

Registration User Guide

So, you would like to register with the Titans for the 2022-23 season? Great! The RAMP registration system has changed a bit from last season. Please refer to the Table of Contents below and click on the appropriate link to be taken to the step-by-step registration instructions. We suggest that you read through the registration instructions once before proceeding with your registration. This will avoid most problems. If you run into difficulties with the registration system, please contact us at info@titanswaterpolo.ca.

Summary of Changes

While you can still log into your RAMP account and submit your registration from there, the way to select the program you want to register for is awkward. If you want to give it a try, you can access the RAMP registration system directly using this link:

[Ottawa Titans : RAMP Registrations](#)

For the 2022-23 season, a new, simpler way to select your program has been implemented. A web page has been added that makes it easier to navigate to the program of your choice. Once you click the “*Register Now*” button for the program you selected, you will be taken to the RAMP registration system and RAMP will remember what program you selected.

The Titans have introduced two new program options: Swim & Play PLUS and ILWP PLUS. These options add one weekly practice to the regular Swim & Play and ILWP practice schedules. These options should expedite our athletes’ progress through the Swim & Play and I Love Water Polo programs.

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Registering as an athlete (participant):

Step 1: Click on the link below to access the list of Titans Programs:

<http://OttawaTitans.rampregistrations.com/participant/TitansPrograms>

Step 2: Click on the “*Register Now*” button for the program you want to register for.

Step 3: You will be taken to the RAMP registration system login page. If it is your first time using RAMP, click on the "Don't have an account? Create one Here" link. You will be asked to enter your email address, a password and select which language you prefer.

WATER POLO
CANADA

Ottawa Titans

Login

Change Language ▾

Email is required

Password Password is required

Login

Don't have an account? Create one Here.
Forgot your password? Reset it Here.

RAMP InterActive | Terms of Use | Privacy Policy | Refund Policy

Step 4: Login to your RAMP family account. You will be presented with the following page where the Division related to the program you want to register for will have been filled in. Take note of the Division (you will need it later). This list of packages offered for that Division will also be shown, with the program you want to register for pre-selected. You have the opportunity to change the selected program at this point.

NOTE FOR S&P/ILWP PLUS OPTIONS: make sure to select both the regular S&P/ILWP program AND the S&P/ILWP PLUS program. This will save you from having to go through the registration steps again for the PLUS program option.

Ottawa Titans

Participant Registration

Choose a Season

2022-2023

Choose Family Member to Register

Choose

Choose a Division

Introduction

Choose Your Packages

Water Fun I - Richcraft - Mondays

\$360.00

8 of 8 Available

COED program targeted at **ages 5 to 7** who are not yet strong enough swimmers to join the ILWP or Swim and Play programs. Participants will learn more advanced swimming skills. Game play will be used to build their confidence in the water. A parent may be asked to accompany their child.

Richcraft pool, Mondays, 5:30pm to 6:15pm

If Paying By Credit Card, The Additional Split Payment Option Below Will Be Available At Checkout

- \$180.00 Today
- \$180.00 on or after Thursday, December 1, 2022

Water Fun II - Richcraft - Mondays

\$360.00

8 of 8 Available

In this COED program targeting boys and girls **ages 6 to 8**, participants will develop basic swimming skills. Building on the skills acquired in Water Fun I from September to May.

Minimum requirement: the child must be comfortable in the shallow-end without a parent and without a flotation device.

Richcraft pool, Mondays, 6:15pm to 7pm

If Paying By Credit Card, The Additional Split Payment Option Below Will Be Available At Checkout

- \$180.00 Today
- \$180.00 on or after Thursday, December 1, 2022

Step 5: Choose the Family member you want to register (or select add a Family Member if the Family Member is not in RAMP yet). You will be presented with a page with all the Family Member information. Complete/update this page as appropriate. Make sure to select a Division for this Family Member (this is the Division that you took note of in Step 4).

