**Instructions for Club Competition Registration on RAMP**
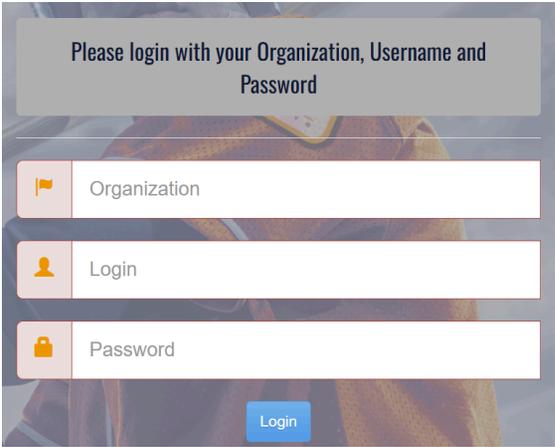**Ontario Artistic Swimming 2025-2026 Events**

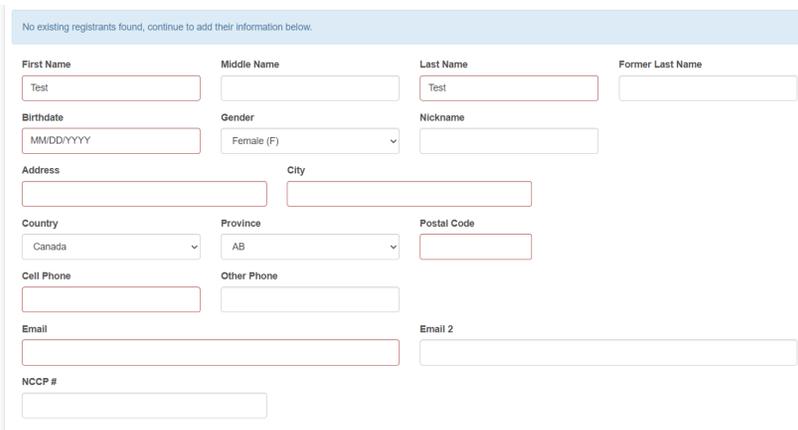| Description | Screen View |
| --- | --- |
| Log in to your RAMP club admin account. | Please login with your Organization, Username and Password<br><br>⚑ Organization<br>👤 Login<br>🔒 Password<br>Login |
| On the left menu, click "Competitions" to open the sub-menu, and select "Admin Competition Registration". | 🌐 Competitions<br>Categories<br>Events<br>Competitions<br>Competition Events<br>Fees<br>Participant Waiver Check<br>Admin Competition Registrations |

Once in the Admin Competition Registration section, click "Add Registration" to begin registration for a new competition.

**Admin Competition Registrations**

Add Registration | Save Template | Load Template
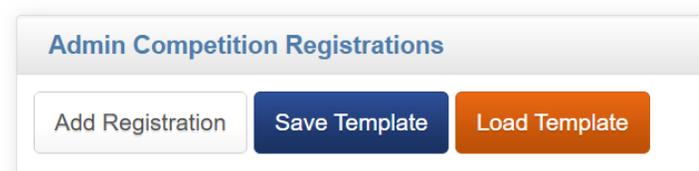
To begin, enter your name and birthdate, and click "Search Registrant". If you have registered in RAMP, your information will auto-generate.
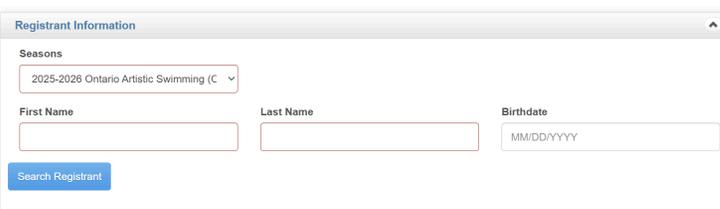
If you have not registered in RAMP, you will need to input your information as the registrar. The email provided will be used for any additional correspondence needed on registration.

**Registrant Information**

Seasons
2025-2026 Ontario Artistic Swimming (C

First Name | Last Name | Birthdate
 | | MM/DD/YYYY

Search Registrant

No existing registrants found, continue to add their information below.

First Name | Middle Name | Last Name | Former Last Name
Test | | Test |

Birthdate | Gender | Nickname
MM/DD/YYYY | Female (F) |

Address | City

Country | Province | Postal Code
Canada | AB |

Cell Phone | Other Phone

Email | Email 2

NCCP #

Scroll down to the "Competitions" tab. Select "Provincial Body" (Ontario Artistic Swimming) as the creator, and select the event you will be registering for from the competition menu.

Once you've selected the correct competition, hit "Submit" to begin your registration.

