

CALGARY WOMEN'S SOCCER ASSOCIATION

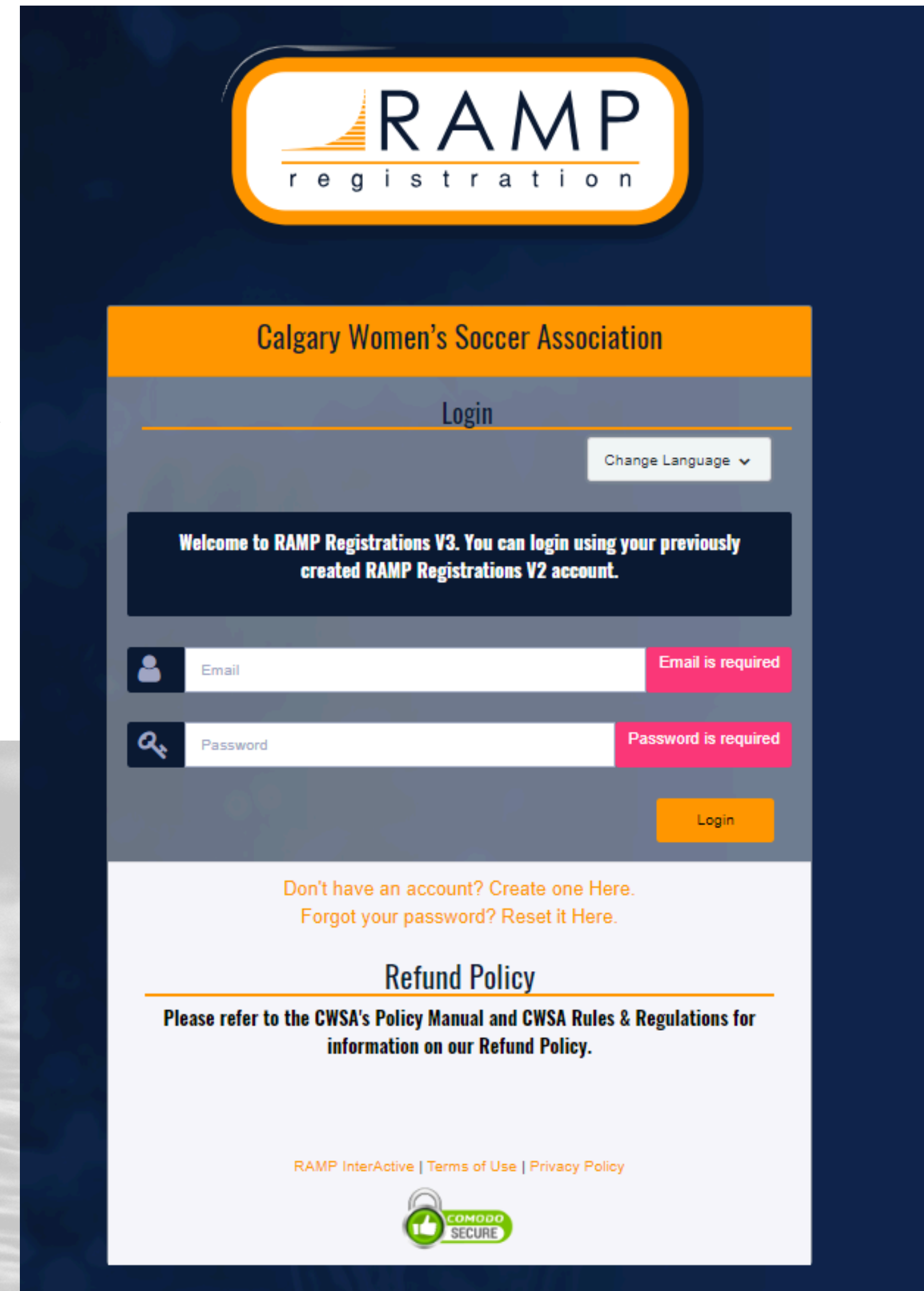
HOW-TO:

INVITE A PLAYER/COACH TO REGISTER TO YOUR TEAM



STEP 1:

