RAMP TOOLKIT
'COME TRY RINGETTE' SCHEDULING TOOL

What is RAMP InterACTIVE?

RAMP is a **registration website** for sports events. It is the primary **scheduling tool** for **'Come Try Ringette'** sessions. Players, parents, and **organizers** can access RAMP.

- Organizers will require a <u>different</u> <u>login</u> than players and parents to create a' Come Try Ringette' session.

This document will outline the steps to create a new 'Come Try Ringette' event as a ringette association
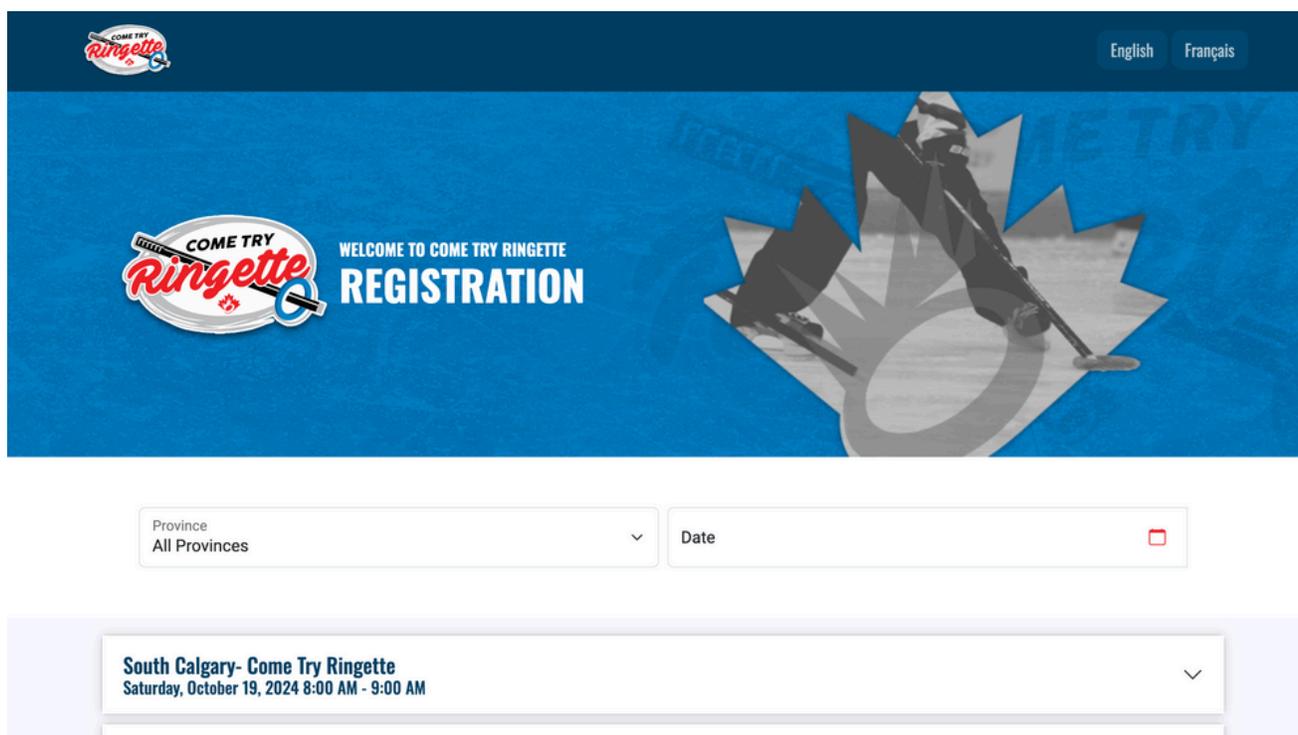
How to create a 'Come Try Ringette' event

1. Visit https://admin.rampregistrations.com/login. Once on the website, log in with the administrative credentials.

> An administrative login is required to create a 'Come Try Ringette' event. Each province has login credentials to an administrative account. Please reach out to your provincial association for assistance.

