RAMP Competition Set-Up Guide 2023-2024

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 Main Menu.

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

> **4.1.** Click on "Add New Record".
> **4.2.** Select "2023-2024 (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 players, coaches, officials, and volunteers
> - Registration deadline
> - Roster deadline
> - Aquatic facility name and address

4.5. (Optional): 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 players (participants) and coaches (staff) 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 Provincial Sport Organization and Water Polo Canada.** If these options remain unchecked, only players (participants) and coaches (staff) who are Registrants with the registering team's club can be searched and selected.

4.6. Select the "Require Permission to enter Competition" checkbox to allow coaches (staff) who have been given permission by their club to register for their team(s) for the competition. *Note: Staff members are given permission by their clubs when the "Give this user permission to register to restricted competitions" checkbox is selected on their profile (see photo below). If this checkbox is not selected, the staff member will be restricted from entering a team for the competition.*

Season	2023-2024
	☐Give this user access to club rosters under this governing body for competition registrations
	☐Give this user permission to register to restricted competitions

4.7. (Optional): Select the "List Club Players" checkbox if you want a registering team's staff members with competition access to be able to see a list of all the players in their club from which to select for their roster.

4.8. (Optional): Select the "Require Team Name" checkbox if you want a registering team to enter their team's name at the time of registration.

4.9. Ensure that the "Active" option is checked off.

Note: As we are a group competition, we do not use the Low Lane, High Lane, Maximum Events per Member or Wait Time After options. Therefore, this section can be ignored.

4.10. (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.

Note: As we are a group competition, the substitutes area will not be used. Therefore, this section can be ignored.

4.11. Select "Group Competition Registration" from the "Competition Type" dropdown list.

4.12. (For competitions accepting international teams): Select the "Allow Unrestricted Registrations" checkbox. This will allow teams not registered in RAMP to register, pay, and enter their rosters for the competition. This also allows international officials and volunteers participating in the event to register.

4.13. (Optional): Select the "Ask for Parent/Guardian/Emerg. Contact Details" checkbox if your competition requires this information for all participants.

4.14. (Optional): Select the "Skip Parent/Guardian/Emerg. Contact Step if Registrant 18 or over" checkbox if your competition does not require parent/guardian/emergency contact details for participants over the age of 18.

4.15. (Optional): Select the "Use Team Captain" checkbox if your competition wants registering teams to have the option of identifying their Team Captain.

4.16. (Optional): Enter a "Participant Success Message" that a registrar of a team will receive upon completion of their team's registration.

4.17. (Optional): Enter the email address(es) of your competition's administrator(s) in the "Participant Success Emails" section so that these individuals will receive an email each time a team registers for the competition.

4.18. Click Submit

Step 5: Click on "Competition Events" under "Competitions".

5.1. Click on "Add New Record".
5.2. Select your competition from the "Competitions" dropdown list.
5.3. Select the age group and gender from the "Events" dropdown list (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.

5.4. (Optional): Enter the maximum number of teams able to attend the competition in the "Max Registrants" section.
5.5. (Optional): Enter the maximum number of teams per club able to attend the competition in the "Max Registrants Per Club" section.
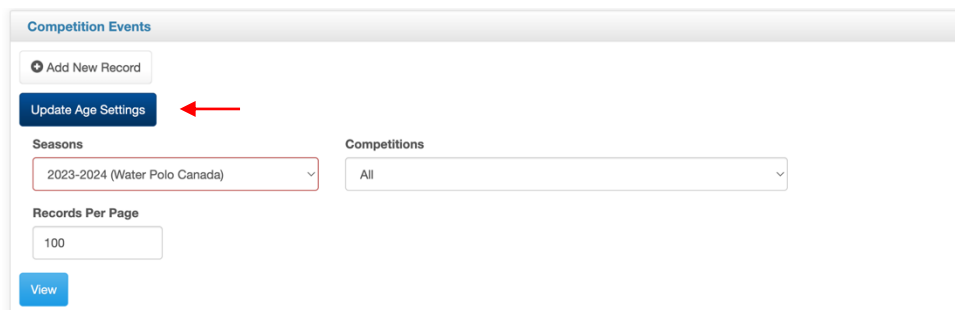**5.6.** Select the specific division(s) of players (participants) and coaches that will be permitted to attend the competition.