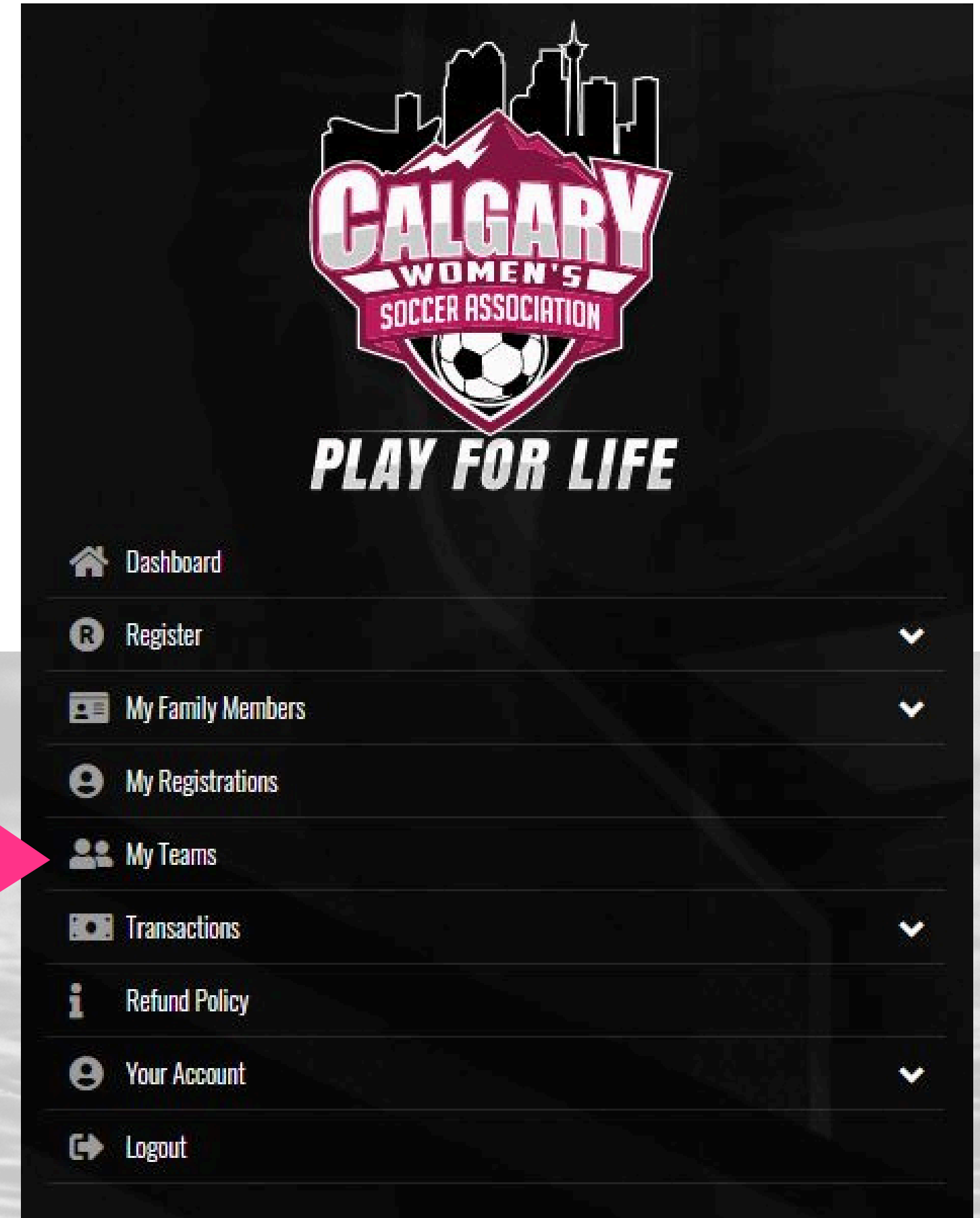
- ***GO TO: [HTTP://CWSA.RAMPREGISTRATIONS.COM](http://CWSA.RAMPREGISTRATIONS.COM)***
- ***LOGIN TO YOUR RAMP ACCOUNT***



The screenshot shows the login page for the RAMP registration system. At the top, there is a logo for "RAMP registration" with a stylized orange and white graphic. Below the logo, the text "Calgary Women's Soccer Association" is displayed in a white box. The main heading is "Login". To the right of the heading is a "Change Language" dropdown menu. A dark blue banner contains the text: "Welcome to RAMP Registrations V3. You can login using your previously created RAMP Registrations V2 account." Below this are two input fields: "Email" and "Password". The "Email" field has a pink error message "Email is required" and the "Password" field has a pink error message "Password is required". A yellow "Login" button is positioned below the fields. At the bottom, there are links for "Don't have an account? Create one Here." and "Forgot your password? Reset it Here." Below these links is a section titled "Refund Policy" with the text: "Please refer to the CWSA's Policy Manual and CWSA Rules & Regulations for information on our Refund Policy." At the very bottom, there are links for "RAMP InterActive | Terms of Use | Privacy Policy" and a "COMODO SECURE" logo.