**Competition**

Created By | Competitions
All | Choose

All
National Body
Provincial Body
Club

| | |
|---|---|
|  | Canada ▾  ON  Choose<br>**Cell Phone**   **Other Phone**<br>123-456-7890<br>**Email**<br>llindner@ontarioartisticswimming.ca<br>**NCCP #**<br><br>Choose<br>2025 Lisa Alexander Figures and Skills Meet – West Region (Ontario Artistic Swimming)<br>Age Group Technical Meet (Nova Scotia Artistic Swimming)<br>Camp de développement de l'Excellence 2025 (Natation Artistique Québec)<br>Canadian Prairie Championships (Saskatchewan Artistic Swimming)<br>Diane Lemon Invitational (Saskatchewan Artistic Swimming)<br>Fall Training Meet and Technical Conference (BC Artistic Swimming)<br>NBAS Figures Meet (New Brunswick Artistic Swimming)<br>Northern Lights (Alberta Artistic Swimming)<br>November LTAD 2025 (Newfoundland Labrador Artistic Swimming)<br>November Skills (Thunder Bay) (Manitoba Artistic Swimming)<br>Rocky Mountain Qualifier (Alberta Artistic Swimming)<br>Sadie Caulder Knight Provincial Championships (Saskatchewan Artistic Swimming)<br>Sandra Roberts Provincial Championships (Saskatchewan Artistic Swimming)<br>Saskatchewan Winter Games (Saskatchewan Artistic Swimming)<br>WildRose Classic (Alberta Artistic Swimming)<br><br>**Competition**<br>**Created By**<br>Provincial Body ▾   Choose ▾ |

| | |
|---|---|
| **Note**: After adding members to your roster and entries to events, you will see the word "Inactive" next to an athlete or coach's name. This means that changes have not been saved yet in your registration. To save your work after creating your roster, scroll up to the top menu and select "Update Submission".<br><br>Once updated, your balance will now change to reflect any events entered, including individual athlete fees. |  |

| | |
|---|---|
| Begin by adding your club's athletes to your roster. Athletes placed "on the roster" for a competition indicates that they will be entered in at least one competition event, and will have the athlete fee applied to them<br><br>Athletes can be placed on the roster using two methods:<br><br>1) Expand the "Select Club Registrations to Add to Events" menu to see the full list of your club's registered athletes. Select all athletes you would like to add to the roster, and hit "Submit" to add. You should now see these athletes |  |

listed under the "Roster" menu.

2) Under the "Roster" menu, begin by typing the name of an athlete. If they are registered, their name will auto-generate as a result. Select the athlete's name and click "Add New Player" to add. You should now see these athletes listed under the "Roster" menu.
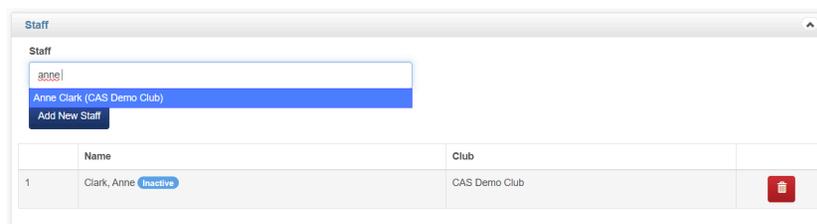
Continue this process until you have added all of the athletes attending the competition. Make sure to update your submission before moving on to the next step.

| Roster | ^ |
|--------|---|
| **Athlete** | |
| Two | |
| AdAS TWO (CAS Demo Club) - Adaptive Artistic Swimming (AdAS) Competitive | |
| Youth TWO (CAS Demo Club) - Youth Competitive | |
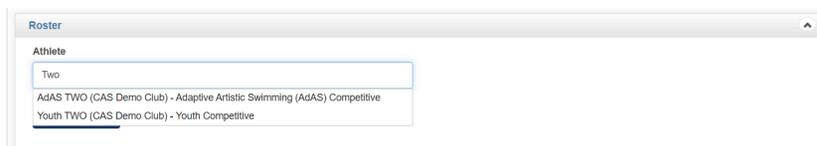
Next, add your coaches to the roster under the "Staff" menu.

