

# Registration User Guide

So, you would like to register with the Titans for the 2023-24 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](mailto:info@titanswaterpolo.ca).

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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.

## Ottawa Titans

Titans Program Options 2023-24

### Water Fun Options

#### Water Fun I

COED program targeted at children born **between 2016 and 2018 inclusively** who are not yet strong enough swimmers to join the ILWP or Swim and Play programs. Participants will learn basic water skills, providing a jump-start to the aquatic environment which will form a strong basis for the development of 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 in the water for safety reasons. This program runs from September to May.

**Minimum Requirement:** None

#### Water Fun II

In this COED program targeting boys and girls **born between 2016 and 2018 inclusively**, participants will develop basic swimming skills. Building on the skills acquired in Water Fun I, this is where participants will first experience the sport of water polo in a fun environment. This program runs from September to May.

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

#### Water Fun I - Richcraft - Mondays

\$375.00

Introduction

**8 of 8 Available**

**Home Practice:** Richcraft pool, Mondays, 5:30pm to 6:15pm

Split Payment Option Below Will Be Available At Checkout

- \$200.00 Today
- \$175.00 on or before Friday, December 1, 2023

REGISTER NOW

#### Water Fun II - Richcraft - Mondays

\$375.00

Introduction

**8 of 8 Available**

**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 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).** Choose the Family member you want to register (or select add a Family Member if the Family Member is not in RAMP yet).

## Ottawa Titans

### Participant Registration

Choose a Season

2023-2024

Choose Account Member to Register as a Participant

Choose

Choose a Division

Community

Choose Your Packages

**Swim & Play I Home Practice - Richcraft - Mondays**

\$685.00

**6 of 6 Available**

**Home Practice:** Richcraft pool, Mondays, 5:30pm to 7pm

Split Payment Option Below Will Be Available At Checkout

- o \$350.00 Today
- o \$335.00 on or before Friday, December 1, 2023

**Swim & Play I Home Practice - Richcraft - Fridays**

\$685.00

**18 of 18 Available**

**Home Practice:** Richcraft pool, Fridays, 6pm to 7:30pm

Split Payment Option Below Will Be Available At Checkout

- o \$350.00 Today
- o \$335.00 on or before Friday, December 1, 2023

**Step 5:** 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).

**Ottawa Titans**

**Participant Registration**

Choose a Season

2023-2024

Choose Account Member to Register as a Participant

test1 test

Participant Information

|   |                 |   |                  |
|---|-----------------|---|------------------|
| First Name<br>test1                           | Middle Name     | Last Name<br>test                             | Former Last Name |
| Birthdate<br>8 / 00 / YYYY                    | Gender<br>Male  | Nickname                                      |                  |
| Country<br>Canada                             | Province<br>ON  |   |                  |
| Address<br><i>Address is required</i>         | City            | Postal Code<br><i>Postal Code is required</i> |                  |
| Cell Phone<br><i>Cell Phone is required</i>   | Other Phone     |   |                  |
| Participant Email<br><i>Email is required</i> | Secondary Email |   |                  |
| NCCP #<br>none                                |                 |   |                  |



