

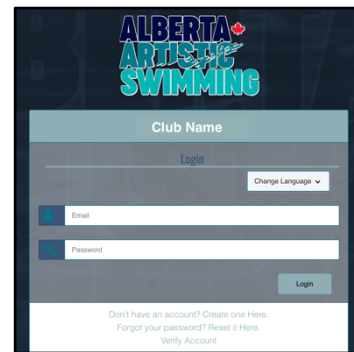
CLUB RAMP INTERACTIVE REGISTRATION

How to register your club with AAS/CAS on RAMP

There are three major steps to enabling registration for your members:

1. Seasons
2. Divisions
3. Packages

- Clubs have their own unique administration login that was sent to registrars from RAMP.
 - Contact RAMP at support@rampinteractive.com to retrieve your access if you can't find the original email from RAMP.
- Each club also has their own landing page for your members to register through. It will have your club's name on it.
- As the club registrar, when you login to your admin portal, you may be prompted to update your password.



SEASON SET-UP

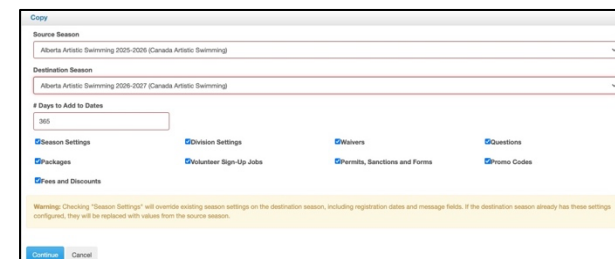
REGISTER YOUR CLUB ON RAMP:

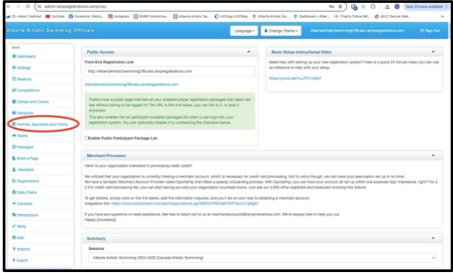
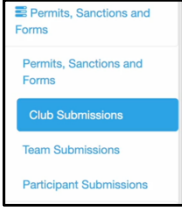
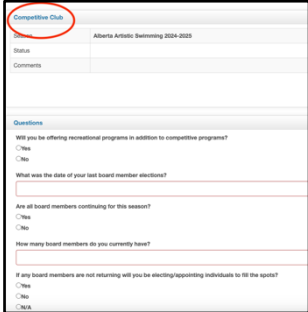
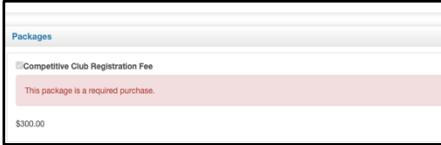
Activate the season:

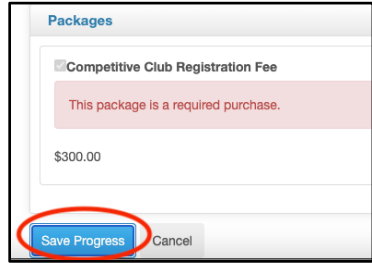
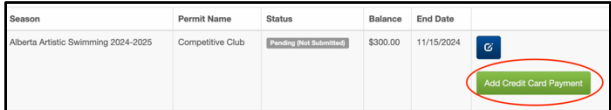
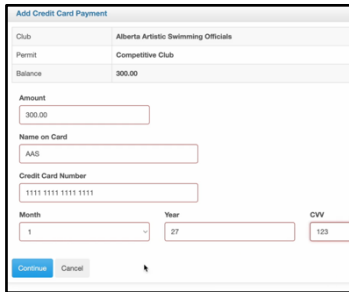
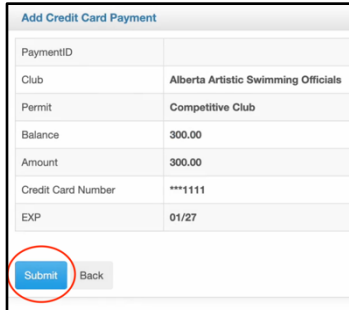
- Go to Seasons > Seasons
- Select the green button 'Season to Season Copy Items'



