



## **RAMP Online Registration Instructions – Baseball Sask**

**\*RAMP Registration Tutorial Video** - <https://www.youtube.com/watch?v=nLuYR1ml6qY>

It is highly recommended that you watch this video for detailed instructions on how to submit your registrations – You DO NOT have to watch the entire 2 hour video – basic registration instructions are covered in the first 25 minutes of the video.

### **Login Instructions**

- 1) Go to the RAMP Registration page - <https://admin.rampregistrations.com/login>.
- 2) Login using your Organization, Username, and Password (Provided by Baseball Sask - Contact [mike@baseballsask.ca](mailto:mike@baseballsask.ca) if unknown)

### **Settings Set-Up**

- 1) Click Settings and enter Email 1 and Reply to Email 1 with the mail email address.
- 2) Click Club Info and enter the mailing address of your Minor Ball Club
- 3) Click Administrators and enter the name and email of the main Club Administrator

### **Season Set-Up**

- 1) Click on “Seasons” in the Main Menu
- 2) Select “Seasons” again from the drop down menu
- 3) “2021 Baseball Sask” will appear as a season option with the status showing as “Requires Setup” - Click on the blue edit button on the right side of the page to begin the setup for your 2021 season.
- 4) In the Settings menu click to “enable Staff Registration” to ensure you are able to register your coaches. Enter the End Date as Dec 31, 2021.
- 5) You do not need to click to enable Player Registration as this is included as a default setting.
- 6) In the Payment settings select all forms of payment that you wish to be active if you are using RAMP to collect your registration fees. You must select a payment option to allow the system to accept registrations. If your association is not collecting money via RAMP you can select cash as the payment option to bypass the system payment requirements.
- 7) In the Player Options click to “Ask for Parent/Guardian Details”.
- 8) For basic registration purposes you are not required to select any additional options.
- 9) Click on the Submit button to save your season.

### **Create Your Packages**

- 1) Click on "Packages" in the Main Menu
- 2) Click on "Add New Record" at the top of the page
- 3) Select "Player" as the Package Type
- 4) Ensure "2021 Baseball Sask" is selected as the Season
- 5) Select all Divisions that you will have players registered for the 2021 season
- 6) Name your package (Ex – 2021 registrations or Division Name)
- 7) Start Date and End Date is optional – no information needed
- 8) Max # Registrations is optional – no information needed
- 9) For Payment Options enter the price of your registration fees if you are using RAMP to collect fees. If you are not using RAMP to collect registration fees enter \$0.00 to bypass the system payment requirements.
- 10) Click on Submit to save your packages

**PLEASE NOTE** - The system will only allow you to register players and coaches if you have completed the steps above to set up your season and packages.

### **To Register Players**

- 1) Click on "Registrations" in the Main Menu
- 2) Select "Players" from the drop-down menu
- 3) Click on the "Add Registration" button at the top of the page
- 4) Enter the player First and Last name and click "Search" – if the player was registered previously the system will auto-save their information from previous years. Ensure all required information is entered and up to date.
- 5) If the player was not previously registered, you will need to manually enter all required information.
- 6) Ensure the season is entered as "2021 Baseball Sask"
- 7) Select the age division for the player
- 8) Check off the package that you had created previously
- 9) Click on "Send Email Receipt on Save" if you wish to send a confirmation email to the registered player
- 10) IMPORTANT – Make sure that you click the option to "Send Waiver Signature Request on Save" to email the required Baseball Sask Coronavirus waiver form that must be signed by all players to participate in the 2021 season.
- 11) Click on Submit to save the player
- 12) Repeat steps 1-11 for all players that you need to register

### **To Register Coaches (Staff)**

- 1) Click on "Registrations" in the Main Menu
- 2) Select "Staff" from the drop-down menu
- 3) Click on the "Add Registration" button at the top of the page
- 4) Ensure the season is entered as "2021 Baseball Sask"
- 5) Enter the coach First and Last name and click "Search" – if the coach was registered previously the system will auto-save their information from previous years. Ensure all

required information is entered and up to date.

**NOTE:** If a coach is coaching more than 1 team, ONLY ENTER THEM ONCE or you will be invoiced for a membership fee each time they are added.

- 6) If the coach was not previously registered, you will need to manually enter all required information.
- 7) Teams is optional – no information needed
- 8) Select the coaches Preferred Division and Role (Coach, Assistant Coach, Manager)
- 9) Certifications is optional – no information needed
- 10) Click on “Send email receipt on Save” if you wish to send a confirmation email to the registered coach
- 11) IMPORTANT – Make sure that you click the option to “Send Waiver Signature Request on Save” to email the required Baseball Sask Coronavirus waiver form that must be signed by all coaches to participate in the 2021 season.
- 12) Click on submit to save the coach
- 13) Repeat steps 1-12 for all coaches that you need to register

#### **To Register Executive/Volunteer (Executive/Volunteer)**

- 1) Click on “Registrations” in the Main Menu
- 2) Select “Executive/Volunteer” from the drop-down menu
- 3) Click on the “Add Registration” button at the top of the page
- 4) Ensure the season is entered as “2021 Baseball Sask”
- 5) Enter the First and Last name and click “Search” – if they were registered previously the system will auto-save their information from previous years. Ensure all required information is entered and up to date.
- 6) If they were not previously registered, you will need to manually enter all required information.
- 7) Select the Staff Position (Club Executive)
- 8) IMPORTANT – Make sure that you click the option to “Send Waiver Signature Request on Save” to email the required Baseball Sask Coronavirus waiver form that must be signed by all coaches to participate in the 2021 season.
- 9) Click on submit to save them

#### **E-mail Baseball Sask When All Players, Coaches and Executives are Registered**

Once you have all of your members registered in your Ramp Online Registration System, be sure to immediately e-mail Mike Ramage at [mike@baseballsask.ca](mailto:mike@baseballsask.ca) and your invoice will be sent out soon thereafter.