Choose a Division

Choose

Continue

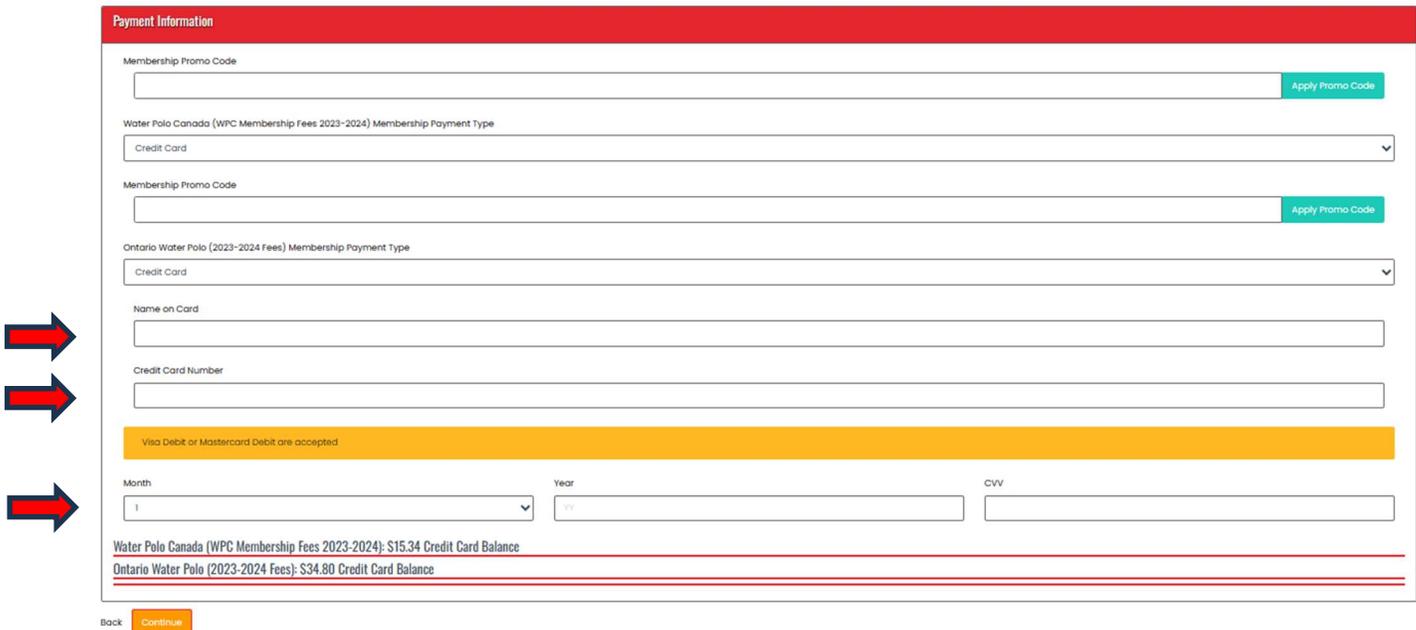
**Step 6.** Once you have selected the Division, a list of packages offered for that Division will be shown again, with the program you want to register for pre-selected. You have the opportunity to change the selected program at this point.

**Note for S&P I, S&P II and ILWP Programs:**

Unless you received approval to register for the “light” option, you **MUST** also select an additional practice from the list of available additional practices listed on this page.

|   |
|---|
| <input checked="" type="checkbox"/> <b>Swim &amp; Play I Home Practice - Sportsplex - Sundays</b><br>\$685.00<br><b>18 of 18 Available</b><br><b>Home Practice:</b> Sportsplex 25m (warm) pool, Sundays, 6pm to 7:30pm<br><b>Split Payment Option Below Will Be Available At Checkout</b> <ul style="list-style-type: none"> <li>\$350.00 Today</li> <li>\$335.00 on or before Friday, December 1, 2023</li> </ul>  |
| <input checked="" type="checkbox"/> <b>Swim &amp; Play I Additional Practice - St-Laurent - Thursdays</b><br>\$260.00<br><b>6 of 6 Available</b><br><b>2nd Practice:</b> St-Laurent pool, Thursdays, 7pm to 8:30pm<br><b>Split Payment Option Below Will Be Available At Checkout</b> <ul style="list-style-type: none"> <li>\$50.00 Today</li> <li>\$85.00 on or before Friday, December 1, 2023</li> <li>\$145.00 on or before Friday, March 1, 2024</li> </ul> |

**Step 7.** You will be taken to the page where you pay for the mandatory Water Polo Canada and Ontario Water Polo membership fees. The only information you need to provide on this page is your credit card information.



The screenshot shows a 'Payment Information' form with a red header. It contains two sections for membership fees, each with a 'Membership Promo Code' field and an 'Apply Promo Code' button. Below these are fields for 'Name on Card', 'Credit Card Number', and 'CVV'. A yellow banner states 'Visa Debit or Mastercard Debit are accepted'. At the bottom, there are summary lines for 'Water Polo Canada (WPC Membership Fees 2023-2024): \$15.34 Credit Card Balance' and 'Ontario Water Polo (2023-2024 Fees): \$34.80 Credit Card Balance'. A 'Back' button and a 'Continue' button are at the bottom left. Three red arrows on the left point to the promo code fields, the name on card field, and the credit card number field.