STEP 2:

- ***CLICK ON 'MY TEAMS'***

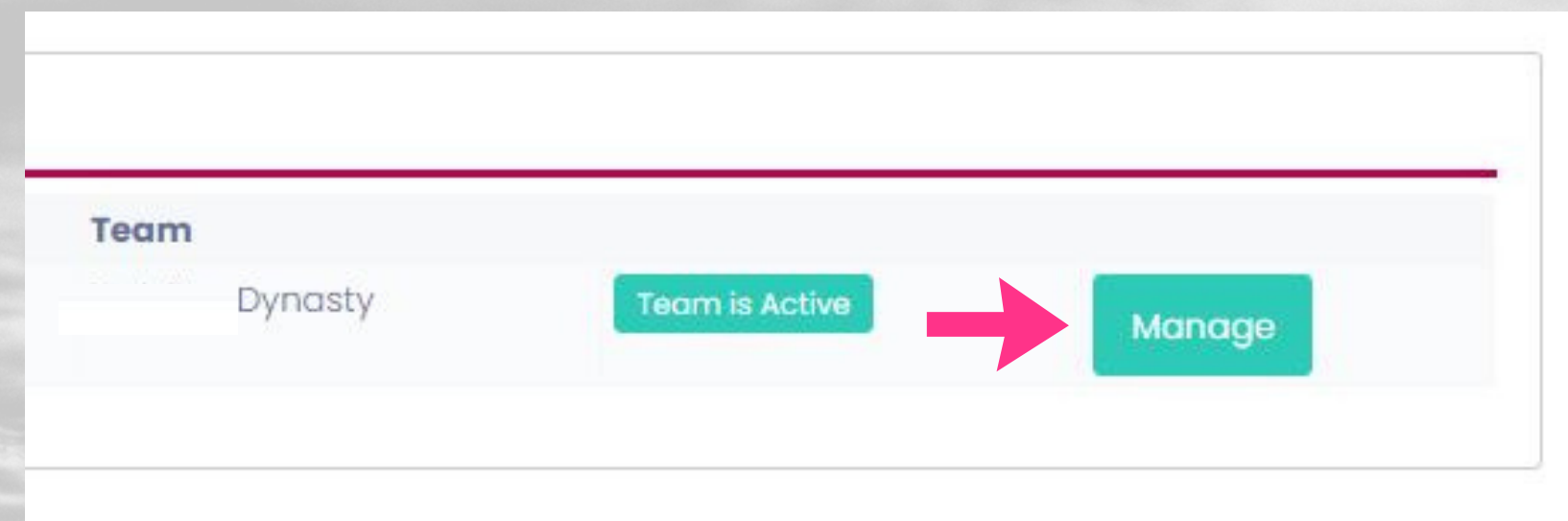


STEP 3:

- 1. FIND YOUR TEAM NAME AND CLICK ON 'MANAGE'**
- 2. ON THE NEXT PAGE, CLICK 'MANAGE' AGAIN FOR THE TEAM LISTED UNDER 'CWSA OUTDOOR 2021'**

Calgary Women's Soccer Association

My Teams

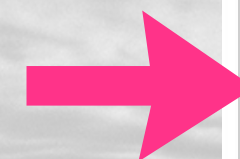


STEP 4:

OPTION 2:

- ***IN THE 'TEAM INVITES' SECTION, ENTER EACH PERSONS EMAIL AND NAME***
- ***BE SURE TO CLICK 'UPDATE TEAM INVITES'***
- ***CLICK ON 'SEND INVITE EMAILS'***

Team Invites					
	Team Contact	Primary Email	First Name	Last Name	Secondary Email
1	<input type="checkbox"/>				
2	<input type="checkbox"/>				
3	<input type="checkbox"/>				
4	<input type="checkbox"/>				
5	<input type="checkbox"/>				
6	<input type="checkbox"/>				
7	<input type="checkbox"/>				
8	<input type="checkbox"/>				
9	<input type="checkbox"/>				
10	<input type="checkbox"/>				



Update Team Invites

Send Invite Emails

STEP 5:

***YOU CAN TRACK WHO HAS REGISTERED
BY CHECKING THE PLAYER/STAFF
ROSTER IN THE MIDDLE OF THE TEAM
PAGE***

Players

	ID	First Name	Last Name
1	F15FBD6C	Katherine	XXXXXXXXXXXX
2	4E2B6DC0	Sarah	XXXXXXXXXXXX
3	6ABB73FC	Mackenzie	XXXXXXXXXXXX
4	C0686E5E	Nicole	XXXXXXXXXXXX

Staff

No Records Found

***TEAM INVITES ARE
COMPLETE!***



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