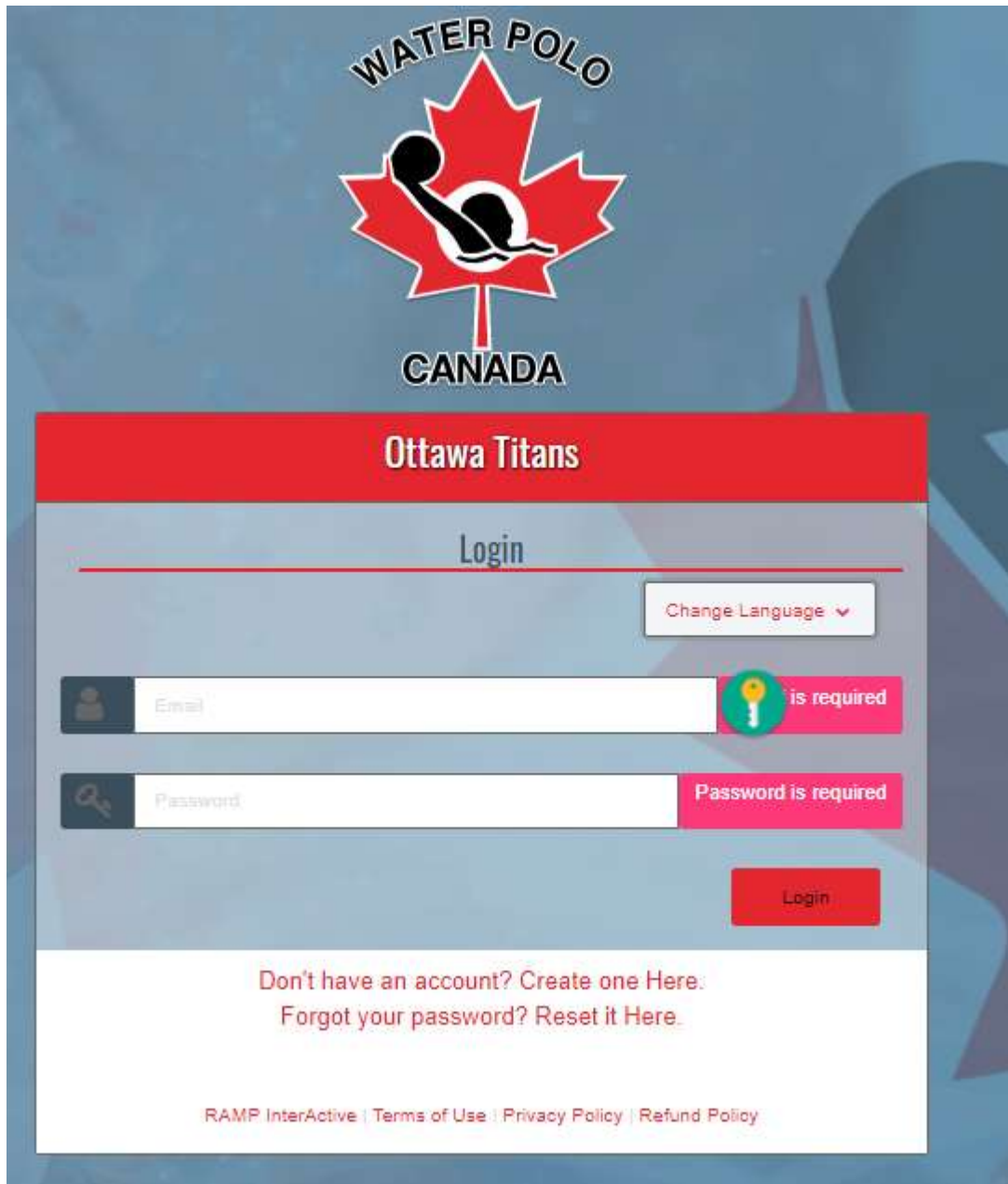


**Step 1:** Click on the “*Register Now*” button on the Titans website.

**Step 2:** If it is your first time using RAMP, click on the "Don't have an account? Create one Here" button. You will be asked to enter your email address, a password and select which language you prefer.



**Step 3:** Login to your RAMP family account. You will be presented with several registration options (see the example below – the actual red box lay-out will vary depending on your screen size). To register:

- as an athlete/participant, use the “*Available Participant Packages*” button
- as a coach, use the “*Coach/Staff Registration*” button
- as a referee, use the “*Official Registration*” button
- as a volunteer, use the “*Executive/Volunteer*” button



## If registering an athlete:

**Step 4:** You will be presented with a long list of packages. Each package corresponds to a different Titans program option. Click on the “*Register Now*” button for the program you want to register for.