**Step 8:** A reminder that you are not done yet will pop up. Continue.

**Step 9:** You will be presented with a seemingly endless list of waivers, consents and acknowledgements. Read the text carefully, click the boxes 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 10:** You will be taken to a page with additional questions. The answer to the first question is “Primary Role”. The rest are all questions that the Titans need you to answer.

**Step 11:** You will be taken to the Titans Program Fees page. Review the summary to make sure you are about to register for the correct programs (S&P I, S&P II and ILWP athletes should have 2 programs selected unless they were approved to register for the light version of those programs). The program summary box also shows you the payment installments.

In the Payment Information box at the bottom of the page:

- enter a promocode if applicable (if you are registering more than one family member, enter promocode “Family Discount” to receive a 4.4% discount on the Titans Program Fees).
- 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.

**Step 12:** 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.

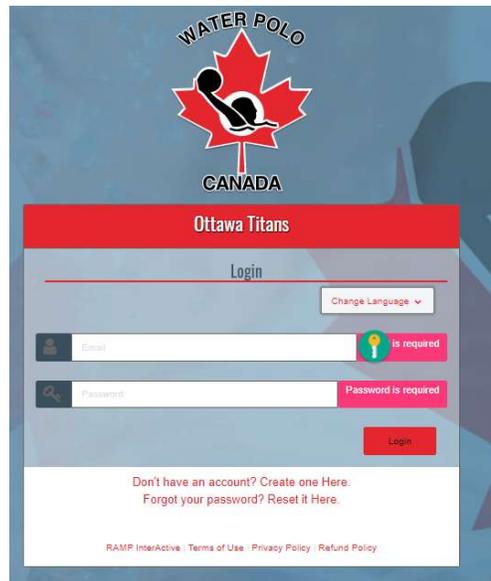
**NOTE IF REGISTERING MULTIPLE ATHLETES:** Do NOT log out of your RAMP account. Go back to Step 1 above and repeat the process for each applicable Family Members (you will NOT need to log back into RAMP, you will be taken to Step 4 right away).

# 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.



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

Ottawa Titans

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|  |  |
|--|--|
| <b>Pay Outstanding Balances</b><br>\$547.20 Balance Owning >>                    |  |
| <b>Incomplete Registrations</b><br>View Incomplete Registrations >>              |  |
| <b>Participant</b><br>Register as a Participant >>                               | <b>Available Participant Packages</b><br>See all available participant packages >> |
| <b>Coach/Staff Registration</b><br>Register as a Coach or Staff Member >>        |  |
| <b>Official Registration</b><br>Register as an Official >>                       |  |
| <b>Executive/Volunteer Registration</b><br>Register as an Executive/Volunteer >> |  |
| <b>Team Registration</b><br>Register your Team >>                                |  |

**Step 3:** You will be presented with the following page. Choose the Family member you want to register (or select add a Family Member if the Family Member is not in RAMP yet). Complete/update this page as appropriate. Select the Division(s) you will be coaching in. For each Division you select, you will be asked to select the applicable role. Select the role of “Coach”.

**Ottawa Titans**  
Coach/Staff Registration

Choose a Season  
2023-2024

Choose Account Member to Register as a Coach / Staff  
Add an Account Member

Family Member Information

First Name Middle Name Last Name Former Last Name

Birthdate Gender Nickname

Country Province

Address City Postal Code

Cell Phone Other Phone

Email Secondary Email

NCCP #

Preferred Division(s) and Position(s)

Introduction

Community

Recreation

Provincial

Competitive

Free Trial (Short-term) Members

Free trial (short-term) members are covered under the Water Polo Canada (WPC) insurance policy on a one-time basis for a maximum of fourteen (14) consecutive days. After the trial period is complete, registrants must register for one of the available divisions (Registration categories) in WPC's National Registration Database for continued coverage. This coverage is intended for those individuals who are trying the sport for the first time. As such, an individual can only be considered a free trial member once. Any individual who has previously completed a free trial may not complete an additional trial, regardless of whether it is with a different water polo club. These individuals will be required to register with a club prior to participating in any water polo activities.

**Step 6:** You will be presented with a seemingly endless list of waivers, consents and acknowledgements. Read the text carefully, click the boxes 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 NCL coach Certifications page. Click on the “Continue” button.

