Club Affiliation Procedure

1. Login to RAMP Interactive: <u>https://admin.rampregistrations.com/login</u> Enter your login information.

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-	Registration	
1	Please login with your Organization, Username and Password Organization	
	Login Research	
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2. On your home screen – at the left panel – click on "Seasons" – then select "Seasons" on the dropdown menu.

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tario Basketball Program	ns					Language +	♦ Change Theme -	OntarioBasketballPrograms.rampregistrations.cor	n G• Sign O
AAIN	Public Access				•	Basic Setur	Instructional Video		
n Dashboard	Front End Registrat	tion Link				Need help with	setting up your new registr	ration system? Here is a quick 24 minute video you ca	n use as reference to
Sottle	http://OntarioBask	etballPrograms.r	ampregistrations	.com		help with your	setup.		
O Seasons	OntarioBasketballPro	ograms.rampregi	strations.com			https://youtu.t	e/nLuYR1ml6qY		
Seasons									
Tiers	There's now a put having to be logge	blic page that list ad in! The URL is	s all your available this one below, y	e player registration packages th ou can link to it, or post it anywf	at users can see without nere.				
Divisions	This also enables	the full participar	nt available packa	ages list when a user logs into yo	ur registration system. You				
Checklists	can optionally dise	able it by unchec	ang the checkbo	A Delow.					
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3. You will notice that the status of your club is "Required Setup". You will need to click on the edit button to complete the setup for the year.

Dashboard	Seasons				
Settings	Add New Record New Season Copy Season to S	eason Copy Items			
Seasons	If your Club is set up under a RAMP Governing Body Customer, p	lease use the Season(s) already created by that Governing Bo	dy.		
Seasons	If you would like to create New Seasons to take additional registra	ations such as Camps, Clinics, Tournaments or Other Sports, y	your Club will be billed directly by RAMP Inte	rActive.	
NB					
	The I iets you hide the seasons in your Club Admin. This does n	ot do anything other than hide it for your login. It does not disa	able or close registrations/packages/etc if they a	are still open. This is purely cosmetic	o for Club Admins.
risions					
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4. On the 2023-2024 setup – please click on "Enable Staff Registration" on Settings and "Cash" under Payment Settings. Click on "Submit" after clicking on Enable Staff Registration and Cash. You have now completed your club's setup on RAMP. You must now complete the affiliation with Ontario Basketball.

MAIN Dashboard	2023-2024					
O Settings	Information					
© Seasons	Created By Canada Basketbail					
@ Competitions						
Gamps and Clinics	Submit Cancel					
Discipline						
Permits, Sanctions and Forms	Description					۲
Teams	Settings	۲	Package Options	۲	Payment Settings	•
11 Packages	Hidden		For packages with meistration and waitist limits, you can ont to		Hide Promo Code Option for Public	
Build a Page	This will only hide this season in the club admin portai.		replace the # display on front end with a generic "limited snace"//weitist.only" message		One Promo Code per Account	
1 Members			and a second sec		Credit Card Administration Fee %	
C Registrations	Enable Team Resistantian		☐Hide Package Available #s			
* Transfers	Enable Staff Registration		Do not hide full packages		Credit Card Administration Fee Type	
Transactions	Staff Heg Som Conc		If you do not create any Packages for		Dollar Amount	~
/ Verify	MM/DD/YYYY		Staff/Official/Team/Tournament/Executive/Volunteer Registration then no package is required. If you do create a package for any	ns - of	Cheque	
🖾 Mail	Staff Reg End Date		these types of registrations - you may optionally check the optic below to allow them to register without selecting any package.	ons	Cash	
† Imports	MM/DD/YYYY					
Export	Staff Benistrations can entionally have nackanes created for	or numbers	Allow Staff No Package Registration		Offline Credit Card	
REPORTS	but since this is optional - an End Date is required for Staff Booistrations	or purchelse,	Allow Official No Package Registration		Vouchers	
I Reports	Prograd autoria.		Allow Team No Package Registration		□E-Transfer	
C+ Sign Out	Enable Official Registration		Allow Tourn No Package Registration		KidSport	
	Enable Executive/Volunteer Registration		Allow Exec/Volunteer No Package Registration		Require KidSport ID	

If you plan to use RAMP Interactive as your club's own registration database. Please contact Mike Barbin – <u>mbarbin@basketball.on.ca</u>

5. To complete the affiliation with Ontario Basketball. Click on "Permits, Sanctions and Forms". Then select "Club Submissions" on the dropdown menu.

Your club status will be "Pending". Click on edit button on the Club Affiliation row.

	Club Submissions							
A Dashboard	Seasons		Tournaments					
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@ Competitions	All	~						
Camps and Clinics	View							
O Discipline	Quick Search (This t	ool only searches the current page)						
Permits, Sanctions and Forms								
Permite, Sepations and Forms	Season	Permit Name		Status	Balance	End Date		
Club Submissions	2023-2024	Club Affiliation		Testing	\$0.00		Ø	
		House Learnie Only Affiliation		Date:	\$0.00			
Team	2023-2024	Troube Longue Only Philliphia						
Participant Submissions	2023-2024	Those chagae only remained						

6. Complete the necessary fields, questions and document uploaded – select the fee associated and click Save progress.

A Dashboard	Club Affiliation			
Ö Settings	Season	2023-2024		
() Seasons	Status			
	Comments			
Competitions				
Gamps and Clinics				
Discipline				
Permits, Sanctions and Forms	Questions		e e e e e e e e e e e e e e e e e e e	•
reams	Where is your club locate	ed?		
Packages				
Build a Page	Custom File Unleade			
1 Members	Custom File Oploads			
C Registrations	Club Mission and Va	alues	Club Executives and Contact List	
≁ Transfers	Club Mission and Values		Club Executives and Contact List	
Transactions	Choose File No file ch	losen	Choose File No file chosen	
✓ Verify	PDF		(zis, zizz)	
	Please Sign Here Packages		Crear Signature	
	2023-24 Club Attiliation This package is a required \$500.00	d purchase.		

7. Your club's status will now be "Pending (Submitted)". OBA will receive notification of your club's affiliation. Once everything is approved by OBA – your status will turn to "Approved".

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Build a Page								
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Once you have been approved you are now ready to register your teams, coaches, and players for Ontario Basketball events. You will also receive an email from Ontario Basketball that will provide the rules and regulations manuals, deadlines and information about the 2023-24 season!