**Step 4.1:** Choose the 2021-2022 season

**Step 4.2:** Identify the family member you want to register. The “*Choose*” button allows you to select a family member from the list of existing family members or to add a new family member. A set of fields will appear in the middle of the page. They will be pre-populated with the information on the selected family member, or you will have to fill in the information for the family member you want to add.

**Step 4.3:** No need to choose a Division, it will be preset automatically based on the package you selected.

**Step 4.4:** No need to choose a Package again, the package you selected in Step 4 will already be selected for you. Just go to the bottom of the page and click on the continue button.

**Step 5:** You will be presented with a seemingly endless list of waivers, consents and acknowledgements. Read the text carefully, answer the questions and sign on the screen where asked to do so.

**Step 6:** You will be taken to a page with additional questions. Those are questions that the Titans need you to answer.

**Step 7:** You will be taken to a summary page. Review the summary of your registration to ensure all the information is accurate. Near the bottom of the page, you will find the payment information. This section can be confusing, so here are some helpful explanations:

- The total fees you are paying are a combination of the Titans Program Fees, the Ontario Water Polo (OWP) membership fees and the Water Polo Canada (WPC) membership fees. Each fee is paid directly to its receiving organization.
- The Pricing Details box – lists the Titans Program fees for the selected program (HST will already be included in the price, where applicable).
- The Membership Fees box – lists the OWP and WPC membership fees.
- The Payment Information box – is used to specify the method of payment for each of the 3 sets of fees. This box is divided into 3 sections, separated by a thick red line.
  - The first section deals with the Titans Program Fees:
    - If you are registering more than one athlete from the same family, type **Family Discount** in the Promo Code box and click on the “*Apply Promo Code*” button (see picture below).

Payment Information

Promo Code

Payment Type

Ottawa Titans: \$2,339.10 Balance

- Choose the Payment method you will use. The Titans currently only support cheques or ETransfers. Payment instructions will appear in the box based on the payment method you choose. Read them very carefully.
  - The second section deals with the OWP Membership Fees.
    - Ignore the Membership Promo Code box.
    - OWP only accepts online credit card payment. Provide the required credit card information.
    - Note that your credit card information will also be used to pay for the WPC Membership Fees.
  - The third section deals with the WPC Membership Fees.
    - Nothing to do in this section.
  - **IMPORTANT:** Unfortunately, if you are unable or unwilling to use a credit card, you will NOT be able to submit the registration. If this is your situation, please contact us at [info@titanswaterpolo.ca](mailto:info@titanswaterpolo.ca).
- Click on the “*Submit Registration*” button to complete the registration process:
  - If your registration is successful, you will receive an on-screen confirmation message.
  - If your registration is successful, you will also receive an automated confirmation email. This email contains a detailed summary of the registration, the payment details and the Titans refund policy. You need to archive this email somewhere safe.
  -

## **If registering a coach:**

**Step 4.1:** Choose the 2021-2022 season

**Step 4.2:** Identify the family member you want to register. The “*Choose*” button allows you to select a family member from the list of existing family members or to add a new family member. A set of fields will appear in the middle of the page. They will be pre-populated with the information on the selected family member, or you will have to fill in the information for the family member you want to add.

**Step 4.3:** You need to click on all the Divisions the coach will cover. For each Division you select, you will be asked to select the applicable role.

**Step 4.4:** Go to the bottom of the page and click on the continue button.

**Step 5:** You will be presented with a seemingly endless list of waivers, consents and acknowledgements. Read the text carefully, answer the questions and sign on the screen where asked to do so.

**Step 6:** You will be taken to a coach Certifications page. Click on all the applicable certifications. For each certification you specify, you will be asked when and where you completed the certification. Note that the Titans will not use this information, but it is possible that OWP and/or WPC require it.

**Step 7:** You will be taken to a page with additional questions. Those are questions that the Titans need you to answer.

**Step 8:** You will be taken to a summary page. Review the summary of your registration to ensure all the information is accurate. Near the bottom of the page, you will find the payment information. This section can be confusing, so here are some helpful explanations:

- The total fees you are paying are a combination of the Titans Program Fees, the Ontario Water Polo (OWP) membership fees and the Water Polo Canada (WPC) membership fees. Each fee is paid directly to its receiving organization.
- The Pricing Details box – lists the Titans Program fees. There are no Program fees for coaches.
- The Membership Fees box – lists the OWP and WPC membership fees.
- The Payment Information box – is used to specify the method of payment for each of the 3 sets of fees. This box is divided into 2 sections, separated by a thick red line.
  - The first section deals with the OWP Membership Fees.
    - Ignore the Membership Promo Code box.
    - OWP only accepts online credit card payment. Provide the required credit card information.
  - The second section deals with the WPC Membership Fees.
    - Ignore the Membership Promo Code box.
    - WPC only accepts online credit card payment. Provide the required credit card information.
    - Note that your credit card information will also be used to pay for the WPC Membership Fees.
  - The third section deals with the WPC Membership Fees.
    - Nothing to do in this section.

