Welcome to the new Ramp InterActive online registration platform.

While our old online registration platform was amazing, our new registration platform is even better!

A couple cool/key points about our new registration system:

-If you had a merchant account in our previous registration platform, it has been carried over to the new platform. If you do not have a merchant account, please contact me at Support@rampinteractive.com and I will introduce you to POS West, our merchant account provider.
-In the old platform you might have had two accounts, one that fell under Baseball Sask, one that did not (for registrations like camps and clinics that do not need to flow up to Baseball Sask.) In the new platform, you can create your own seasons. Any season you create does not flow up to Baseball Sask. Make sure you still register everyone to the 2019 Season!
-You can create your own Seasons and your own Divisions (but only to seasons you create)
-There are many other great new features like:
· The ability to create password protected packages or
· Packages that are required when registering for a certain division
· Tournament Registration
· Officials Registration
· More in-depth Staff Registration

Below is step by step information on setting up your Associations brand new online registration. Please find below the URL, organization, login and password for your registration site.

URL: https://admin.rampregistrations.com/login

Organization: **The name you were given**
Login: admin
PW: The password you setup after Baseball Sask gives you a temporary one
Front End URL (for your members):

1. **Login With Information Above**

2. **Initial Club Set-up**
   A. Refund Policy
      1. Click the "Settings" drop down and click on "Refund Policy".
      2. Enter your associations refund policy and click submit.
   B. Waivers
      1. Click Waivers and then Add New Record
      2. Set the season (and optionally division if you want this waiver to only show for certain divisions) and give it a name.
      3. Enter your waivers
      4. Repeat until you have added all your waivers
   C. Address
   D. Administrators
      1. Click on Administrators
      2. Choose the access type, Club admin (full access) or Transaction admin
      3. Fill in the login and password and email address fields and optionally first and last name.
      4. Note: the organization will always be **The name you were given**

3. **Select Seasons**

   Here you will see any seasons that are funneling down from the Baseball Sask governing body you are under. You will need to do a bit of set-up for their season as well.

A. **Baseball Sask Governing Body Season Set-up**
    1. Click the blue edit button to edit/set the season up.
    2. Customize the season by selecting if you want it set as the default season and what sort of registration this is (tournament, staff, participate or team).
    3. Next set options like whether or not you would like to gather Respect In Sport (RIS) numbers, Birth Certificates, Head Shot Photos or if you want the registrant to have to enter parent/guardian details
    4. Choose whether or not you would like to enable the "volunteering module" and the maximum volunteer points you are requiring families to fulfill and maximum volunteer opt out fee that family will be charged if they opt out.
    5. Customize your payment options for this season. You can also enter messages that users will see if they choose to pay by cheque or E-Transfer.
    6. You can also set your privacy policy for this season.
    7. Lastly you can set your success messages that users will receive after completing a registration and success e-mail which will appear in the e-mail that the system sends after a completed registration.
    8. Press Submit at the top of the page to save your changes.
B. **Club Season Set-up**
    1. Click on "Add New Record"
    2. Name your season and optionally add a description
    3. Click the blue edit button to edit/set the season up.
    4. Customize the season by selecting if you want it set as the default season and what sort of registration this is (tournament, staff, participate or team).
    5. Next set options like whether or not you would like to gather Respect In Sport (RIS) numbers, Birth Certificates, Head Shot Photos or if you want the registrant to have to enter parent/guardian details
    6. Choose whether or not you would like to enable the "volunteering module" and the maximum volunteer points you

are requiring families to fulfill and maximum volunteer opt out fee that family will be charged if they opt out.

7. Customize your payment options for this season. You can also enter messages that users will see if they choose to pay by cheque or E-Transfer.
8. You can also set your privacy policy for this season.
9. Lastly you can set your success messages that users will receive after completing a registration and success e-mail which will appear in the e-mail that the system sends after a completed registration.
10. Press Submit at the top of the page to save your changes.

4. **Set your divisions - Note, you can only create divisions for club created seasons**
   A. Click on "Add New Record"
   B. Name the division and optionally add a description
   C. Optionally you can add a min and max age that users must fall under to register in this division.
   D. You can also enable the volunteering module for certain divisions.

5. **Add Packages – Same process for Governing Body Seasons as for Club created seasons**
   A. Click the "Packages" button.
   B. Click on "Add New Record"
   C. Select the Season from the dropdown menu.
   D. Select the division from the dropdown menu.
   E. Name the package optionally add a description
   F. Enter the start date for the package.
   G. Enter the end date for the package.
   H. You can also make the package a required purchase.
   I. Enter the Total Price amount
      1. If you want to charge the full amount on the day they Register: Do not check off the "Split Payments" box
2. If you do not want to charge the full amount the day they register and instead would like to have your registrants pay an initial price and then pay up to 12 payments for the

remainder owing, then click the box "Split Payments". Now set the amount that the system will charge the day they register, and select how many payments after the initial payment that you want to charge the user. Next you set the dates you would like the payments to be processed on.

        J.   Click "Submit"

6. **Repeat step 5 for each of the Divisions.**

7. **Add Custom Questions**
        A.   Click "Questions" and then click "Add New Record"
        B.   Click on Season, then select the "Type" and follow the Question Specific Steps.

8. **You can also customize the registration process by:**
    - Setting up boundaries so that only registrants that fall inside could register
    - Setting Promo Codes to give discounts to users.
    - Creating volunteer roles

Please advise if you require a merchant account to process online payments and I will provide you with my contact at POS West. Please note that it takes about two weeks to set-up the merchant account from start to finish. If you already have a merchant number, please provide this and I will get you setup to process online credit card payments.

If you had a merchant account in our old platform, it would have been moved over when we moved you to the new system.

Please feel free to contact the following if you have any questions or concerns.

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