Note: PSOs and clubs are only required to select the minimum division level associated with their competition as the RAMP system operates using a ranking scale. This ranking scale allows players and coaches who have registered for higher divisions to attend competitions that have been created at lower division if they meet the competition's criteria (i.e., age range, gender, etc.). For example, if a club selects the division category of Community under the "Divisions" section when creating their competition, players and coaches that have registered in the Community division, Provincial division and

Competitive division will be allowed to attend the event assuming they meet the competition's criteria.
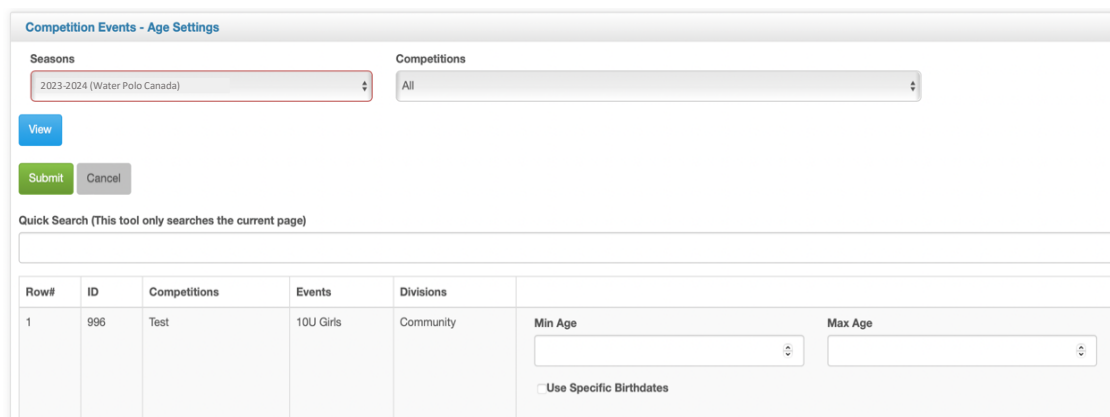
5.7. Click Submit

5.8. (Optional): Click the blue "Update Age Settings" button at the top of the "Competition Events" page.
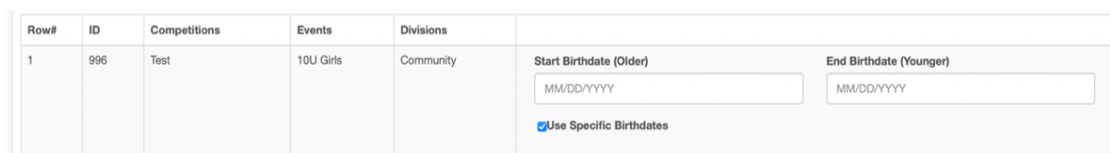

Enter either the "Minimum Age" and "Maximum Age" <u>OR</u> specific birthdates for your competition's age range(s). Select the "Use Specific Birthdates" checkbox to toggle between options. For example, if the competition's competition event is 10U Girls, the age ranges could be entered as:
- Minimum Age = 8 and Maximum Age = 10; or
- Start Birthdate (Older) = 01/01/2015 and End Birthdate (Younger) = 12/31/2013

*Note: WPC recommends that individuals setting up a PSO's/club's competition select the "Use Specific Birthdates" option. This will compare a participant's date of birth to these age ranges to ensure they are eligible to participate. If you enter a minimum and maximum age a participant must be those specific ages at the time of the event.

5.8. Click Submit

Step 6: Click on "Fees" under "Competitions".

6.1. Click on "Add New Record".

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".

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".

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.