



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

Competitions

Seasons

2023-2024 (Water Polo Canada) ▾

Name (English)

Description

☐ Allow Roster Search from entire National Body

☐ Allow Roster Search from entire Governing Body

When the following setting has been checked off, this competition will not be available to users until they've been given permission to enter competitions via their registration profile.

☐ Require Permission to enter Competition

Show seasonal athlete list for the selected Club during registration. This will only be available to users who have registered as executives or staff members in the same season and have been given permission by their Club.

☐ List Club Players

☐ Require Team Name

☒ Active

Low Lane

High Lane

Maximum Events per Member

Wait Time After

Submit

Cancel

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
	<input type="checkbox"/> Give this user access to club rosters under this governing body for competition registrations
	<input type="checkbox"/> 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.*

The screenshot shows three panels of a web form. The first panel, titled 'Dates', contains three date input fields: 'Registration Start Date', 'Registration End Date', and 'Roster End Date', each with an 'Optional' button below it. The second panel, titled 'Substitutes', is crossed out with a large red 'X'. It contains a text box explaining that substitute teams and participants will not be counted towards team or individual event maximums, and a checkbox labeled 'Use Substitute Team Members / Team Member Randoms'. The third panel, titled 'Competition Type', contains a dropdown menu set to 'Group Competition Registration', a text box explaining that unrestricted registrations will not have access to team events, a checkbox for 'Allow Unrestricted Registrations' (which is checked), a checkbox for 'Ask for Parent/Guardian/Emerg. Contact Details', a checkbox for 'Skip Parent/Guardian/Emerg. Contact Step if Registrant 18 or over', and a checkbox for 'Require Club Selection' which is crossed out with a red line.

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.

The screenshot shows two panels of a web form. The first panel, titled 'Designation', is crossed out with a large red 'X'. It contains a text box explaining that the Designation field allows users to input information about participants rostered in team events, and two checkboxes: 'Use Designation' and 'Use Group Designation'. The second panel, titled 'Team Captain', contains a text box explaining that the Team Captain field allows users to assign a single player to a position on their competition team, and a checkbox labeled 'Use Team Captain'. Below both panels are dropdown menus for 'Participant Success Messages' and 'Participant Success Emails'.

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.*

The image shows two side-by-side form sections. The left section, titled 'Competition Events', contains dropdown menus for 'Seasons' (showing '2023-2024 (Water Polo Canada)'), 'Competitions' (showing 'Choose'), and 'Events' (showing 'Choose'). Below these are input fields for 'Max Registrants' and 'Max Registrants Per Club', an 'Active' checkbox, and 'Submit' and 'Cancel' buttons. The right section, titled 'Divisions', has a blue header with a note: '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 and a list of division categories: 'Division', 'Community', 'Competitive', 'Free Trial (Short-term) Members', 'Introduction', 'Provincial', and 'Volunteer', each with an unchecked checkbox.

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.

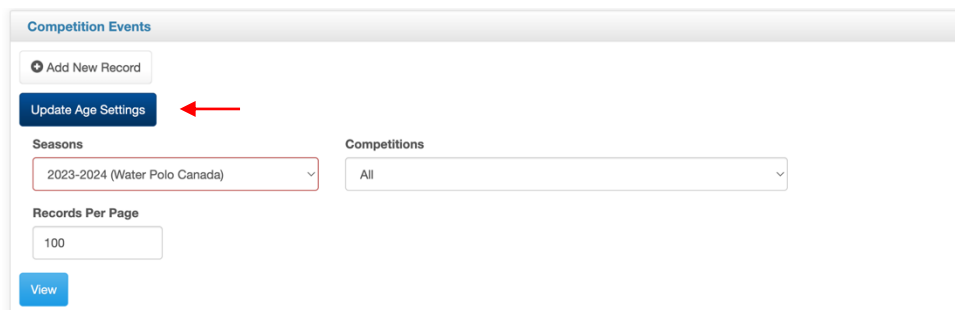
5.6. Select the specific division(s) of players (participants) and coaches that will be permitted to attend the competition.

**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

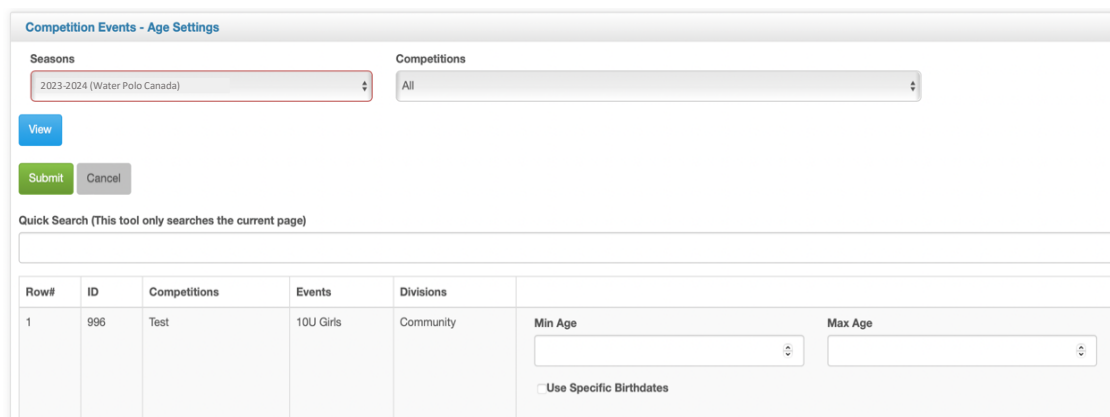
5.8. (Optional): Click the blue “Update Age Settings” button at the top of the “Competition Events” page.



