



OBL RAMP Front-End Registration Manual

Section 1: Creating and Activating Your Account

**Ontario Basketball Association – Ontario Basketball
League**

2023-2024



I. Create an Account – Club Front-End

- After receiving the link to your club back-end registration site, login using the details provided to you by RAMP. Once logged in – on the home page you will see a link to your front end. Please follow that link. (Note: Instead of Ontario Basketball Programs - it should say your club name.)

Public Access

Front End Registration Link

<http://OntarioBasketballPrograms.rampregistrations.com>

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**



- Before registering your team, one person from your club must create an account using your own club front-end registration link. (Note: Instead of Ontario Basketball Programs – it should say your club name.a)
- Begin by selecting *Don't have an account? Create one Here.*

The screenshot shows the 'Ontario Basketball Programs' login interface. At the top is an orange header with the title. Below it is a 'Login' section with a 'Change Language' dropdown. There are two input fields: 'Email' and 'Password', each with a corresponding icon (person and key) and a red error message 'Email is required' and 'Password is required' respectively. A yellow 'Login' button is at the bottom right. Below the login fields, there are three links: 'Don't have an account? Create one Here.' (blue), 'Forgot your password? Reset it Here.' (orange), and 'Verify Account' (orange).

- After entering your information and creating your account – login. Most of the time – you will be asked to verify your email on the following page, so re-enter your password as well as the 6 digit code in your email.

The screenshot shows the email verification page. It features a 'Password' input field at the top. Below it is a dark blue message box stating: 'We need to verify your identity. A verification code has been sent to your email address. Enter the code in the field below.' Underneath is a 'Code' input field. At the bottom, there is a yellow 'Request a new verification code' button and a yellow 'Submit' button.



- Once you've logged in, you will arrive at the home page. Please select *Coach/Staff Registration* **or** *Executive/Volunteer Registration*.
- Choose the "2023-2024 season", and "Add an Account Member" along with all their details. (Note: Mandatory fields are marked in red.)

Choose a Season

2023-2024

Choose Account Member to Register as a Coach / Staff

Add an Account Member

Family Member Information

First Name Middle Name Last Name Former Last Name

Birthdate DD YYYY Gender Male Nickname

Country Canada Province ON

Address City Postal Code

Cell Phone Other Phone

Email Secondary Email

NCCP #

- Next, choose a division and role.

☒ U9 Boys

Choose a Role

☒ Choose
Assistant Coach
Head Coach
Team Administrator
Team Manager



→ After clicking submit, read and sign Canada Basketball's Privacy Policy.

Privacy Policy

By signing below, you acknowledge and accept Canada Basketball's Privacy Policy that is linked below:

[Canada Basketball's Privacy Policy](#)

Please Sign Here - Privacy Policy

Clear Signature

Please Sign Here

Clear Signature

☒ I am the Age of Majority or am a Parent/Guardian to the Registrant and Agree to the Terms and Conditions Above

[Back](#)

[Continue](#)

→ After signing, add emergency contact details.

Parent/Guardian/Emerg. Contact Details

Choose a Parent/Guardian/Emerg. Contact

Add New Family Member

First Name

Middle Name

Last Name

Former Last Name

Birthdate

Gender

Address

City

Country

Province

Postal Code

Cell Phone

Other Phone

Email

Secondary Email

☐ I want to add a 2nd Guardian/Parent/Emerg. Contact for this registration

→ Once your emergency contact has been submitted – please answer the following two questions.

→ Finally, confirm your details, enter your CC information, and click *Submit Registration*.

Canada Basketball

Indigenous Descent Declaration

- ☐ No Indigenous Descent
- ☐ Status Indian
- ☐ Non Status Indian
- ☐ Métis
- ☐ Inuit
- ☐ On Reserve
- ☐ Off Reserve
- ☐ Not Declared

Are you a person of Visible Minority?

- ☐ Yes
- ☐ No

Back

Continue



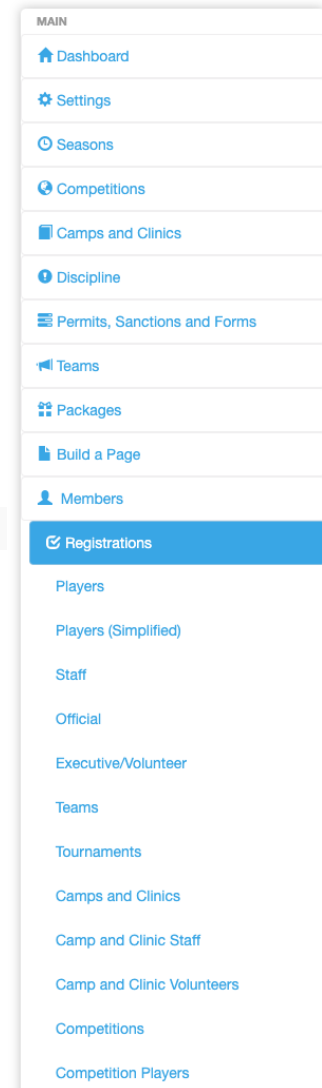
II. Activating Your Account – Club Back-End

- Before activating the account your club administrator will need to assign your profile. After logging into the clubs back-end – please use the left toolbar to select *Registrations* then *Staff*.
- Once you see the staff member you created an account for – click the blue edit box.

1	4C2D7A...	01/01/2000	23	08/28/2023	\$0.00	 Receipt Receipt (PDF) PDF
---	-----------	------------	----	------------	--------	---

- Next, scroll down to Teams – and select a team, as well as a position. Once selected, click *Add to Team*.
- Now that a staff role has been assigned – you can now log into the Ontario Basketball Programs front-end using the following link.

<http://OntarioBasketballPrograms.rampregistrations.com>



Important Note: To be able to select your team when registering on the Ontario Basketball Programs front end – you must add your team, and assign the staff member that will be registering that team (paying the fees). To create a new team, use your club back end to go to *Teams, Teams, Add New Record*, and create your team (ensuring the active box is selected.) Once the team is created, you may now assign a staff/executive member using the same process as before.