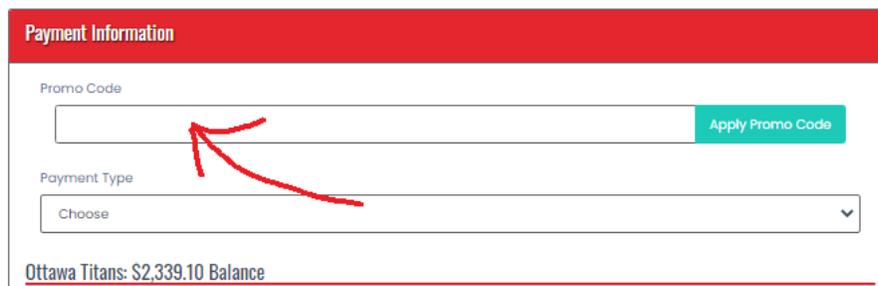
Step 6: Once you have provided the Division, the list of all the programs offered in that Division will reappear. Here again, you have the option of change the program(s) you want to register for. When ready, click on the “Continue” button at the bottom of the page.

Step 7: 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. If you click on the “Continue” button and are not taken to the next page, look at the error message on the pink bar that appears above the “Continue” button. You likely missed an acknowledgement or signature.

Step 8: You will be taken to a page with additional questions. Except for the first question, those are mostly questions that the Titans need you to answer.

Step 9: 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).



- 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 chose. 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.

Step 9: 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.

NOTE IF REGISTERING MULTIPLE ATHLETES: Do NOT log out of your RAMP account. Go back to Step 1 above and repeat the process for each applicable Family Members (you will NOT need to log back into RAMP, you will be taken to Step 4 right away).

Registering as a coach:

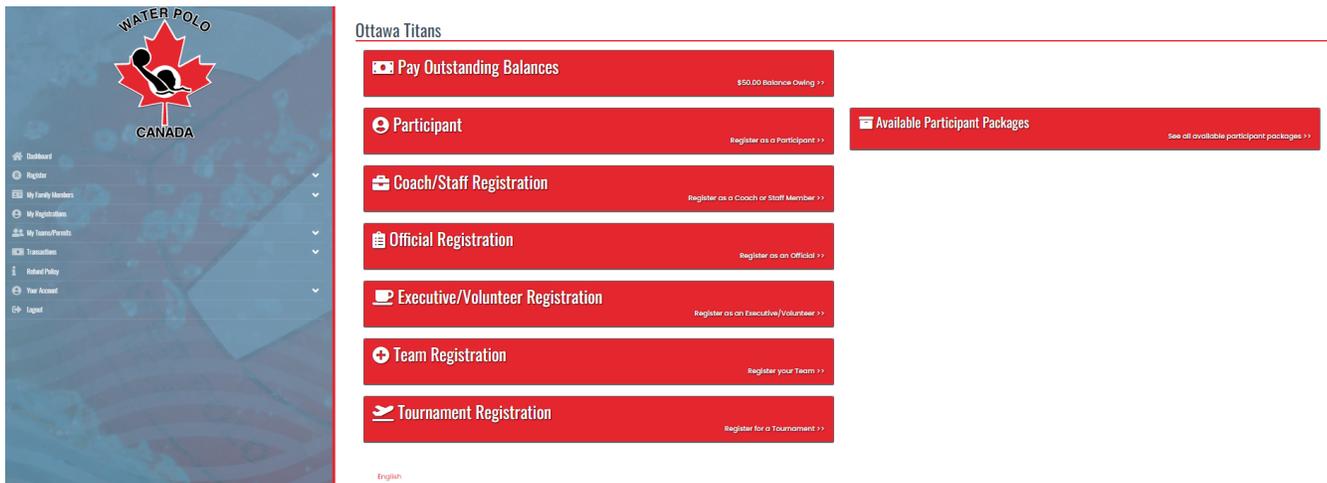
Step 1: Click on the link below to access the RAMP registration system login page:

[Ottawa Titans : RAMP Registrations](#)

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

The image shows a screenshot of the Ottawa Titans RAMP registration system login page. At the top, there is a logo for Water Polo Canada featuring a red maple leaf with a water polo player silhouette. Below the logo is a red header with the text "Ottawa Titans". Underneath the header is a "Login" section. On the right side of the login section, there is a "Change Language" dropdown menu. Below this are two input fields: "Email" and "Password". The "Email" field has a pink error message "is required" next to it. The "Password" field has a pink error message "Password is required" next to it. Below the input fields is a red "Login" button. At the bottom of the login section, there are two links: "Don't have an account? Create one Here." and "Forgot your password? Reset it Here.". At the very bottom of the page, there is a footer with the text "RAMP InterActive | Terms of Use | Privacy Policy | Refund Policy".

