



RAMP USER GUIDE

- FOR -

CLUBS



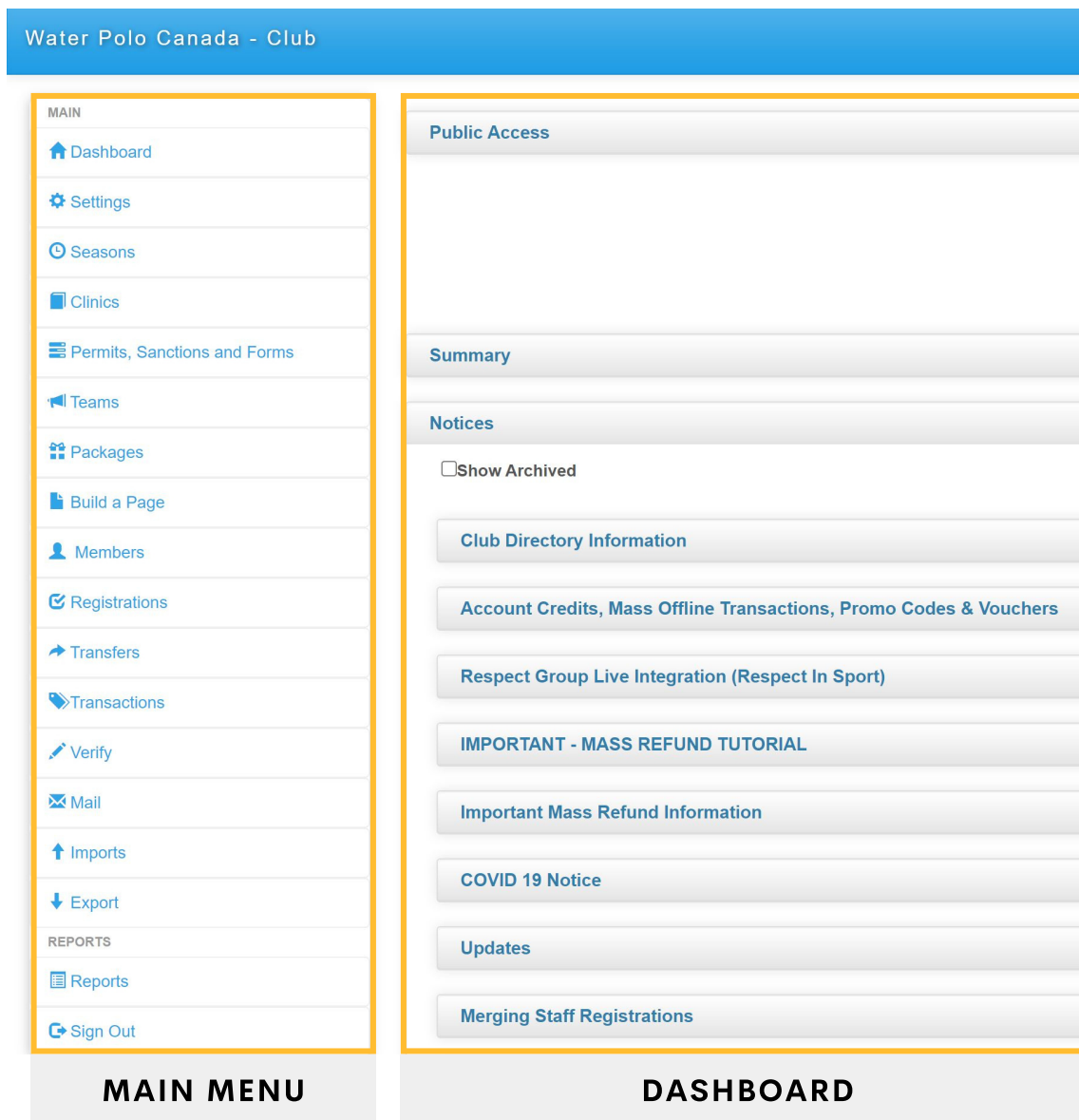
This guide was developed to provide club staff members with information on how to use WPC's National Registration Database and Event Management System, RAMP.

Step 1: Go to <https://admin.rampregistrations.com/login>

Step 2: Log into your club account using your organization username and password.

Step 3: Review any notices located on the "Dashboard", which is RAMP's default page. This page shows all major announcements/updates from RAMP.

Step 4: Select the page that you would like to visit from the main menu. The main menu is located on the left-hand side of the page.



The pages that follow will show the options available and explain the purpose of each of the pages available through the main menu.