**Step 8:** You will be taken to a page with additional questions. If you are also an athlete, the answer to the first question is “Secondary Role”. If you are just registering as a coach, the answer to the first question is “Primary Role”. The rest are all questions that the Titans need you to answer.

**Step 9:** You will be taken to a Summary page. Review the summary to make sure all the information is correct.

At the bottom of the page, you will find Payment Information. If you are only registering as a coach, Water Polo Canada and Ontario Water Polo membership fees must be paid based on the Divisions you will be coaching. Once you select “Credit Card” as the payment method (the only method accepted by both organizations), complete the required credit card information.

**WPC Membership Fees 2023-2024**

For information regarding Water Polo Canada fees and their breakdown, please visit:  
[https://cloud.rampinteractive.com/waterpoloca/files/Policies%20and%20Bylaws%20Files/Event%20Sanction%20and%20National%20Registration%20Operational%20Document\\_2023-2024\\_EN\\_Final.pdf](https://cloud.rampinteractive.com/waterpoloca/files/Policies%20and%20Bylaws%20Files/Event%20Sanction%20and%20National%20Registration%20Operational%20Document_2023-2024_EN_Final.pdf)

| Pricing Details |        |                   |                 |
|-----------------|--------|-------------------|-----------------|
| Item            | Price  | Total Credit Card | CC Payment Plan |
| Total           | \$0.00 | \$0.00            | \$0.00          |

| Membership Fees    |                               |         |
|--------------------|-------------------------------|---------|
| Organization       | Fee Name                      | Amount  |
| Water Polo Canada  | WPC Membership Fees 2023-2024 | \$55.90 |
| Ontario Water Polo | 2023-2024 Fees                | \$61.82 |

**Payment Information**

Membership Promo Code  
 Apply Promo Code

Water Polo Canada (WPC Membership Fees 2023-2024) Membership Payment Type

Membership Promo Code  
 Apply Promo Code

Ontario Water Polo (2023-2024 Fees) Membership Payment Type

Name on Card

Credit Card Number

Month  Year  CVV

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Water Polo Canada (WPC Membership Fees 2023-2024): \$55.90 Credit Card Balance

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Ontario Water Polo (2023-2024 Fees): \$61.82 Credit Card Balance

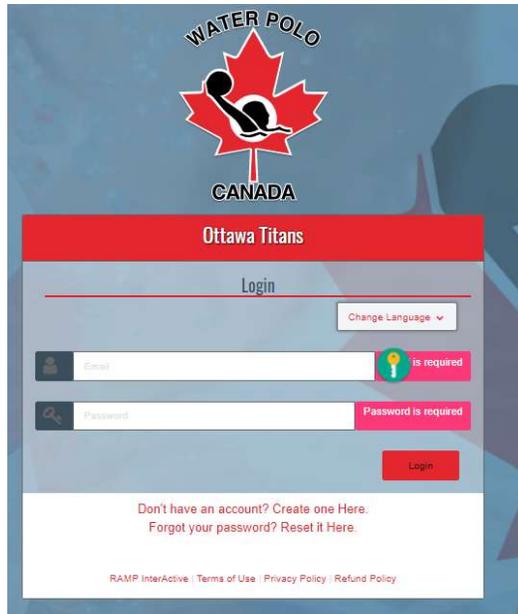
- Step 10:** Click on the “*Submit Registration*” button to complete the registration process:
- If your registration is successful, you will receive an on-screen confirmation message.
  - If your registration is successful, you will also receive an automated confirmation email.

# Registering as a referee:

**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.



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

## Ottawa Titans

|   |   |
|---|---|
| Pay Outstanding Balances<br>\$547.20 Balance Owning >>                    |   |
| Incomplete Registrations<br>View Incomplete Registrations >>              |   |
| Participant<br>Register as a Participant >>                               | Available Participant Packages<br>See all available participant packages >> |
| Coach/Staff Registration<br>Register as a Coach or Staff Member >>        |   |
| Official Registration<br>Register as an Official >>                       |   |
| Executive/Volunteer Registration<br>Register as an Executive/Volunteer >> |   |
| Team Registration<br>Register your Team >>                                |   |

**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, click the boxes 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 NCL Referee Requirements page. Click on the “Continue” button.

**Step 8:** You will be taken to a page with additional questions. The answer to the first question should be “Primary Role” if you are only registering as a referee. If you are also registering as a coach or an athlete, select “Secondary Role” or “Tertiary Role”. The rest are all questions that the Titans need you to answer.

