

CALGARY WOMEN'S SOCCER ASSOCIATION

HOW-TO:

INVITE A PLAYER/COACH TO REGISTER TO YOUR TEAM



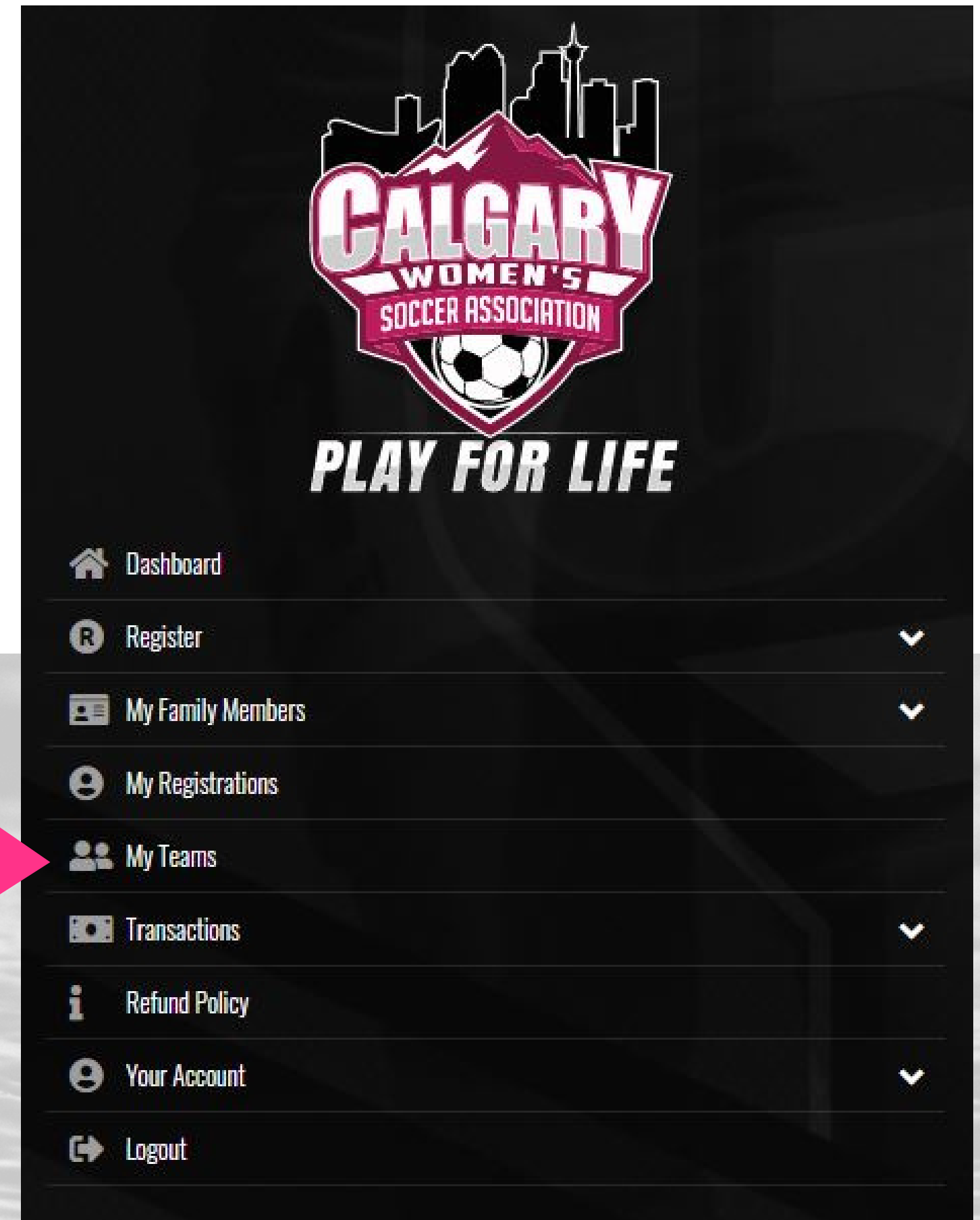
STEP 1:

- ***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 on a dark blue background. 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" to its right. The "Password" field has a pink error message "Password is required" to its right. A yellow "Login" button is positioned below the password field. At the bottom of the login section, there are two links: "Don't have an account? Create one Here." and "Forgot your password? Reset it Here." Below the login section is a "Refund Policy" section with a heading and a paragraph: "Please refer to the CWSA's Policy Manual and CWSA Rules & Regulations for information on our Refund Policy." At the very bottom, there is a footer with the text "RAMP InterActive | Terms of Use | Privacy Policy" and a "COMODO SECURE" logo.