**All tabs with this symbol have a dropdown menu when clicked. Each dropdown menu will be described below.*

Dashboard

Settings

Seasons

The **SETTINGS** tab allows the club to adjust how the database will collect and show data.*

Settings

Club Info

Two Factor Authentication

Administrators

Refund Policy

Positions

Official Levels

Locations

Qualifications

This button allows clubs to set up their contact email address, email signature and their location setting

This button allows clubs to enter all their club information (i.e. website address, mailing address, Facebook URL, etc.)

This button allows clubs to set up Two Factor Authentication for extra security

This button allows clubs to create extra club administrators for the database

This button allows clubs to create their own refund policy

This button allows clubs to create extra positions for members.
Note: All positions are already listed.

The official levels have already been created

This button is used to create extra qualifications for staff members (i.e. CPR, First Aid, etc.)

Seasons

Seasons

Teams

Divisions

Checklists

Promo Codes

Vouchers

Waivers

Questions

Tournaments

Boundaries

Volunteer Sign-Up Jobs

Custom File Uploads

Fees or Discounts

Locked Accounts

Locked Registrants

The **SEASONS** tab allows clubs to create seasons (program years), waivers, divisions, additional form questions, etc.*

This button will allow clubs to create and view existing seasons.

This button allows clubs to create categories to register under (levels of play, age range, etc).

This allows the clubs to create custom checkboxes for member's profiles (i.e. is the person bilingual)

This button will allow clubs to create promo codes for members registering (i.e. National Team Members)

This button will allow clubs to create vouchers which appear as another payment option to choose on the final page of registration

This button will allow clubs to create waivers that will be signed during the registration process

This button allows the clubs to create additional questions which will be included in their registration forms

This button clubs to create tournaments

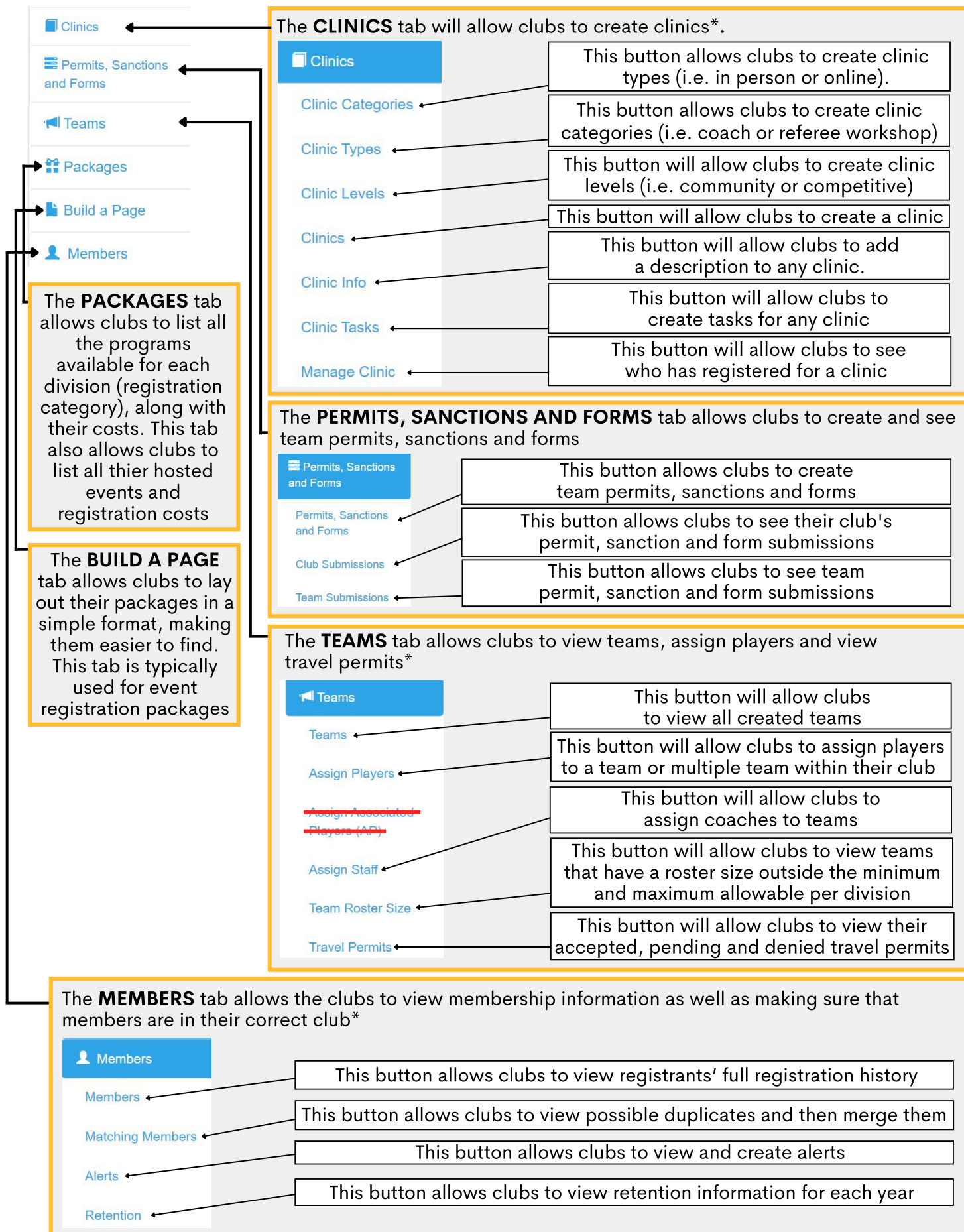
This button allows clubs to create boundaries for which people within can register