2. Once logged on you should see this page:
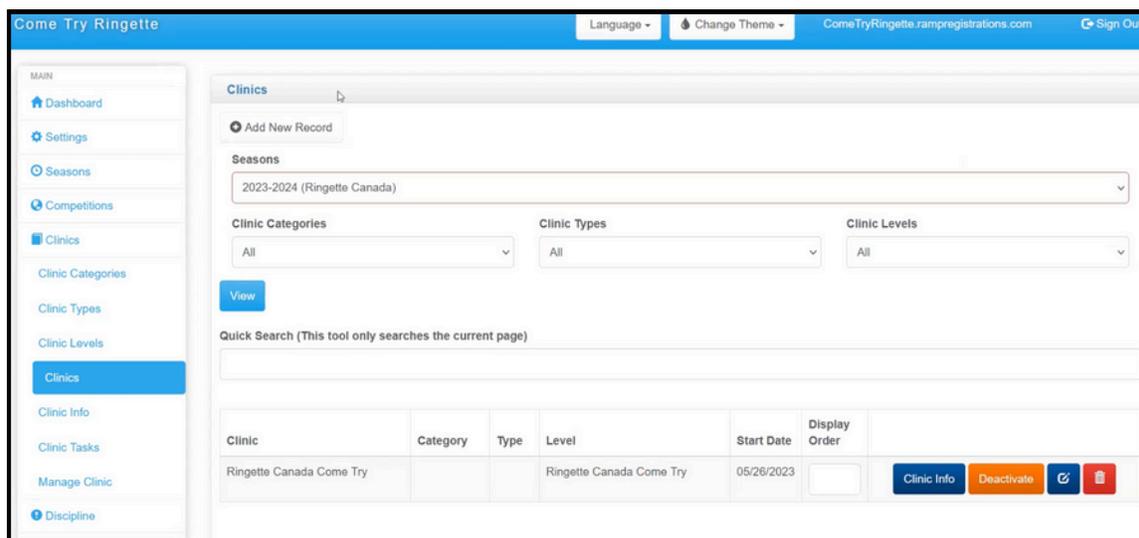
3. Select 'Clinics' from the menu on the left-hand side of the page. Then select 'Clinics' in the sub-menu.
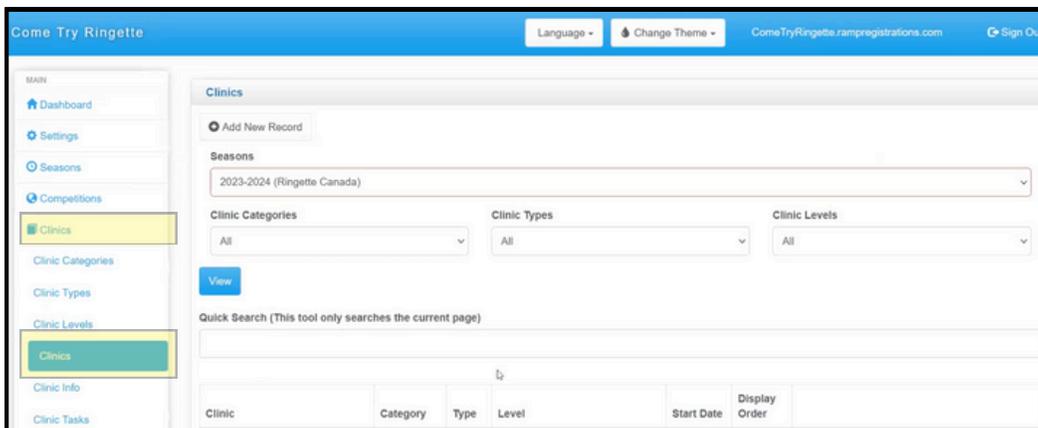
4. Complete the required information for your event. There are several optional fields, which you can fill in as needed.