STEP 2:

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

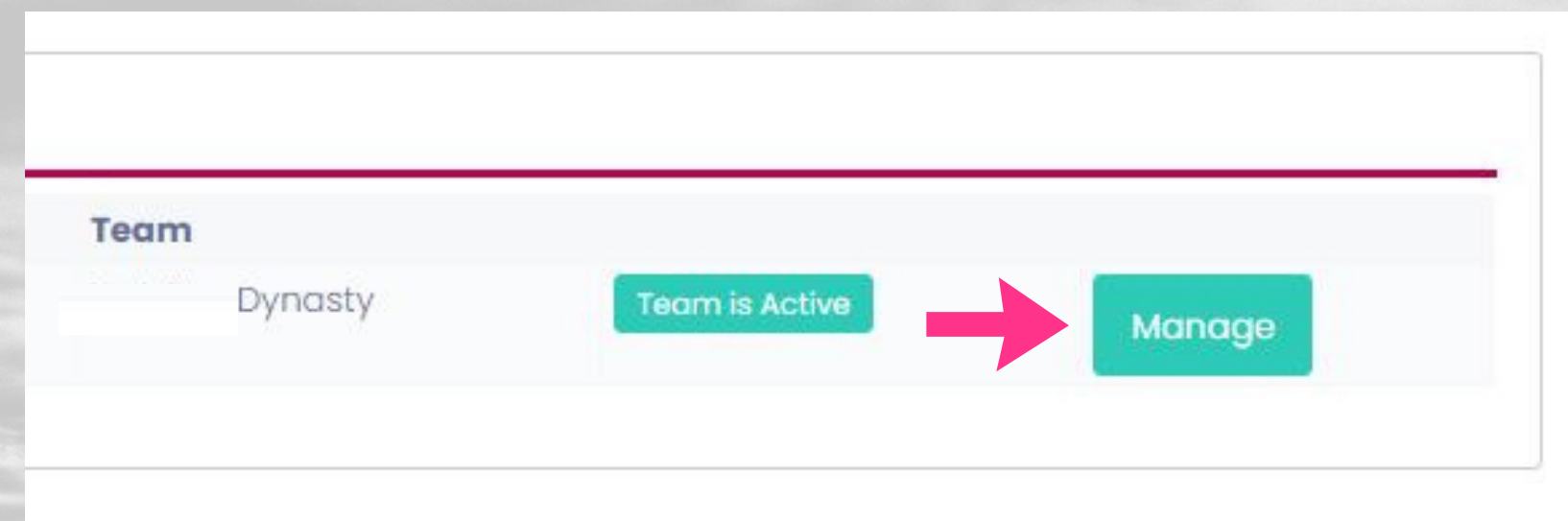
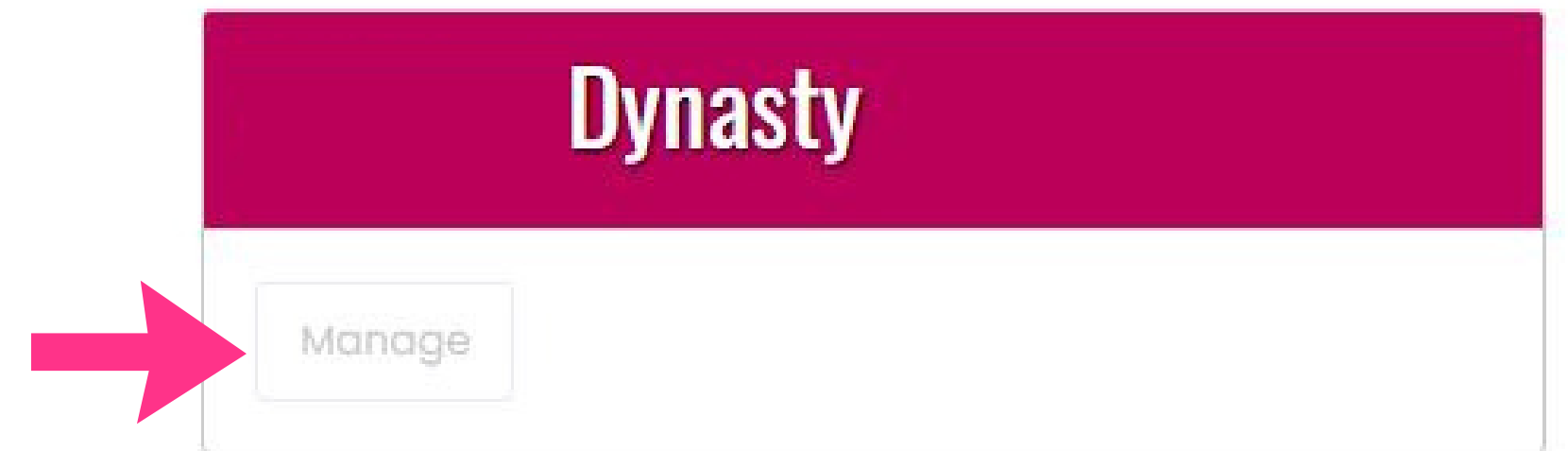


