ONLINE REGISTRATION – HELPFUL HINTS TO SET UP YOUR DATA ENTRY

By now you have already contacted Baseball Sask to get your Username and Password to implement your Online Registration. Here is a step-by-step guide to make it easier for you to start registering your members online.

Link to RAMP Interactive website - https://www.rampinteractive.com/registration/adminv3/
Username – (enter your Username here to save for future reference)
Password – (enter your Password here to save for future reference)

Online Registration - Step-by-Step Instructions:

1) Login to the RAMP website by clicking on the link above and enter your Username and Password.

2) Club Settings (Contact info)
   • In "Club Settings" click "Contact Info".
   • Please ensure all contact information is filled out and is accurate as this will be Baseball Sask's main contact to correspond with you. This is also the address that your invoice will be sent to.

3) Season Setup (Divisions)
   • In "Season Setup" click on "Divisions".
   • Select the year of the current season from the dropdown menu as the default season.
   • Select the divisions you wish to add registrations for (Mosquito, Pee Wee, etc.).
   • Click "Save Divisions" and wait for the confirmation message to appear letting you know the divisions have been saved.

4) Season Setup (Registration Dates)
   • In "Season Setup" click on "Registration Dates".
   • Select the year of the current season from the dropdown menu.
   • Enter a date in the "Global Start Date" area to the date you start allowing registrations.
   • Enter a date in the "Global End Date" area to the date registrations will end.
   • The recommended Global Start – Global End Dates are March 1 – September 1.
   • Click "Save Registration Dates" and wait for the dates to propagate to the listed divisions below.

5) Club Settings (Payment Options)
   • In "Club Settings" click on "Payment Options".
   • Select all payment options you wish to be active.
   • Click the "Save Payment Options" button and wait for the confirmation message to appear letting you know that payment options have been saved.
   • Note: To accept credit card payments online you must contact RAMP to set up an Online Merchant Account via RAMP InterActive's discount rates with Chase Paymentech.

6) Packages (Add Packages)
   • In "Packages" click on "Add Packages".
   • Select the Season from the dropdown menu.
   • Select the Division from the dropdown menu.
   • Name the package (Easiest to call it the name of Division Ex. Pee Wee).

- Enter the start date for the package (Must be the same as your Global Start Date in step 4).
- Enter the end date for the package. (Must be the same as your Global End Date in step 4).
- Enter the Full Price amount of what your Minor Ball Club charges for this division.
- Enter the Charge Price amount (This should match the Full Price amount).
- Enter the Child Tax Benefit amount.
- Click "Submit" to finalize the package.
- Repeat as necessary, until packages are set up for all divisions.

7) Registering Players
- In "Registrations" click on "Add Registration".
- Select the Season from the dropdown menu.
- Select "New Registration" or "Old Registration", depending on what you plan to enter.
- If "Old Registration" enter the players First and Last Name and click "Search Registrants".
- In the "Registrants" box select the player that you are looking for from the dropdown menu.
- Select the Division and Package that the player will be added to for the current season.
- The system will auto fill the player information that was entered in the system from last season.
- On the final page click on "Confirm and Submit" to complete the registration.
- For "New Registration" you will need to manually add the players one by one and fill out all required information.
- Repeat as necessary, until all players are entered for the season.

8) Registering Coaches/Managers/Executive
- In "Staff" click on "Add Staff"
- Fill out all required information for each Coach/Manager/Executive.
- Click on "Save Staff Member" to complete the registration.
- Repeat as necessary, until all Coaches/Managers/Executive are entered for the season.

9) *Important * - Once you have entered all players and coaches in the online registration system you must email Mike Ramage (mike@saskbaseball.ca) to notify Baseball Sask that your registration is complete. Baseball Sask will then process all registrations and mail out an invoice for the total cost of your membership fees. After receiving the invoice in the mail, your Minor Ball Association can submit a cheque to the Baseball Sask office to pay for your membership fees.

To collect Registrations for this upcoming season, your Club can choose from Options 1 and 2 below. Option 3 is available to set up for future seasons.
1. Manually collect information and enter the information into the RAMP Online Registration System using the step-by-step instructions listed above.
2. Collect registration information online via the RAMP Online Registration Form and manually accept payment via cash or cheque.
3. Collect registration information online via the RAMP Online Registration Form and accept payment online. To use this method you need to set up an Online Merchant Account via RAMP InterActive's discount rates with Chase Paymentech.

Additional information regarding Option 2 (Collecting registration information via the RAMP Online Registration Form): Upon logging into your RAMP account, there will be a link displayed at the top of the page. This link can be used for your members to create an account and login to create a "Family Profile" and enter all registrants for the family. You can place this link on your Club websites to promote

Member Online Registration. This process is simple and straightforward for your members and saves you, the registrar, countless hours of data entry putting players into the registration system. Re-registering for following seasons will be as easy as your members logging into the Family Profile and selecting the individual that needs to be re-registered. All the member information that was entered previously is pre-populated during the re-registration process.

EXAMPLE: RAMP Registration Club website - Collecting registration information via the RAMP Online Registration Form - [https://www.rampinteractive.com/registration/v3/?c=582c81418d5c] THIS IS A SAMPLE - THIS IS NOT YOUR LINK!

Additional information regarding Option 3 (Online Payment Processing):
Clubs have the ability to determine what payment methods you would like to take during the Online Registration process (Cheque, Cash or Credit Card). If your Club decides for next season to take Credit Card Payments Online, your Club is required to have its own Online Merchant Account. Online Merchant Accounts allow money to be deposited directly into your Club's Bank Account. RAMP InterActive has negotiated highly discounted Online Merchant Account rates for all Sask Baseball Club's. If you are interested in getting an Online Merchant Account set up, please contact RAMP InterActive via email for more information support@rampinteractive.com.

IF YOU HAVE ANY QUESTIONS DO NOT HESITATE TO CONTACT MIKE RAMAGE AT mike@saskbaseball.ca OR 306-780-9237