Step 2: Login to your RAMP family account. You will be presented with the following page. Click on the *Coach/Staff Registration* button.



Step 3: Choose the Family member you want to register (or select add a Family Member if the Family Member is not in RAMP yet). You will be presented with a page with all the Family Member information. Complete/update this page as appropriate.

Step 4: Click on all the Divisions the coach will cover. For each Division you select, you will be asked to select the applicable role.

Step 5: Go to the bottom of the page and click on the continue button.

Step 6: 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. If you click on the “Continue” button and are not taken to the next page, look at the error message on the pink bar that appears above the “Continue” button. You likely missed an acknowledgement or signature.

Step 7: You will be taken to a coach Certifications page. Click on the “Continue” button.

Step 8: You will be taken to a page with additional questions. Except for the first question, those are mostly questions that the Titans need you to answer.

Step 9: 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 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.
- 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.

Registering as a referee:

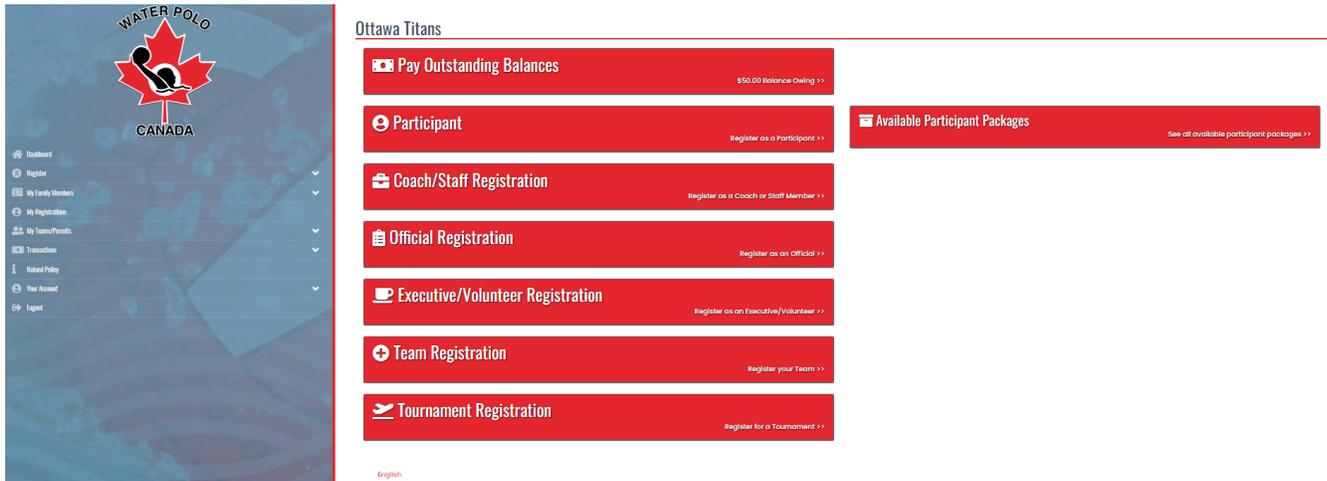
Step 1: Click on the link below to access the RAMP registration system login page:

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

The image shows a screenshot of the Ottawa Titans RAMP registration system login page. At the top, there is a logo for Water Polo Canada featuring a red maple leaf with a water polo player silhouette inside, with the text 'WATER POLO' above and 'CANADA' below. Below the logo is a red header with the text 'Ottawa Titans'. Underneath the header is a 'Login' section. On the right side of the login section, there is a 'Change Language' dropdown menu. Below this are two input fields: 'Email' and 'Password'. The 'Email' field has a pink error message 'is required' next to it. The 'Password' field has a pink error message 'Password is required' next to it. Below the input fields is a red 'Login' button. At the bottom of the login section, there are two links: 'Don't have an account? Create one Here.' and 'Forgot your password? Reset it Here.'. At the very bottom of the page, there is a footer with the text 'RAMP InterActive | Terms of Use | Privacy Policy | Refund Policy'.

Step 2: Login to your RAMP family account. You will be presented with the following page. Click on the *Official Registration* button.



Step 3: Choose the Family member you want to register (or select add a Family Member if the Family Member is not in RAMP yet). You will be presented with a page with all the Family Member information. Complete/update this page as appropriate.

Step 4: Choose the officiating level you are registering for.