STEP 3:

- 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

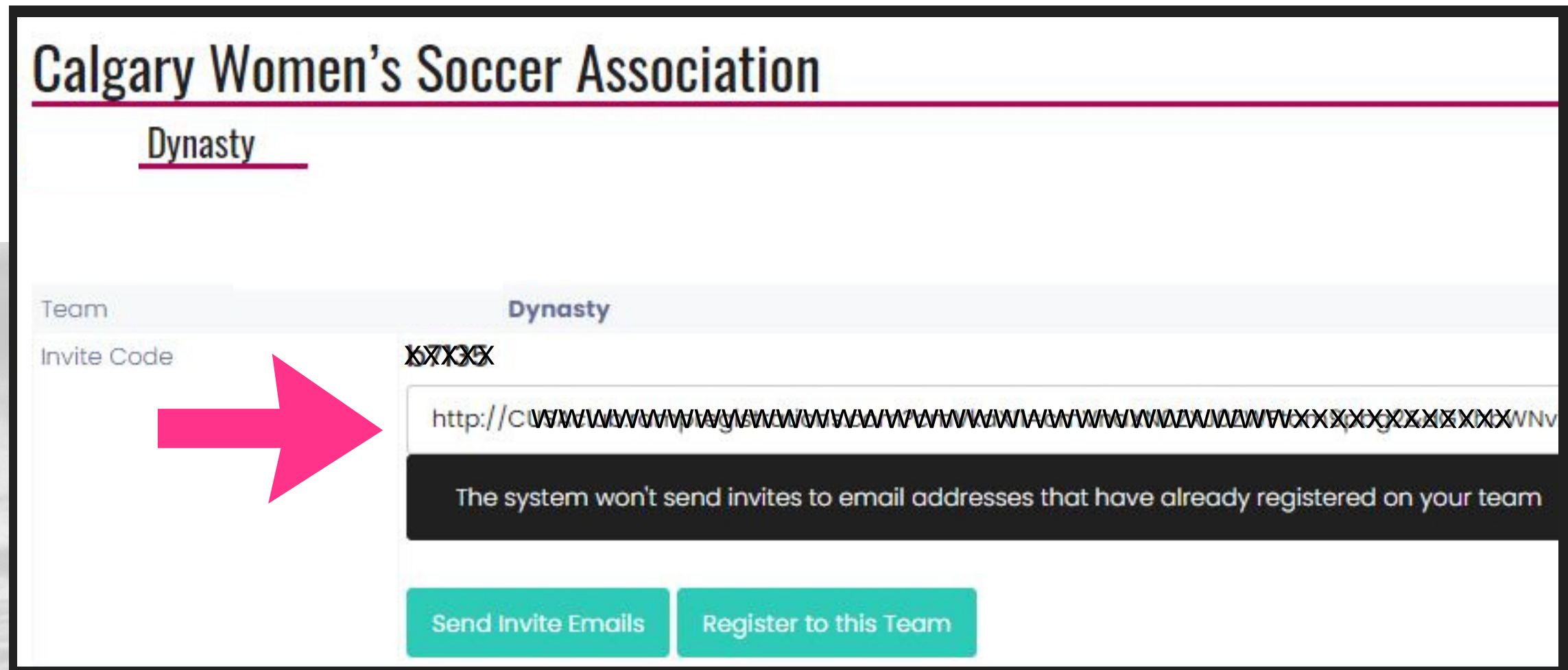
My Teams



STEP 4. THERE ARE 2 WAYS TO SEND REGISTRATION INVITES

OPTION 1:

COPY THE FULL INVITE LINK AT THE TOP OF THE PAGE AND PASTE IT INTO AN EMAIL/TEXT/CHAT TO YOUR PLAYERS/COACHES



Calgary Women's Soccer Association

Dynasty

Team Dynasty

Invite Code XXXXX

<http://C...XXXXXXXXXX>

The system won't send invites to email addresses that have already registered on your team

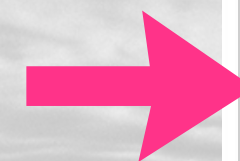
Send Invite Emails Register to this Team

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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