

Registration User Guide

Please refer to the Table of Contents below and click on the appropriate link to be taken to the applicable 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.

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[Registering as a volunteer](#)

Registering as an athlete (participant):

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

[Titans Programs](#)

Step 2: Click on the “*Register Now*” button for the program you want to register for. Note that if you need to register for 2 practices (i.e. Regular S&P I, Regular S&P II, Regular ILWP), you will have to select your second weekly practice from within RAMP).

Swim & Play I Options

For children **born in 2014-2018** who still need to refine their front crawl and backstroke skills, learn basic breaststroke, or learn basic eggbeater. A good fit for athletes who completed Swim Kids Levels 3 or 4, or the new city of Ottawa Red or Magenta levels. This program runs from mid-September to late May.

Minimum requirements:

- Swim 25m (pool length) front crawl (no breath control required)
- Swim 25m (pool length) backstroke
- Swim 25m (pool length) flutter kick with a board (with breath control)
- Swim 25m (pool length) back flutter kick without a board (streamline)

This program comes in 2 flavours:

- **Regular S&P I (preferred)** - includes 2 weekly practices + 1 Game Night
- **S&P I Light** (special permission required) - includes 1 weekly practice + 1 Game Night (send request for special permission to info@titanswaterpolo.ca).
- Game Night is on Sundays at the Sportsplex 25m pool from 6pm to 7:30pm

Full season Fees*:

- Regular S&P I - \$1125
- S&P I Light - \$960

How to Register: Select one practice from the options below. You will then be asked to log into your RAMP account. Once in RAMP, you will be able to select 2 practice options (for Regular S&P I). Please note that an athlete can only select one of the weekly Richcraft practices (due to local high demand for this facility). The Game Night is automatically included.

* The adjusted fees (if applicable) and payment installments will be detailed in the invoice you will receive within 7 days of registration

Swim & Play I - Richcraft (Mondays)

\$0.00

Water Polo for Life

8 of 8 Available

Practice time: 5:30pm to 7pm

Special Restriction for the Richcraft pool: Due to high local demand, S&P I athletes can only select one weekly practice at the Richcraft pool

[REGISTER NOW](#)



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.

Step 4: Login to your RAMP family account. You will be presented with the following page. The season and Division should already be chosen for you, based on the REGISTER NOW button you clicked on. 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

2024-2025

Choose Account Member to Register as a Participant

Choose

Choose a Division

Water Polo for Life

Water Polo for Life

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This registrant category also targets officials who referee at community/regional and/or provincial level events.

Registrants CAN compete in tournaments/Leagues hosted within and outside of Canada. However, each PSO determines the eligible events for this registrant category.

Choose Your Packages

Swim & Play I - Richcraft (Mondays)

\$0.00 (CAD)

8 of 8 Available

Practice time: 5:30pm to 7pm

Special Restriction for the Richcraft pool: Due to high local demand, S&P I athletes can only select one weekly practice at the Richcraft pool

Swim & Play I - St-Laurent (Tuesdays)

\$0.00 (CAD)

8 of 8 Available

Practice time: 7:15pm to 8:30pm

Step 5: On this same page, the package for which you clicked on the REGISTER NOW button should be pre-selected. For those registering for the regular S&P I, Regular S&P II or Regular ILWP program, you need to select your 2nd weekly practice from this page. Note that an athlete can only select one of the two weekly practices at Richcraft because of the high demand for the local pool. We want to give everyone in this area a chance to train once at their local pool. When all the required packages have been selected, click on the Continue button at the bottom of the page.

Step 6: Next, you will be taken to the Membership Payment Page. On this page, you need to provide your credit card information. This is the only payment method accepted by Ontario Water Polo and Water Polo Canada. Note that these mandatory membership fees are not controlled by the Titans. They are valid for the entire 2024-25 season and are non-refundable. There are no promocode available for the Titans. When you are done, click on the Continue button at the bottom of the page.

Ottawa Titans

THIS IS ONLY THE MEMBERSHIP PAY PAGE. ONCE SUBMITTING YOUR MEMBERSHIP PAYMENT BELOW, YOU MUST CONTINUE ON WITH THE REST OF YOUR CLUB REGISTRATION CONCLUDING WITH THE CLUB PAY PAGE. FAILURE TO COMPLETE THE ADDITIONAL CLUB REGISTRATION STEPS WILL RESULT IN NO REGISTRATION TO YOUR CLUB. YOU WILL NOT BE ABLE TO PARTICIPATE WITHOUT COMPLETING THESE STEPS. Please submit your membership payment(s) below.