- Source season will be last year
- Destination Season will be the new season
- Select all checkboxes
- Click Continue

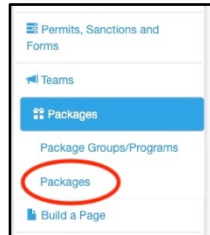


Set up the club: - Click on Permits, Sanction and Forms - Then click Club Submissions	 
Select the Season (Alberta Artistic Swimming YYYY (Canada Artistic Swimming YYYY))	
- Click the blue box on the right on the line of your permit name (Competitive or Recreational) Only register one club type. Competitive Clubs must register as competitive, which can include recreational programming. DO NOT SELECT CLUB RENEWAL FEE	
- A new window will open with your club type at the top - Answer all AAS questions - Sign	
Your chosen permit (competitive, recreational) will appear at the bottom of the screen with the fee for said permit	

To advance to the payment window, click on 'save progress'	
Click on the 'add credit card payment'	
Enter your credit card information and click on 'continue'	
Click submit to complete your transaction	

- Once you have completed your club registration, AAS will review your information for compliance
- When compliance is met, AAS will open the club registration for members to register

DIVISIONS and PACKAGES SET-UP

Login and on your dashboard choose 'Packages' > 'Packages'	
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NOTE: AAS/CAS packages are set up for all AAS/CAS membership. Each club must activate these by setting up the 'athlete' package only.

- Under 'Package Type' choose 'athlete'
- Then click '+add new record'
- A new window will open to set up the 'athlete' package

The screenshot shows the 'Packages' form with the 'Add New Record' button circled in red. The 'Package Type' dropdown is also circled in red and set to 'Athlete'. Other fields include 'Season' (Alberta Artistic Swimming 2024-2025), 'Divisions' (All), 'Camps and Clinics' (All), and 'Active' (All). A 'View' button is at the bottom.

- In this window make sure the package type is set to athlete and that you are in the correct season
- Select the divisions (age groups) that you will be offering in your club.

NOTE: These divisions align with the AAS registration categories.

- If using all of them, you can check the box 'divisions' to select them all
- You can also set up one age group at a time.

The screenshot shows the 'Packages' form with the 'Package Type' dropdown set to 'Athlete' and the 'Season' dropdown set to 'Alberta Artistic Swimming 2024-2025 (Canada Artistic S)'. A note at the top says: 'Note: Any changes that you make to a package (Name/Price/Pending)'.

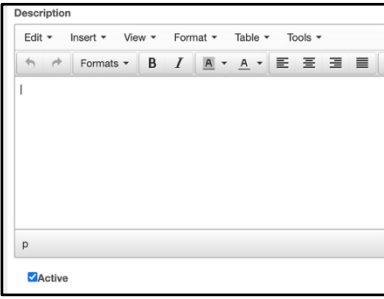
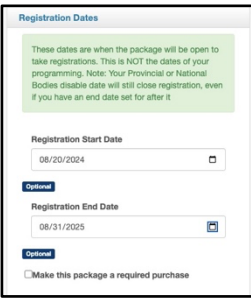
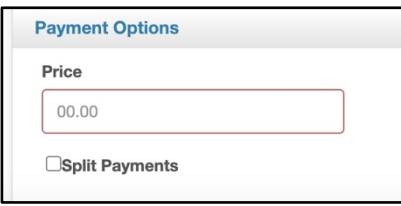
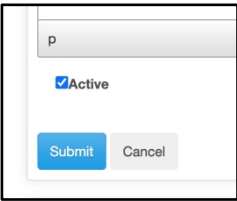
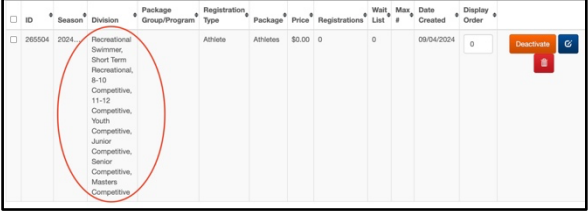
The following Divisions (Categories) are applicable to AAS:
Check all applicable divisions (Categories).