- **IMPORTANT:** The Titans will reimburse the coaches for these Membership fees.
- **IMPORTANT:** Unfortunately, if you are unable or unwilling to use a credit card, you will NOT be able to submit the registration. If this is your situation, please contact us at [info@titanswaterpolo.ca](mailto:info@titanswaterpolo.ca).
- Click on the “*Submit Registration*” button to complete the registration process:
  - If your registration is successful, you will receive an on-screen confirmation message.
  - If your registration is successful, you will also receive an automated confirmation email. This email contains a detailed summary of the registration, the payment details and the Titans refund policy. You need to archive this email somewhere safe.

## **If registering an official:**

**Step 4.1:** Choose the 2021-2022 season

**Step 4.2:** Identify the family member you want to register. The “*Choose*” button allows you to select a family member from the list of existing family members or to add a new family member. A set of fields will appear in the middle of the page. They will be pre-populated with the information on the selected family member, or you will have to fill in the information for the family member you want to add.

**Step 4.3:** You need to choose the applicable Officiating level.

**Step 4.4:** Go to the bottom of the page and click on the continue button.

**Step 5:** You will be presented with a seemingly endless list of waivers, consents and acknowledgements. Read the text carefully, answer the questions and sign on the screen where asked to do so.

**Step 6:** You will be taken to a page with additional questions. Those are questions that the Titans need you to answer.

**Step 7:** You will be taken to a summary page. Review the summary of your registration to ensure all the information is accurate. Near the bottom of the page, you will find the payment information. This section can be confusing, so here are some helpful explanations:

- The total fees you are paying are a combination of the Titans Program Fees, the Ontario Water Polo (OWP) membership fees and the Water Polo Canada (WPC) membership fees. Each fee is paid directly to its receiving organization.
- The Pricing Details box – lists the Titans Program fees. There are no Program fees for coaches.
- The Membership Fees box – lists the OWP and WPC membership fees.
- The Payment Information box – is used to specify the method of payment for each of the 3 sets of fees. This box is divided into 3 sections, separated by a thick red line.
  - The first section deals with the OWP Membership Fees.
    - Ignore the Membership Promo Code box.
    - OWP only accepts online credit card payment. Provide the required credit card information.
  - The second section deals with the WPC Membership Fees.
    - Ignore the Membership Promo Code box.
    - WPC only accepts online credit card payment. Provide the required credit card information.
    - Note that your credit card information will also be used to pay for the WPC Membership Fees.
  - The third section deals with the WPC Membership Fees.
    - Nothing to do in this section.
  - **IMPORTANT:** The Titans will reimburse the referees for these Membership fees.
  - **IMPORTANT:** Unfortunately, if you are unable or unwilling to use a credit card, you will NOT be able to submit the registration. If this is your situation, please contact us at [info@titanswaterpolo.ca](mailto:info@titanswaterpolo.ca).
- Click on the “*Submit Registration*” button to complete the registration process:

- If your registration is successful, you will receive an on-screen confirmation message.
- If your registration is successful, you will also receive an automated confirmation email. This email contains a detailed summary of the registration, the payment details and the Titans refund policy. You need to archive this email somewhere safe.



**If registering a volunteer/Executive:**

**Step 4.1:** Choose the 2021-2022 season.

**Step 4.2:** Choose the position you are registering for.

**Step 4.3:** Identify the family member you want to register. The “*Choose*” button allows you to select a family member from the list of existing family members or to add a new family member. A set of fields will appear in the middle of the page. They will be pre-populated with the information on the selected family member, or you will have to fill in the information for the family member you want to add.

**Step 4.4:** Go to the bottom of the page and click on the continue button.

**Step 5:** You will be presented with a seemingly endless list of waivers, consents and acknowledgements. Read the text carefully, answer the questions and sign on the screen where asked to do so.

**Step 6:** You will be taken to a page with additional questions. Those are questions that the Titans need you to answer.

**Step 7:** You will be taken to a summary page. Review the summary of your registration to ensure all the information is accurate. There are no fees for volunteers so this page is quite simple.

- Click on the “*Submit Registration*” button to complete the registration process:
  - If your registration is successful, you will receive an on-screen confirmation message.
  - If your registration is successful, you will also receive an automated confirmation email. This email contains a detailed summary of the registration, the payment details and the Titans refund policy. You need to archive this email somewhere safe.