

Ramp Team Creation

*This season we are not allowing Bulk uploads for players. They will need to register themselves on the Ramp front end.

There are 2 methods to create your team's this season.

Method 1 will allow your players to register and be automatically assigned to their team.

Method 2 will require the club admin to manually assign all players.

Method 1 – Front End Team Registration

1. On your home screen – at the left panel – click on “Seasons” - then select “Seasons” on the dropdown menu.

Test Club 1

Language ▾

Change Theme ▾

TestClub1.rampregistrations.com

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Season to Season Copy Items

If your Club is set up under a RAMP Governing Body Customer, please use the Season(s) already created by that Governing Body.

If you would like to create New Seasons to take additional registrations such as Camps, Clinics, Tournaments or Other Sports, your Club will be billed directly by RAMP InterActive.

The  lets you hide the seasons in your Club Admin. This does not do anything other than hide it for your login. It does not disable or close registrations/packages/etc if they are still open. This is purely cosmetic for Club Admins.

Quick Search (This tool only searches the current page)

	ID	Season	Status	Disabled Date	Associated Seasons	Display Order	
	6456	2023-2024 (Canada Basketball)	OK	8/31/2024		0	
	7155	2024-2025 (Canada Basketball)	OK	8/31/2025		1	

2. Click the blue button next to the 2026-2027 season to open the season settings.

	10564	2026-2027 (Canada Basketball)	OK	8/31/2027		3	 Add Associated Season
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3. Under the settings, check “Enable Team Registration” and “Enable Team Join Registration” and fill in the End Date. Click submit when these changes have been made.

Settings

☐Hidden

This will only hide this season in the club admin portal.

☒Enable Team Registration

☐Skip Team Invites

Team Reg Start Date

MM/DD/YYYY

Team Reg End Date

8/31/2026

The "Enable Team Join Registration" option turns on the "Register to a Team" feature and the "Team Invites" page during team registration. When enabled, the team owner can invite players and staff to register to their roster.

☒Enable Team Join Registration (invite/team code only)

☐Require Team Invites During Registration

Team Invite/Join Registration Start Date

8/19/2026

Team Invite/Join Registration End Date

8/31/2027

Team Join: Max Roster

☐Team Join: Limit Registrant to 1 Team

☐Team Join: Limit Registrant to 1 Team per Division

4. Login to the club's front end of Ramp and click on "Team Registration". This can be completed by the coach or club. They will be listed as the team contact.

Test Club 1

 **Participant**

[Register as a Participant >>](#)

 **Coach/Staff Registration**

[Register as a Coach or Staff Member >>](#)

 **Team Registration**

[Register your Team >>](#)

- Put the team's division, tier, team contact and create the team name. Club name – Coach name- division. Ex. Ontario Basketball – Coach Ben – U10 Boys.

Test Club 1

Team Registration

Choose a Season

2026-2027

Choose a Division

Choose

Choose Account Member to be the Team Contact

Choose

Team

Choose

[Continue](#)

- You will be able to then add all the players and their contact emails. Once completed, you will be able to confirm the details and submit the team. This team will not be active until activated from the club's back end.

Test Club 1

Team Invites

Enter one email address per line for each person you want to send invites out to. They will receive an email with instructions to register for your team once your team has been activated. Setting the Team Contact will also give that person the ability to register and administer your team.

	Team Contact	Primary Email	Jersey #	First Name	Last Name	Secondary Email
1	☐					
2	☐					
3	☐					
4	☐					
5	☐					
6	☐					
7	☐					
8	☐					
9	☐					
10	☐					
11	☐					
12	☐					
13	☐					

7. Now that the team has been created, go to the club's back end and click on "Registration" from the left-hand side and click on "Teams" from the drop-down menu.

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Permits, Sanctions and Forms

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Teams

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Admin Tournament

Registrations

Seasons

Divisions

Packages

Team

First Name

Last Name

Start Date

End Date

Records Per Page

View

Sort

View

Quick Search (This tool only searches the current page)

1

	☐	Division	Team	Last Name	First Name	Invite Code	Date	Balance	
1	☐	U10 Boys	Ontario Basketball - Coach Ben - U10 Boys	Dickinson	Ben	25ad2	08/20/2026	\$0.00	Activate

8. You can click the green activate button, and the team invites will be sent out to the players and coaches on that list. When they complete their registration, they will automatically be placed on the team's roster. This can be viewed by the team contacts on the club's front end and from the club on the back end under the team's section.

Method 2

1. From the club's back end on the left-hand side select "Teams" and then "Teams" from the drop-down list. Click the "Add New Record" button.

Test Club 1 Language ▾ Change Theme ▾

MAIN

- Dashboard
- Settings
- Seasons
- Competitions
- Camps and Clinics
- Discipline
- Permits, Sanctions and Forms
- Teams**
- Teams

Teams Tutorial

Teams

+ Add New Record + Copy Records to Another Season

Seasons 2026-2027 (Canada Basketball) ▾ Divisions All ▾

Type Team ▾

View

Quick Search (This tool only searches the current page)

2. Fill out the team information on this page and click "submit" when completed.

Teams

Season 2026-2027 (Canada Basketball) ▾ Division Choose ▾

Tier Optional ▾

Teams under this season can only contain athletes of the same gender.

Team Gender Choose ▾

Name (English)

Description

☐ Provincial Team

☒ Active

Submit Cancel

This will create the team in the system. To add players and coaches, they will need to register on the front end, and the club will need to assign them to the teams. More information in the Player registration guide.

