



RAMP REGISTRATION PROCESS BULLETIN

Doc. No.	CFC-BULL-007-0
Rev.	0
Originator:	D. Hawkins
Checker	NA
Approver:	D. Hawkins
Status:	Published
Effective:	January 2025

CROSSFIELD MINOR SOCCER AND RAMP

Crossfield Minor Soccer Association (CMSA) in the fall of 2024, moved to a new platform for its website under RAMP InterActive. This decision, made by the Board, was to help align CMSA closer to the Big Country Soccer Association (BCSA) website and direction for managing important information on the soccer program within the district of BCSA (this is the district that CMSA is registered to play under by Alberta Soccer Association) and CMSA.

Alberta Soccer Association (ASA) is moving towards provincial standardization with its registration process using the RAMP InterActive platform. This move is to support the reduction in the cost associated with trying to align registration of soccer from all over the province and upload into the ASA RAMP registration system. As you can appreciate, with the various communities and districts throughout the province not using RAMP already, there can be a lot of administrative costs associated with trying to get information into the provincial system. Thus, the move towards central registration.

For the 2025 outdoor season, CMSA has now moved its registration process to the new RAMP InterActive platform in support of the provincial move to central registration. The immediate benefits are:

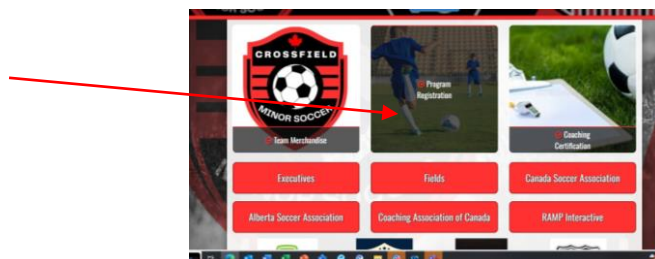
- Once a family has their details in RAMP InterActive, they do not need to add their details again.
- Coaches, volunteers, and Match Officials can now register each season. This information is manually provided to ASA currently. Under the new platform, ASA can now receive coaching and Match Official details within the system.
- Reduces the volunteer time to administer registration details into both BCSA and ASA which is all manual through spreadsheets and uploads. For a volunteer association, this is incredibly valuable so we can shift those energies into the program to support the youth participants.

This is a new system to CMSA so as a Board and as a community, we will be learning the system together. The Board has worked hard to set up the system for roll-out and will work through and adjustments that come up along the way. What we ask of our amazing community is patience while we all learn the new registration system. Proficiency will be gained as we gain more experience in the system.

If there are questions, please send them to crossfieldsoccertreasurer@gmail.com or crossfieldsoccer@gmail.com. We may need to involve RAMP in some inquiries so answers may not be immediate.

LET'S GET REGISTERED!

You will be able to access the registration site from the main home page of the website as shown below:

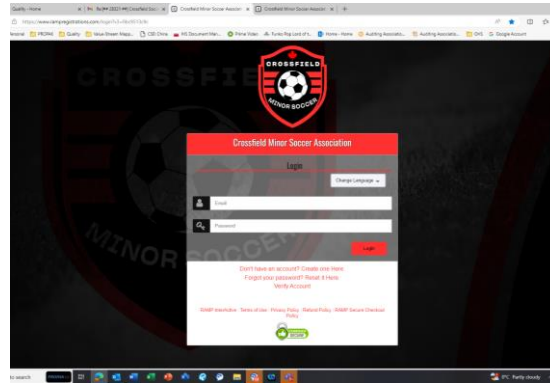




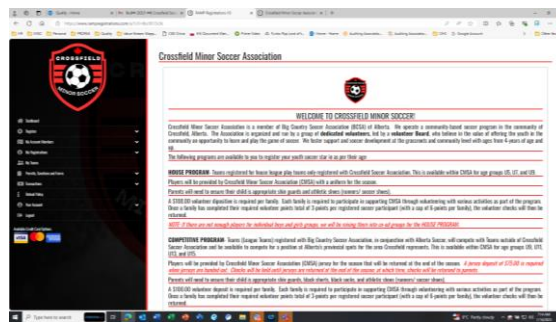
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You should now see this screen where you can register an account into the system:



Once in the system, you will see the following main page:



Scroll to the bottom of this screen and you will see the registration ports as follows:

- Participant (the player)
- Coach/ Staff Registration (Head Coach/ Assistant Coach)
- Official Registration (Match Official)
- Executive/ Volunteer Registration
- Available Participant Packages (this is a summary of each of the programs being offered for Crossfield Minor Soccer Association)

To get started, click on “PARTICIPANT” which will open the registration for the players. Once you open it, you will see two dropdowns:

- “Choose a Season”- this is where you select the program you are registering the player to.
- “Choose Account Member to Register”- this is where you select the name, if in the system, or you add a member into the system.

After you select the season, the program summary will pop up for you to review. Scroll to the bottom of the screen after you have read and you can then choose who you will register and now the division (i.e. girls/ boys).

NOTE: We open registration for U5 through to U11 with boys and girls separate to try and open teams for each. However, if there are not enough girls to form a team, CMSA will form a co-ed team with the boys.

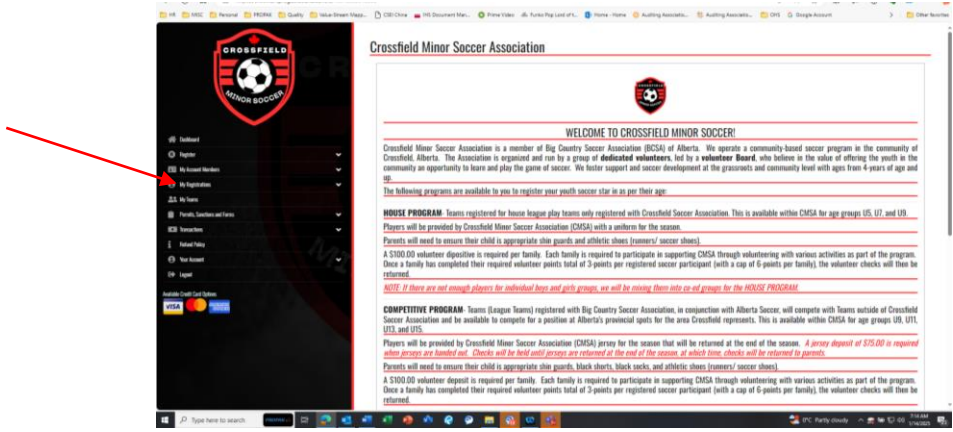


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Continue to complete the registration process for each of your youth participants. Once registration is complete, you will receive a confirmation email indicating registration is complete.

To review who has been registered in the system, you can always go back to the main screen and select “My Registrations” from the left margin as shown below:



The system is self-guiding but if you have any questions, please contact CMSA and we will do our best to work through this with you and, if necessary, consult RAMP to assist us further.

On behalf of the Board, we are thrilled to be able to continue to make system improvements to our program to help reduce administrative efforts on the program and shift those efforts to our youth participants. Thank you for taking the journey with us at CMSA.