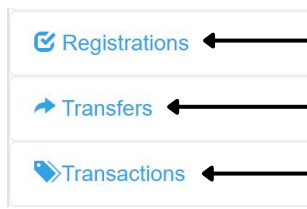
This button will allow clubs to create volunteer jobs that can be selected during registration if Volunteer Sign Up is enabled

This button allows clubs to ask for file uploads from its registrants (i.e. CPR, First Aid certificate, etc.)

Allows clubs to add fees and discounts with controls for target and frequency (i.e. insurance fees)

These buttons allows clubs to lock a registrant's account or prevent a registrant from registering





The **TRANSFERS** tab will allow clubs to submit transfer requests



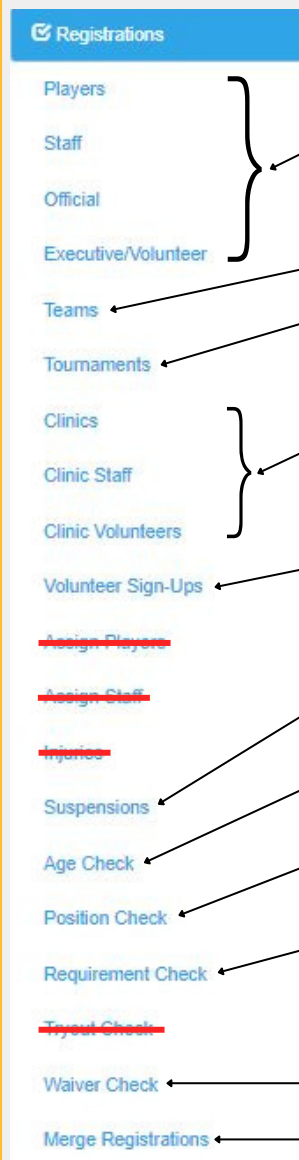
This button will allow clubs to see any home club transfer requests (a player's is changing their home club)

This button will allow clubs to see any transfer requests and their status

This button will allow clubs to see outgoing transfer requests and their status

This button allows clubs to see any temporary transfer requests

The **REGISTRATIONS** tab allows clubs to search for all current registrants*



These buttons will allow clubs to track the registrations of players, staff (coaches) and volunteers

This button will allow clubs to view team registrations that have been taken

This button will allow clubs to view teams that have registered to a tournament they have created

These buttons will allow you to view the registrations of clinic participants, clinic staff (i.e. learning facilitators) and clinic volunteers

This button will allow clubs to view volunteer jobs that have been accepted and mark the obligations as complete

Note: Please ask RAMP for more information

Once updated this will track all suspensions for the organization.

This button will allow clubs to view any person that registered for a team outside their age range

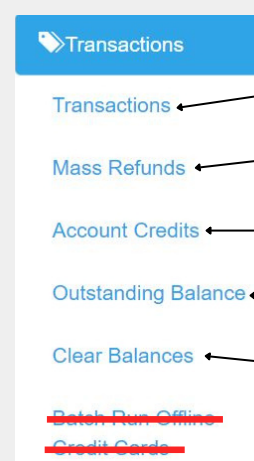
This allows clubs to check if teams have the required positions

This button will allow clubs to check if coaches have the correct certification for the division they are registered for

This button shows any registrant who has not signed a waiver. It also gives clubs the opportunity to send these registrants the required waivers

This button allows clubs to merge registrations from the same registrant

The **TRANSACTIONS** tab allows clubs to track the membership transactions*



This button will allow clubs to see all transaction history for the season

This button will allow clubs to provide mass refunds to their registrants

This button will allow clubs to see if a registrant has a credit on their account

This button will allow clubs to see if a registrant has an outstanding balance on their account

This button will allow clubs to zero out any outstanding balance for a selected registrant