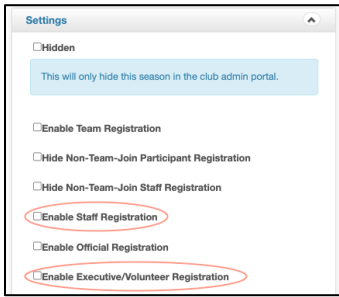
- Recreational Swimmer
- Short Term Recreational Swimmer
- 8-10 Competitive
- 11-12 Competitive
- 13-15 Youth Competitive
- Junior Competitive
- Senior Competitive
- Masters Competitive
- AquaGO!
- Adaptive Artistic Swimming (AdAS) Competitive
- Adaptive Artistic Swimming (AdAS) Recreational
- Master Recreational
- Novice Athlete
- Free Trial (AAS)

- In the 'Name (English)' box, give it a generic like 'athletes'

The screenshot shows the 'Name (English)' and 'Description' fields in the registration form. The 'Name (English)' field is empty and has a red border. The 'Description' field is also empty and has a red border.

Club Registration Instructions – July 2025

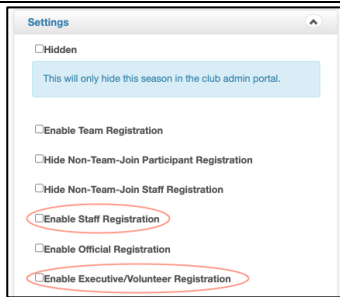
- If you are providing a description fill in this box. - Make sure the 'active' box is checked	
Set the start date and end dates of your club registrations	
Type in the price of \$0.00 AAS/CAS prices are pushed down from AAS/CAS	
Scroll back up and click the blue 'submit' button under the description box.	
- You will now be brought back to the 'Packages' Window. - You can see the division you created. You will see all divisions you created in one box	
 	
Your package is now done, and your members will now be able to register through your club landing page.	
Set-up your payment method: Go to Seasons > Seasons	

- Select the season you are setting up by clicking on the blue button - Scroll down to Payment Settings and select credit card	
Activate Coach and Board Members registration	
To enable coach and board members: - Go to Seasons > Seasons and click on the blue button next to the season you want too active. - Scroll to Settings and check the boxes 'Enable....' - Select the dates that you want to close registration for these categories. - Then scroll back up and click on the Submit button	

NOTES:

Two Active Seasons:

The 2024-2025 season will automatically close on August 31st. If your club will have two active seasons, make sure your members register in the correct season. If you want to turn off the 2024-2025 season:

Go to Seasons > Seasons - Click on the blue box next to the 2024-2025 season - Scroll down to Settings and uncheck the boxes for Staff and Executives	
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Club Landing Page Setup (Required):

If your club does not use RAMP as your primary registration platform, it is essential that you still set up your club's landing page under the Alberta Artistic Swimming (AAS) umbrella.

- To do this, ensure you select the correct season in the top dropdown (e.g., *Alberta Artistic Swimming 2025 (Canada Artistic Swimming 2025)*).
- If this step is missed, AAS/CAS registration fees and forms will not appear for your members, and they will not be registered as AAS/CAS members.

Collecting Fees Through RAMP (Optional):

If you would like to collect your club's registration fees directly through RAMP, you must contact RAMP to set up a merchant account.

Clubs Already Using RAMP:

If your club already uses RAMP for its own registrations, you may need to set up two separate registrations:

- One under your club's existing structure (to retain previous season data);
- One under the AAS umbrella.

If you want to see if you can use one registration for both the club and AAS/CAS contact RAMP directly for assistance.

Explore System Features:

There are many optional features within the RAMP platform that clubs can configure. Feel free to explore the system to determine which tools and settings best meet your club's needs.

The only award I still need a name for is Official of the Year. I'm almost thinking of just getting Jaime to nominate someone and have Miranda endorse it.

Frequently Asked Questions