The screenshot shows the 'Competition Events' page. At the top left, there is a button labeled 'Add New Record'. Below it is a blue button labeled 'Update Age Settings', which is highlighted by a red arrow. To the right of this button are two dropdown menus: 'Seasons' (set to '2023-2024 (Water Polo Canada)') and 'Competitions' (set to 'All'). Below these is a 'Records Per Page' dropdown set to '100'. At the bottom left is a blue 'View' button.

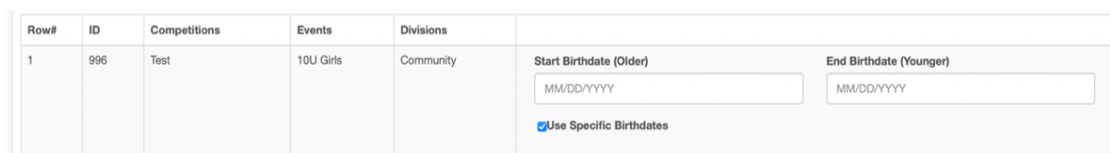
Enter either the “Minimum Age” and “Maximum Age” OR specific birthdates for your competition’s age range(s). Select the “Use Specific Birthdates” checkbox to toggle between options. For example, if the competition’s competition event is 10U Girls, the age ranges could be entered as:

- Minimum Age = 8 and Maximum Age = 10; or
- Start Birthdate (Older) = 01/01/2015 and End Birthdate (Younger) = 12/31/2013



The screenshot shows the 'Competition Events - Age Settings' page. It has the same 'Seasons' and 'Competitions' dropdowns as the previous page. Below them are 'View', 'Submit', and 'Cancel' buttons. A 'Quick Search' field is present. Below the search field is a table with columns: Row#, ID, Competitions, Events, Divisions, Min Age, and Max Age. The table has one row with ID 996, Competitions 'Test', Events '10U Girls', and Divisions 'Community'. The 'Min Age' and 'Max Age' fields are empty. Below the table is a checkbox labeled 'Use Specific Birthdates' which is currently unchecked.

OR



The screenshot shows the 'Competition Events - Age Settings' page with the same table as above. In this view, the 'Start Birthdate (Older)' and 'End Birthdate (Younger)' fields are visible instead of 'Min Age' and 'Max Age'. Both fields are empty and have a date format placeholder 'MM/DD/YYYY'. The 'Use Specific Birthdates' checkbox is now checked.

**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”.

The screenshot shows the 'Competition Fees' form. The 'Seasons' dropdown is set to '2023-2024 (Water Polo Canada)'. The 'Competitions' dropdown is set to 'Test'. The 'Name (English)' 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 to 'Team Event Entry'. The 'Amount' field is empty. The 'Start Date' and 'End Date' fields are empty, with 'Optional' buttons below them. The 'Active' checkbox is checked. The 'Submit' and 'Cancel' buttons are at the bottom left. Below the form is the 'Events' section, which has a table with one row: '10U Girls - Community'.

Event
10U Girls - Community

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 image shows two overlapping web forms. The top form is titled "Waivers" and contains fields for "Season" (a dropdown menu showing "2023-2024 (Water Polo Canada)"), "Name" (a text input field), and "Target Age" (a dropdown menu showing "All Ages"). Below these fields is a section titled "Require Individual Waiver Signature" with a blue informational box stating: "Optional waivers will prompt front end users for consent. If consent is not provided for waivers that require individual signatures, then the signatures will not be captured, but the user will be allowed to complete the registration." There are three radio buttons: "Optional Consent Waiver", "Sign For Each Subsequent Registration", and "Active" (which is selected). At the bottom are "Submit" and "Cancel" buttons. The bottom form is titled "Registration Type" and has a section "Create Separate Waiver For Each Registration Type" with a list of checkboxes: "Registration Type", "Player", "Staff", "Official", "Team", "Tournament", "Club Executive", "Clinic", "Competitions" (checked, with a red arrow pointing to it), "Competition Player", and "Competition Staff". Below this is a "Competitions" section with a radio button for "All Competitions" and a list of checkboxes: "Competition" and "Test" (checked, with a red arrow pointing to it). At the bottom of the page is a "Waiver" editor with a menu bar (Edit, Insert, View, Format, Table, Tools) and a toolbar with various icons. The editor area is empty, and the status bar at the bottom shows "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 displays two web forms. The top form, titled 'Questions', contains several dropdown menus and text boxes. The 'Seasons' dropdown is set to '2023-2024 (Water Polo Canada)'. The 'Registration Type' dropdown is set to 'Competitions'. The 'Competitions' dropdown is set to 'Test'. There are 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'. The 'Is Required' checkbox is checked, and the 'Active' checkbox is also checked. At the bottom of this form are 'Submit' and 'Cancel' buttons. To the right of the 'Questions' form is a 'Packages' section with a blue informational box stating: 'If you want to have this question only apply to specific packages, uncheck the All Packages checkbox to select individual packages.' Below this is an unchecked checkbox labeled 'All Packages'. The bottom form, titled 'Additional Information', features a rich text editor with a menu bar (Edit, Insert, View, Format, Table, Tools) and a toolbar with various icons for text formatting and insertion. The editor area is currently empty, and the status bar at the bottom indicates 'Words: 0'.

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.