**Step 9:** You will be taken to a Summary page. Review the summary to make sure all the information is correct.

At the bottom of the page, you will find Payment Information. If you are only registering as a referee, Water Polo Canada and Ontario Water Polo membership fees must be paid. Once you select “Credit Card” as the payment method (the only method accepted by both organizations), complete the required credit card information.

**WPC Membership Fees 2023-2024**

For information regarding Water Polo Canada fees and their breakdown, please visit:  
[https://cloud.rampinteractive.com/waterpoloca/files/Policies%20and%20Bylaws%20Files/Event%20Sanction%20and%20National%20Registration%20Operational%20Document\\_2023-2024\\_EN\\_Final.pdf](https://cloud.rampinteractive.com/waterpoloca/files/Policies%20and%20Bylaws%20Files/Event%20Sanction%20and%20National%20Registration%20Operational%20Document_2023-2024_EN_Final.pdf)

**Pricing Details**

| Item  | Price  | Total Credit Card | CC Payment Plan |
|-------|--------|-------------------|-----------------|
| Total | \$0.00 | \$0.00            | \$0.00          |

**Membership Fees**

| Organization       | Fee Name                      | Amount  |
|--------------------|-------------------------------|---------|
| Water Polo Canada  | WPC Membership Fees 2023-2024 | \$55.90 |
| Ontario Water Polo | 2023-2024 Fees                | \$61.82 |

**Payment Information**

Membership Promo Code

Water Polo Canada (WPC Membership Fees 2023-2024) Membership Payment Type  
Credit Card

Membership Promo Code

Ontario Water Polo (2023-2024 Fees) Membership Payment Type  
Credit Card

Name on Card

Credit Card Number

Month:  Year:  CVV:

Water Polo Canada (WPC Membership Fees 2023-2024): \$55.90 Credit Card Balance  
Ontario Water Polo (2023-2024 Fees): \$61.82 Credit Card Balance

**Step 10:** Click on the “Submit Registration” button to complete the registration process:

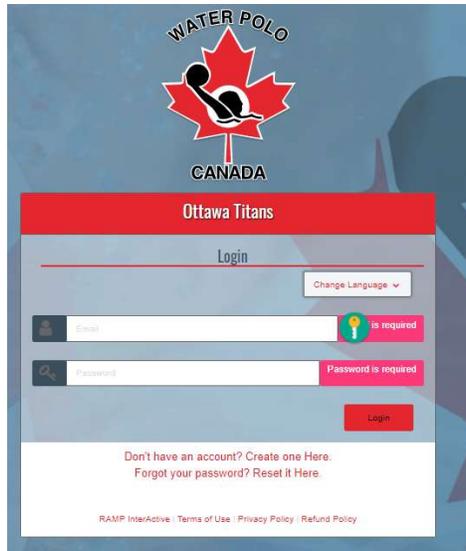
- If your registration is successful, you will receive an on-screen confirmation message.
- If your registration is successful, you will also receive an automated confirmation email.

# 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.



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

## Ottawa Titans

|   |   |
|---|---|
| Pay Outstanding Balances<br>\$547.20 Balance Owning >>                    |   |
| Incomplete Registrations<br>View Incomplete Registrations >>              |   |
| Participant<br>Register as a Participant >>                               | Available Participant Packages<br>See all available participant packages >> |
| Coach/Staff Registration<br>Register as a Coach or Staff Member >>        |   |
| Official Registration<br>Register as an Official >>                       |   |
| Executive/Volunteer Registration<br>Register as an Executive/Volunteer >> |   |
| Team Registration<br>Register your Team >>                                |   |

**Step 3:** Choose the Volunteer position you are registering for and 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.

## Ottawa Titans

### Executive/Volunteer Registration

Choose a Season

2023-2024

Position

Choose

Choose Account Member to Register as an Executive / Volunteer

Choose

Continue

**Step 4:** 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 5:** You will be taken to a page with additional questions. The answer to the first question should be “Primary Role” if you are only registering as a volunteer. If you are also registering as a coach, a referee or an athlete, select “Secondary Role” or “Tertiary Role”. The rest are all questions that the Titans need you to answer.

**Step 6:** 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.