Note: Be sure to select 'Active'
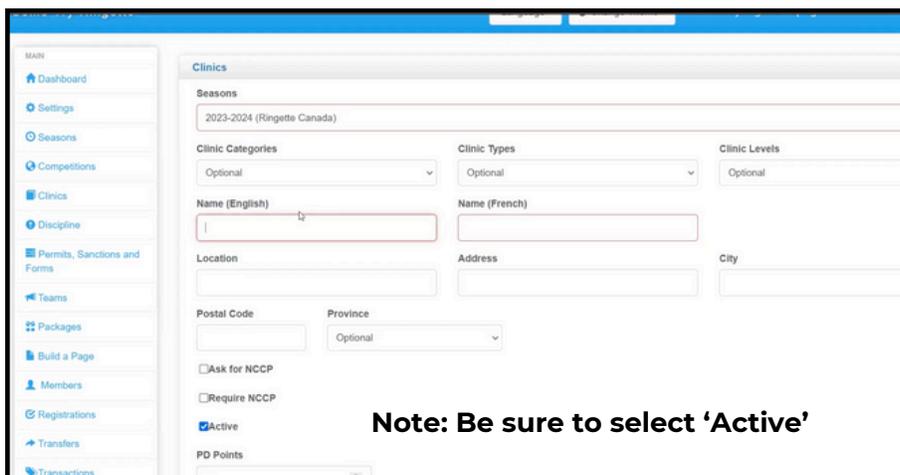
Provide information about the:
- Season
- Event name (English / French)
- Location
- Contact Information
- Start date

You may also include the:
- End date of registration
- Volunteer information
- Additional information

5. Press 'Submit'

6. Your new clinic/event will show up in the list

If you are only interested in collecting basic participant information, then your 'Come Try Ringette' event registration is complete.

If you want to add a waiver or questions for your participants, please follow the steps below.

Adding Waivers for Participants:

1. Under 'Seasons' on the left side panel, select 'Waivers' and then 'Add New Record'.
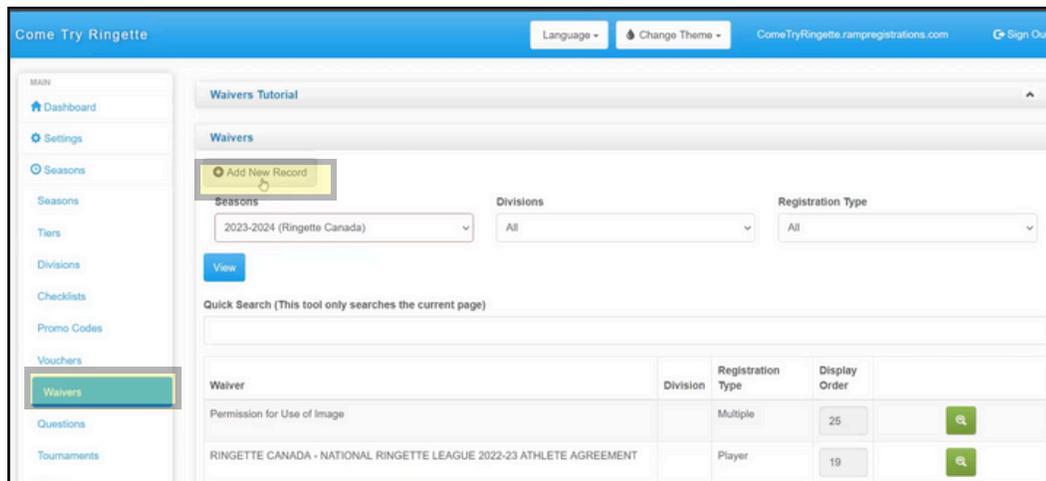
2. Select your clinic, and select 'Active'. You will then check off 'Create Separate Waiver' and 'Clinic' under 'Registration Type'.
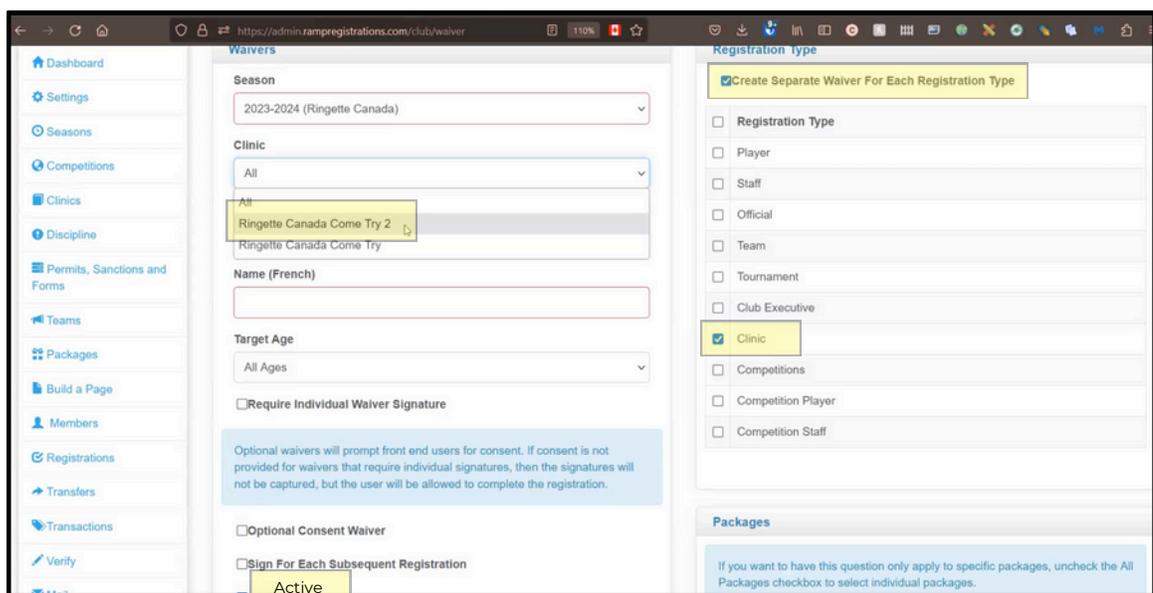
Adding Questions for Participants:

3. Go to the 'Seasons' tab on the panel on the left side of the page. Press the 'Questions' tab and then select 'Add New Record',
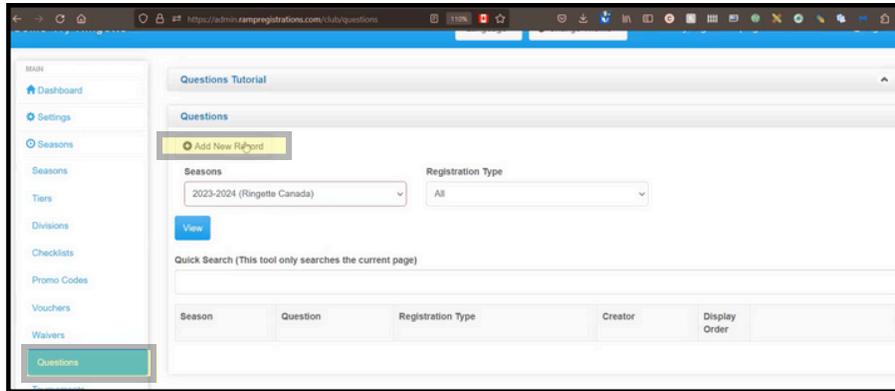
4. Select your clinic, and then insert the questions that you would like to have added to your clinic/event page.
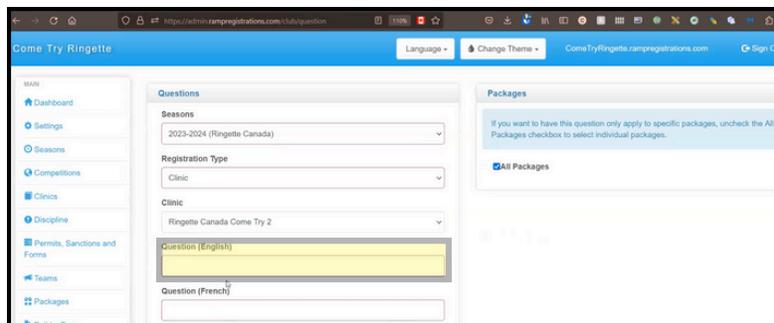
Lastly, check registrations for your event:

On the left panel, go to 'Clinics' and then select your clinic's name. Press 'View' to see the participants who have registered for your event.