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 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 <u>https://admin.rampregistrations.com/login</u>. 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:

ome Try Ringette				Language - 💧 Cł	nange Theme -	ComeTr	yRingette.rampregistrations.com	🕒 Sign Ou	
MAIN	Clinics								
Ø Settings	Add New Record								
O Seasons	Seasons						iii		
@ Competitions	2023-2024 (Ringette Canada)						~	
Clinics	Clinic Categories	Clinic Categories				Clir			
Clinic Categories		All							
Clinic Types	View								
Clinic Levels	Quick Search (This tool only se	arches the curre	nt page)						
Clinics									
Clinic Info						Display			
Clinic Tasks	Clinic	Category	Туре	Level	Start Date	Order			
Manage Clinic	Ringette Canada Come Try			Ringette Canada Come Try	05/26/2023		Clinic Info Deactivate	ଙ 📋	
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3. Select 'Clinics' from the menu on the left-hand side of the page. Then select 'Clinics' in the sub-menu.

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4. Complete the required information for your event. There are several optional fields, which you can fill in as needed.

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A Dashboard	Clinics				
© Settings	2023-2024 (Bingette C	anada)			 Season
() Seasons	Clinic Categories		Clinic Types	Clinic Levels	 Event name (English / French)
@ Competitions	Optional	~	Optional	~ Optional	
Clinics	Name (English)		Name (French)		 Location
Discipline	4				 Contact Information
Permits, Sanctions and Forms	Location		Address	City	Start date
reams					
# Packages	Postal Code	Province			You may also include the:
Build a Page	Ask for NCCP	Optional			 End date of registration
L Members	Require NCCP				
C Registrations	Active	Note	: Be sure to sel	ect 'Active'	 Volunteer information
✤ Transfers	PD Points				 Additional information
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5. Press 'Submit'



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

Clinic Levels	Quick Search (This tool only sea	rches the curre	nt page)				
Clinics							
Clinic Info				A		Display	
Clinic Tasks	Clinic	Category	Туре	Level	Start Date	Order	
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Discipline	Ringette Canada Come Try			Ringette Canada Come Try	05/26/2023		Clinic Info Deactivate C 📋



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'.

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O Settings	Waivers						
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Promo Codes							
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Waivers	Waiver	Division	Туре	0	Drder		
Questions	Permission for Use of Image		Multiple 25		۹.		

2. Select your clinic, and select 'Active'. You will then check off 'Create Separate Waiver' and 'Clinic' under 'Registration Type'.

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Settings	Season	Create Separate Waiver For Each Registration Type
0.000	2023-2024 (Ringette Canada) v	Registration Type
O Seasons	Clinic	Player
Competitions	All	C Staff
Clinics	All	
Discipline	Ringette Canada Come Try 2	Official
	Ringette Canada Come Try	Team
Permits, Sanctions and Forms	Name (French)	Tournament
		Club Executive
Tel Toams	Target Age	Clinic Clinic
Packages	All Ages ~	Competitions
Build a Page	Beautre Induktual Walver Plenature	Competition Player
1 Members		
C Registrations	Optional waivers will prompt front end users for consent. If consent is not provided for waivers that require individual signatures, then the signatures will	
→ Transfers	not be captured, but the user will be allowed to complete the registration.	
Transactions	Optional Consent Waiver	Packages
✓ Verify	Sign For Each Subsequent Registration	If you want to have this question only apply to specific packages, uncheck the All Declarge develops to celest influidual performed.
A		r avages energes to select manual packages.



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',

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A Dashboard													
Ø Settings	Questions												
9 Seasons	O Add New Re	ord											
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Checklists Promo Codes Vouchers Walvers	Quick Search (Th Season	Question	Registra	ation Type		Creator		Displ Orde	ay r				

4. Select your clinic, and then insert the questions that you would like to have added to your clinic/event page.

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MAIN	Questions		Packages
© Settings	Seasons 2023-2024 (Ringette Canada)	~	If you want to have this question only apply to specific packages, uncheck the All Packages checkbox to select individual packages.
O Seasons	Registration Type		
Competitions	Clinic	~	CAII Packages
Clinics	Clinic		
Oiscipline	Ringette Canada Come Try 2	~	
Forms	Question (English)		
reams	Question (French)		
** Packages			

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.

		Clinics		
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11 Packages	O Settings	Add Registration		
Build a Page	O Seasons	Seasons	Clinics	Registration Type
1 Members	@ Competitions	2023-2024 (Ringette Canada)	Ringette Canada Come Try 2	✓ Clinic ✓
C Registrations	Clinics	First Name	Last Name	
Players	Discipline			
Players (Simplified)	Permits, Sanctions and	Records Per Page View	9	
Staff	Forms	100 Current	v	
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Executive/Volunteer	# Packages	All		
Teams	Build a Page	View		
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Iournaments	C Registrations	Guick dealch (This tool only searches t	ne current page)	
Clinics	Times			
Clinic Staff	Planara (Simolifaet)	D ID Clinic	Registrant	DOB Age Date
Clinic Volunteers	(myara (comprimed)			
Competitions	Staff			