Using the same method as adding athletes, begin by typing the name of a coach. If they are registered, their name will auto-generate as a result. Select the coach's name and click "Add New Staff" to add. You should now see these athletes listed under the "Roster" menu.
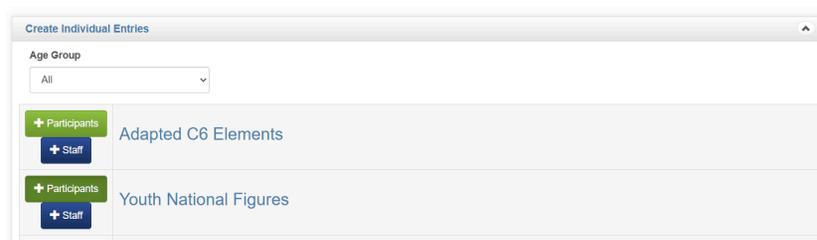
Continue this process until you have added all of the coaches attending the competition. Make sure to update your submission before moving on to the next step.

| Staff | ^ |
|-------|---|
| **Staff** | |
| anne | |
| Anne Clark (CAS Demo Club) | |
| Add New Staff | |

| | Name | Club | |
|---|------|------|---|
| 1 | Clark, Anne Inactive | CAS Demo Club | 🗑 |

**To enter Figures, Elements & Skills Assessment Events:**

Scroll down to the "Create Individual Entries" tab to see all available events. If you would like to sort events by age group, use the "Age Group" menu to select the category you are looking for.

To add entries to an event, select the "Participants" button beside the event name. Once in the participant menu, check all those athletes who will be competing in the event, and then click "Submit".

| Create Individual Entries | ^ |
|---------------------------|---|
| **Age Group** | |
| All | |
| + Participants / + Staff — Adapted C6 Elements | |
| + Participants / + Staff — Youth National Figures | |

You should now see all of the athletes you've entered into the event under the event header.

Continue to add athletes to each event until you have completed your registration list. Make sure to update your submission periodically to avoid losing any data.

## Figures - Youth Competitive

| | Participant | Rank | Substitute Participant |
|---|---|---|---|
| ☑ | Youth FOUR | | ☐ |
| ☐ | AdAS ONE | | ☐ |
| ☑ | Youth ONE | | ☐ |
| ☑ | Youth THREE | | ☐ |
| ☐ | AdAS TWO | | ☐ |
| ☑ | Youth TWO | | ☐ |

Cancel    Submit

+ Participants
+ Staff

### Youth National Figures
Participants

| Rank | Name | Club |
|---|---|---|
| | FOUR, Youth Inactive | CAS Demo Club |
| | ONE, Youth Inactive | CAS Demo Club |
| | THREE, Youth Inactive | CAS Demo Club |
| | TWO, Youth Inactive | CAS Demo Club |

Update Submission

**To enter Routine Events:**

Scroll down to the "Create Team Entries" tab to see all available events. If you would like to sort events by age group, use the "Age Group" menu to select the category you are looking for.

To add an entry to an event, select the "Participants" button beside the event name.

Once in the participant menu, add all athletes in the routine under "Team Roster". For Duet or Team events, use the CRTL key to select multiple athletes.

Next, add any alternate swimmers to the routine under "Substitute Participants". If the routine has not designated their alternates yet, please include all athletes in the team roster to be designated at a later time.

To add coaches, move to the "Staff" header and select the coaches for that routine.

If you would like to, add a team nickname to the submission (ie. Jungle Team, Aqua Team, B Team, etc.), list it in the "Team" box at the top of the menu.

Once you've completed adding the information for your routine, click "Submit" You should now see the routine you've entered under the event header.

Continue this process for each routine your club will be entering into the competition until complete. Make sure to update your submission periodically to avoid losing any data.

## Staff

Anne Clark

## Team

Team Name

### Youth Duet

| Team Name | Youth THREE - CAS Demo Club `Inactive`<br>Youth TWO - CAS Demo Club `Inactive`<br>Youth FOUR (Substitute Participant) - CAS Demo Club `Inactive`<br><br>Anne Clark - CAS Demo Club `Inactive` | Edit  Delete |
|---|---|---|

Once complete, make sure to update your submission once again to save your registration information.

Your balance should now have updated to include individual athlete fees, as well as any individual event entry fees.

You are now free to leave the page.

**Add Credit Card Payment**  **Add Offline Transaction**

## Balance: $640.00

Before the deadline, you can return to this registration and update as many times as you like.

Any active registration files can be found on the "Admin Competition Registration" page.

To view your roster in list format, select "View Roster".

To edit your registration, click the navy edit icon to return to the registration builder page.

admin.rampregistrations.com/reports/competitioneventparticipants?cmVnaWQ1=NTY2MTcyNw2&eGxz0=RmFsc2U1&cGRm0=RmFsc2U1&dmlldw2=aHRtbA2

