



RAMP CHEAT SHEET: TOURNAMENT CREATION

Step 1: Click on the Main Menu's "Seasons" button.

Step 2: Select "Tournaments" and then "Add New Record".

Step 3: Enter the tournament's general information:

- o The tournament name
- o A description of the tournament (optional):
- o A website address (optional)
- o Tournament administrator emails (optional)
- o The tournament's start and end dates (optional)
- o The maximum roster size per team (optional, but highly recommended)

Step 4: Select whether this tournament will be accepting international teams by clicking on the "International Tournament" checkbox (optional).

Note: Skip the "Use Tiers" checkbox.

Step 5: Enter the contact information for the tournament contact (optional).

Step 6: Enter the contact information for the tournament convenor (optional).

Step 7: Select the divisions (registration categories) that are able to attend the tournament.

Step 8: Create a success message and/or email that the participant will receive once they register.

Step 9: Create a package for each of the tournament's age groups by gender (i.e. one package for 19U Men and one package for 19U Women). This will ensure that the tournament is visible on the front end of your club's registration portal for registration purposes.

Step 9-1: Click on the packages tab and then click "Add New Record"

Step 9-2: Create the title of the package, division requirement and cost of the package. Optionally, you can create deadlines for registration, package descriptions and enabling the maximum allowed registrations.

Note: Once a tournament has been created, the club's PSO must approve the tournament in order for teams to register. In order to create a roster and add a team to a tournament, please visit the Roster Creation cheat sheet.

For more information, RAMP provides a video tutorial to watch at the top of the tournament's page.