Polo Canada - Club	Delete
Player	Four	Water Polo Canada - Club	Delete

Team Staff

Staff

Add As New Staff

Coach	One	Water Polo Canada - Club	Delete
Coach	Two	Water Polo Canada - Club	Delete

Back

Continue

Once all players (participants) and coaches (staff) are selected, click “Continue”.

## 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

+

10U Girls - Community

No Records Found

Due to each province having different division names, the division names listed on the front end of the system will revert to WPC division names to avoid confusion for any out-of-province teams attending events.

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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.

10U Girls - Community

Team Name

Rank

Additional Empty Slots on Team Roster

Hold CTRL key to select multiple

Team Roster

Player One  
Player Two  
Player Three  
Player Four

Staff

Coach One  
Coach Two

Cancel Submit

- 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

+
10U Girls - Community

Team ID: 1

Player One  
Player Two  
Coach One

Edit Delete

Team ID: 2

Player One  
Player Three  
Player Four  
Coach Two

Edit Delete

Back Continue



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

2023-2024

TEST

Contact Name

Tournament Registrar Contact Information

Edit

Packages

Edit

Participants

Edit

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

Team Staff

Edit

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

Team Events

Edit

10U Girls - Community

Team ID: 1

- Player One
- Player Two
- Coach One

Team ID: 2

- Player One
- Player Three
- Player Four
- 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”.