Download Spreadsheet   Download CSV

| ID | First Name | Last Name | Type | Season | Competitions | Events | Division | Registrant Age Group | Club | Registrant Club | Date Assigned | Team ID | Event Team | Rank |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 'A935194B | AdAS | TWO | Individual Event Entry | 2025-2026 | 2025 Lisa Alexander Figures and Skills Meet - West Region | AdAS-P3 Figures | Adaptive Artistic Swimming (AdAS) Competitive | Adaptive Artistic Swimming (AdAS) Competitive | CAS Demo Club | CAS Demo Club | 10/30/2025 7:43:51 AM | | | |
| 'A935194B | AdAS | ONE | Individual Event Entry | 2025-2026 | 2025 Lisa Alexander Figures and Skills Meet - West Region | AdAS-P3 Figures | Adaptive Artistic Swimming (AdAS) Competitive | Adaptive Artistic Swimming (AdAS) Competitive | CAS Demo Club | CAS Demo Club | 10/30/2025 7:43:51 AM | | | |
| 'A935194B | AdAS | ONE | Individual Event Entry | 2025-2026 | 2025 Lisa Alexander Figures and Skills Meet - West Region | AdAS-P3 Skills Assessment | Adaptive Artistic Swimming (AdAS) Competitive | Adaptive Artistic Swimming (AdAS) Competitive | CAS Demo Club | CAS Demo Club | 10/30/2025 7:43:51 AM | | | |
| 'A935194B | Youth | THREE | Individual Event Entry | 2025-2026 | 2025 Lisa Alexander Figures and Skills Meet - West Region | Figures | Youth (13-15) Provincial Competitive | Youth Competitive | CAS Demo Club | CAS Demo Club | 10/30/2025 7:43:51 AM | | | |
| 'A935194B | Youth | TWO | Individual Event Entry | 2025-2026 | 2025 Lisa Alexander Figures and Skills Meet - West Region | Figures | Youth (13-15) Provincial Competitive | Youth Competitive | CAS Demo Club | CAS Demo Club | 10/30/2025 7:43:51 AM | | | |
| 'A935194B | Youth | TWO | Individual Event Entry | 2025-2026 | 2025 Lisa Alexander Figures and Skills Meet - West Region | Skills Assessment | Youth (13-15) Provincial Competitive | Youth Competitive | CAS Demo Club | CAS Demo Club | 10/30/2025 7:43:51 AM | | | |
| 'A935194B | Youth | THREE | Individual Event Entry | 2025-2026 | 2025 Lisa Alexander Figures and Skills Meet - West Region | Skills Assessment | Youth (13-15) Provincial Competitive | Youth Competitive | CAS Demo Club | CAS Demo Club | 10/30/2025 7:43:51 AM | | | |

| | Competitions | Club | Registrant | Date | Balance | | |
|---|---|---|---|---|---|---|---|
| 1 | 2025 Lisa Alexander Figures and Skills Meet - West Region | CAS Demo Club | Whiteley, Lauren | 10/30/2025 | $450.00 | View Roster | |
| | | | | | | Add Credit Card Payment | |
| | | | | | | Add Offline Transaction | |

View Roster

Add Credit Card Payment

Add Offline Transaction

Please ensure that payment is made only after your final registration has been submitted to avoid over or under paying.

Payment can be made online by credit card (this can be done in the RAMP system by clicking "Add Credit Card Payment"), or offline by e-transfer or cheque. For any support making offline payments, please reach out to Sue Marnica-Wall at smwall@ontarioartisticswimming.ca.
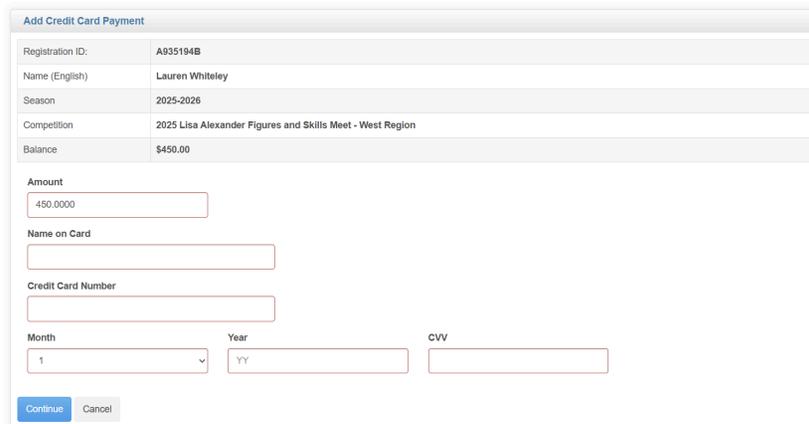
**Add Credit Card Payment**

| Registration ID: | A935194B |
|---|---|
| Name (English) | Lauren Whiteley |
| Season | 2025-2026 |
| Competition | 2025 Lisa Alexander Figures and Skills Meet - West Region |
| Balance | $450.00 |

**Amount**
450.0000

**Name on Card**

**Credit Card Number**

| Month | Year | CVV |
|---|---|---|
| 1 | YY | |

Continue   Cancel

For any questions or technical support, please reach out to Lauren Lindner at llindner@ontarioartisticswimming.ca.