



RAMP CHEAT SHEET: ROSTER CREATION & REGISTRATION

Roster Creation

Step 1: Click on the main menu's "Teams" button.

Step 2: Select "Teams" and then "Add New Record" to create a new team

Step 3: Select the team's Division and Gender (optional) from the dropdown menus.

Note: Skip the "Tier" dropdown menu.

Step 4: Enter the team's general information (Team Name and Description) and click submit.

Note: Skip the "Provincial Team" and "Hockey Canada Sport School" checkboxes. The "Provincial Team" checkbox should only be selected when a province is creating their Provincial Team in RAMP.

Step 5: Click on the main menu's "Teams" button.

Step 6: Select "Assign Players/Swimmers".

Step 7: Select the Season, Division, Package(s) (optional), Team(s) (optional), Gender(s) (optional), and Position (optional) of the players you wish to add to your team and click "View".

Step 8: Select which players to add to your team by clicking on the checkbox beside their name.

Step 9: Select the team that the previously selected players will be assigned using the "Teams" dropdown menu under the "Assign Selected to Team" heading and click "Submit".

Note: Players who have registered under the Provincial level registration category cannot be added to a Competitive Team roster.

Step 10: Repeat Steps 5 to 9 for coaches. Select the "Assign Staff" button for Step 6 instead of "Assign Players/Swimmers".

Note: If you want to create a new team of players that are already part of other teams on your club, you can still do so. Just make sure their memberships match the team requirements.



RAMP CHEAT SHEET: TOURNAMENT CREATION

Team registration for Tournaments (for club registrars only)

Step 1: Make sure your team is created in your team has been created in your Club RAMP account (please see the roster creation cheat sheet for more information). If you do not know who will be on the team, you can leave it blank for now.

Step 2: Go to the tournament registrations button on the club's front end registration page and select the tournament that you are registering for.

Step 3: Under the Team Dropdown menu, select the team that you created. Once this is done, the full roster you implemented will be added to the tournament.

Step 4: If you did not add players and staff to the roster before you registered, you can do so afterwards and it will sync the updated roster to the tournament.

Note: *If you did not create the team or cannot see it listed, use the "Search for your Team" option in the dropdown menu.*