

1. Go to the menu on the left of your screen, scroll down to “Registrations,” and click on it.

Settings  
Seasons  
Competitions  
Camps and Clinics  
Discipline  
Permits, Sanctions and Forms  
Teams  
Packages  
Build a Page  
Members  
**Registrations**  
Transfers  
Transactions  
Verify  
Mail  
Imports  
Export  
REPORTS  
Reports  
Sign Out

Front End Registration Link

[OntarioBasketballPrograms.rampregistrations.com](http://OntarioBasketballPrograms.rampregistrations.com)

There's now a public page that lists all your available player registration packages that users can see without having to be logged in! The URL is this one below, you can link to it, or post it anywhere.

This also enables the full participant available packages list when a user logs into your registration system. You can optionally disable it by unchecking the checkbox below.

Enable Public Participant Package List

Need help with setting up your new registration system? Here is a quick 24 minute video you can use as reference to help with your setup.

<https://youtu.be/nLuYR1mi6qY>

**Summary**

Seasons

2023-2024 (Canada Basketball)

Total	Total Paid	Account Credits	Outstanding Balance	Pending Charges	Balance after Pending
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Players	Staff	Official	Team Registrations	Tournament Registrations	Club Executive/Volunteer
3	4	0	1	0	0

**Payments**

Players Staff Official Teams Tournament

Club Executive/Volunteer

Type	Amount
------	--------

**Fees Breakdown**

Type	Type	Amount
------	------	--------

2. A drop down menu will appear.
3. Scroll down to “Teams” and click on it.

This also enables the full participant available packages list when a user logs into your registration system. You can optionally disable it by unchecking the checkbox below.

Enable Public Participant Package List

**Summary**

Seasons  
2023-2024 (Canada Basketball)

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Players	Staff	Official	Team Registrations	Tournament Registrations	Club Executive/Volunteer
3	4	0	1	0	0

**Payments**

Players Staff Official Teams Tournament

Club Executive/Volunteer

Type	Amount
Cheque	\$200.00

**Fees Breakdown**

Type	Type	Amount
------	------	--------

4. Near the top of the screen, you should see an “Add Registration” tab. Click on it.

Ontario Basketball Programs Language ▾ Change Theme ▾ [OntarioBasketballPrograms.rampregistrations.com](https://OntarioBasketballPrograms.rampregistrations.com)

MAIN

- Dashboard
- Settings
- Seasons
- Competitions
- Camps and Clinics
- Discipline
- Permits, Sanctions and Forms
- Teams
- Packages
- Build a Page
- Members
- Registrations
- Players
- Players (Simplified)

**Team Registrations**

**Add Registration**

Seasons: 2023-2024 (Canada Basketball) Divisions: All Packages: All

Team:  First Name:  Last Name:

Start Date: MM/DD/YYYY End Date: MM/DD/YYYY Records Per Page: 100 View: Current

Sort: Newest First

Quick Search (This tool only searches the current page)

1

5. You will then need to fill out the required fields (highlighted in red) and add the contact's birthdate. You will need to have a registered team contact to proceed. This can either be a club administrator or a coach. If the team contact is already registered, they should appear when you type their name and click "search registrant." Club administrators can list themselves as the team contact for each team if they wish. In this case you can ignore 5(b).
- Fill in the "Team Contact" fields and click "Search registrant."
  - You should see more fields appear under this section.

**Registrant Information**

**Team Contact**

<b>First Name</b>	<b>Last Name</b>	<b>Birthdate</b>
<input type="text" value="Michael"/>	<input type="text" value="Cross"/>	<input type="text" value="07/22/2014"/>

No existing registrants found, continue to add their information below.

<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Former Last Name</b>
<input type="text" value="Michael"/>	<input type="text"/>	<input type="text" value="Cross"/>	<input type="text"/>
<b>Birthdate</b>	<b>Gender</b>		
<input type="text" value="07/22/2014"/>	<input type="text" value="Male (M)"/>		
<b>Address</b>	<b>City</b>		
<input type="text" value="55 Gordon street"/>	<input type="text" value="Whitby"/>		
<b>Country</b>	<b>Province</b>	<b>Postal Code</b>	
<input type="text" value="Canada"/>	<input type="text" value="ON"/>	<input type="text" value="L1N 0J2"/>	
<b>Cell Phone</b>	<b>Other Phone</b>		
<input type="text" value="4168278367"/>	<input type="text"/>		
<b>Email</b>	<b>Email 2</b>		
<input type="text"/>	<input type="text"/>		

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- Discipline
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- Teams
- Packages
- Build a Page
- Members
- Registrations
- Transfers
- Transactions
- Verify
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### Registrant Information

#### Team Contact

First Name

Last Name

Birthdate

#### Seasons

Seasons

Divisions

Teams

Ignore Package Dates

#### Packages

#### Team Invites

	Team Contact	Email 1	First Name	Last Name	Email 2
1	<input type="checkbox"/>				

- Choose the appropriate team and division (age group).
- In the tabs under "Seasons" go to the "Teams" tab and click on "New Team" from the dropdown menu.

### Seasons

Seasons

Divisions

Teams

Team

Ignore Package Dates

- Select the appropriate division and type your team's name into the "Team" field.

**Search For Team**

**Seasons**  
2023-2024

**Divisions**  
U10 Boys

**Team**  
OBA U10

Ignore Package Dates

**Packages**

ID	Package	Price
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9. Click "Submit" at the bottom of the webpage.

**Payment**

Item	Price	Total Credit Card	Credit Card Due
Total	\$0.00	\$0.00	\$0.00

There is no outstanding amount to pay. After confirming the registration details, you can submit the registration below.

Send Email Receipt on Save

Send Waiver Signature Request on Save

**Submit** Cancel