ONLINE REGISTRATION – HELPFUL HINTS TO SETUP 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.

Please see below for the information you requested for Online Registration:

Link for all- https://apps.rampinteractive.com/registrations/admin/

Username –   enter your Username here

Password –   enter your Password here

Also, when you have entered all players and coaches/managers you need to e-mail me and I will mail out an invoice to your Minor Ball Association once I have received them all and you can submit a cheque once you receive it.

You can also use the following Steps:

1.   Login
2.   In "Season Setup" click on "Divisions".
3.   Select the year of the current season from the dropdown menu as default season.
4.   Select the divisions you wish to add registrations for.
5.   Click "Save Divisions" and wait for the big bar to appear letting you know the divisions have been saved.
6.   In "Season Setup" click on "Registration Dates".
7.   Select the year of the current season from the dropdown menu.
8.   Enter a date in the "Global Start Date" area to the date you start allowing registrations.
9.   Enter a date in the "Global End Date" area to the date registrations will end.
10.   Click "Save Registration Dates" and wait for the dates to propagate to the listed divisions.
11.   In "Club Settings" click on "Payment Options"
12.   Select all payment options you wish to be active.
13.   Click the "Save Payment Options" button and wait for the bar to appear letting you know that payment options have been saved.
14.   In "Packages" click on "Add Packages".
15.   Select the Season from the dropdown menu.
16.   Select the division from the dropdown menu.
17.   Name the package (Easiest to call it the name of Division Ex. Pee Wee)
18.   Enter the start date for the package (Keep the same as your Global Start Date)
19.   Enter the end date for the package. (Keep the same as your Global End Date)
20.   Enter the Full Price amount of what your Minor Ball Club charges for this division.
21.   Enter the Charge Price amount (This should match the Full Price amount).
22.   Enter the Child Tax Benefit amount.
23.   Click "Submit"
24.   Repeat steps 14 - 23 as needed for each of the divisions you will run.
25.   In "Club Settings" click "Contact Info" and fill all of this information out as this will be Baseball Sask's main contact to correspond with you. This will also be the address that your invoice will be sent to.

Registration Reports & Importing Players from Last Year (If your Club Registered Online)

1. In "Reports/Exports" Click on "Registration Reports"
2. In "Registrations" click on "Add Registration" and choose either "New Registration" or "Old Registration" depending on what you plan to enter
3. If "Old Registration" enter the players First or Last Name and click "Search Registrants"
4. In the "Registrants" box click "Choose" and find the player you are looking for.
5. The system will auto fill the player information you entered into the system from last season.
6. After you have entered all the returning players, manually add the new player registrations one by one.

Repeat as necessary, until all the returning players are entered for this season.

Other Notes to Remember:

- All Players are registered in the "Registrations" tab
- All Coaches, Managers and Executive are registered in the "Staff" tab

While there are a number of great features that our new Online Registration System provides, below are some of the key ones:

1. Allow your Club parents / membership to register online using family created accounts. This information is stored to save your membership time during re-registration for upcoming seasons.
2. Assign payment packages and collect payments by division.
3. Club Treasurer can keep track of all registration financial information.
4. Club can email formatted Child Tax Benefit Receipts to entire Club with one click of a button.
5. The Club Email Platform can send email blasts to your entire membership or specific email groups.
6. Ability to customize your Registration form with your Club Logo, Policies / Waivers and unlimited custom questions.
7. Clubs can give Division Director's access to specific Division Reports, Team Creation / Assigning and a Division E-mail System.

To collect Registrations for this upcoming season, your Club can choose from Options 1 and 2 below. Option 3 is available for following seasons.

1. Manually collect information and manually enter the information into backend of the system using the link, user name and password above.
2. Collect registration information online via the RAMP Online Registration Form and manually accept payment via cheques or cash.
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 Options 2 (Collecting registration information via the RAMP Online Registration Information):

Upon logging into the backend administration area, at top of the page you will see a link. This link can be used for your parents to create a "Family Profile" and enter all registrants for the family in that profile area.

EXAMPLE: SAMPLE RAMP Registration Club THIS IS NOT YOUR LINK!!
[https://apps.rampinteractive.com/registrations/?c=582c81418d5c]

You can place this link on your Club websites to promote Member Online Registration. This process is simple and straightforward for your parents and saves you, the registrars, countless hours of data entry putting players into the Registration System. Re-registering for following seasons will be as easy as your parents logging into the Family Profile and selecting the individual that needs to be re-registered. All the member information is pre-populated during the re-registration process.

If you do not want your members to register Online, you can add your Registrants in the administration area as per the User Manual.

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 WHATSOEVER DO NOT HESITATE TO CONTACT
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