Step 5: Go to the bottom of the page and click on the continue button.

Step 6: 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. If you click on the “Continue” button and are not taken to the next page, look at the error message on the pink bar that appears above the “Continue” button. You likely missed an acknowledgement or signature.

Step 7: You will be taken to a page with additional questions. Except for the first question, those are mostly questions that the Titans need you to answer.

Step 8: You will be taken to a summary page. 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.

Registering a Volunteer/Executive:

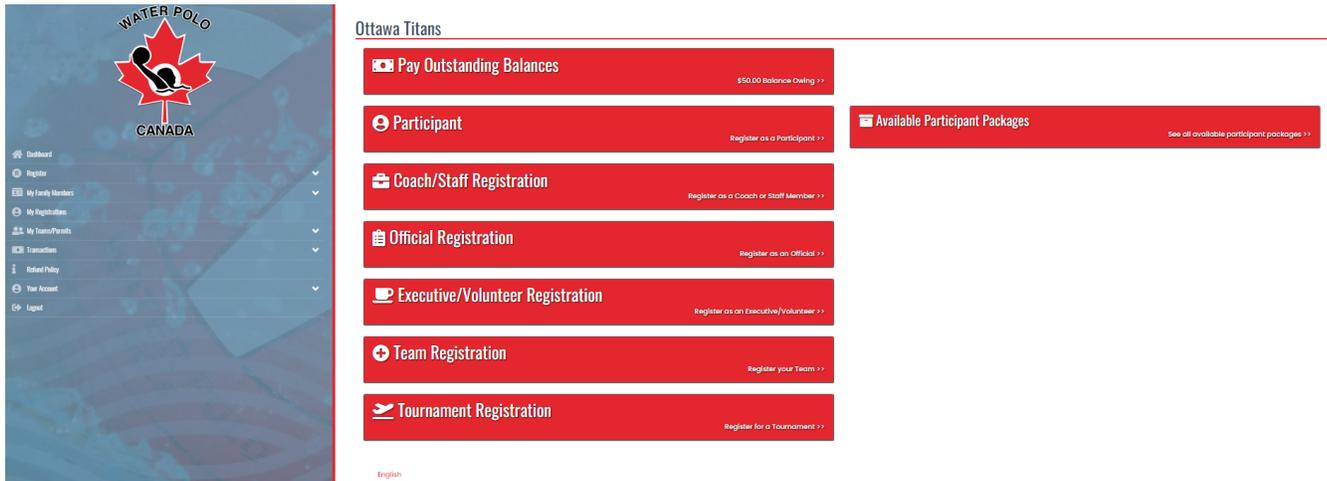
Step 1: Click on the link below to access the RAMP registration system login page:

[Ottawa Titans : RAMP Registrations](#)

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

The screenshot shows the login interface for the Ottawa Titans RAMP system. At the top, there is a logo for Water Polo Canada featuring a red maple leaf with a water polo player silhouette. Below the logo is a red header bar with the text "Ottawa Titans". Underneath the header is a "Login" section. On the right side of the login section, there is a "Change Language" dropdown menu. The login form consists of two input fields: "Email" and "Password". The "Email" field has a pink error message "is required" next to it. The "Password" field has a pink error message "Password is required" next to it. Below the input fields is a red "Login" button. At the bottom of the login section, there are two links: "Don't have an account? Create one Here." and "Forgot your password? Reset it Here.". At the very bottom of the page, there is a footer with links for "RAMP InterActive", "Terms of Use", "Privacy Policy", and "Refund Policy".

Step 2: Login to your RAMP family account. You will be presented with the following page. Click on the *Executive/Volunteer Registration* button.



Step 3: Choose the 2022-23 season.

Step 4: Choose the Family member you want to register (or select add a Family Member if the Family Member is not in RAMP yet). You will be presented with a page with all the Family Member information. Complete/update this page as appropriate.

Step 5: Choose the volunteer position you are registering for.

Step 6: Go to the bottom of the page and click on the continue button.

Step 6: 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. If you click on the “Continue” button and are not taken to the next page, look at the error message on the pink bar that appears above the “Continue” button. You likely missed an acknowledgement or signature.

Step 7: You will be taken to a page with additional questions. Except for the first question, those are mostly questions that the Titans need you to answer.

Step 8: You will be taken to a summary page. 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.

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.