Membership Fees		
Organization	Fee Name	Amount
Water Polo Canada	WPC Membership Fees 2024-2025	\$35.00 (CAD)
Ontario Water Polo	2024-2025 OWP Fees	\$29.72 (CAD)

Payment Information

Step 7. Next, you will be presented with a page full of waivers and acknowledgements. You must read them, check the checkboxes and sign where asked. You will not be able to proceed further until all the signatures and required choices have been made. When you are done, click on the Continue button at the bottom of the page.

Ottawa Titans

Waivers/Consent/Acknowledgment

Administration Fee, Cancellation Fee and Refund Policy

1. Policy Statement

As the sport governing body for water polo in Canada, Water Polo Canada (WPC) considers fiscal responsibility to be a crucial factor in ensuring the longevity of the sport of water polo in Canada. Careful consideration is given each season to Member affiliation and Registrant fees, as well as to the cost our programs and events. As a non-profit association, WPC aims to provide affordable programming and events to all Members and Registrants and is committed to providing subsidies when it is fiscally feasible.

This policy defines the purpose and application of WPC's administration fees, cancellation fees and refunds.

2. Definition

Step 8. Next, you will be taken to a page that contains questions WPC/OWP or the Titans need you to answer. The answer to the first question is “Primary Role”. You will not be able to proceed further until all the mandatory questions have been answered. When you are done, click on the Continue button at the bottom of the page.

Ottawa Titans

Questions

Water Polo Canada

Will the registration type of player be your primary, secondary or tertiary role?

Primary role

Ottawa Titans

I give the Titans permission to use pictures and/or videos of this individual for promotional and training purposes.

Yes

No

Step 9: You will be taken to a page that summarizes your registration. If you detect any mistake on this page, click on the Back button at the bottom on the page to go correct the mistake. When you are done, click on the Submit Registration button at the bottom of the page.

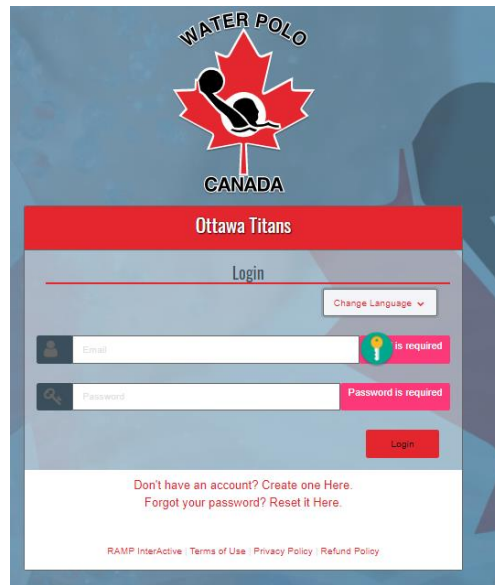
Step 10: If your registration was successful, you will see a confirmation page and receive a confirmation email. Within 7 days of your registration, the Titans will email you an invoice where you program fees and payment installments will be specified. If you do not see the confirmation page, something is missing from your Registration.

Registering as a coach:

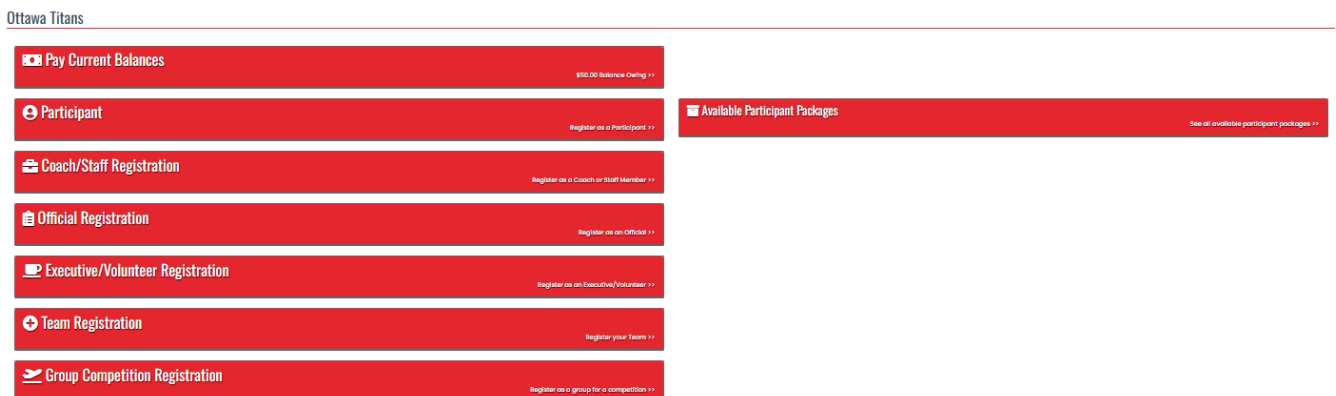
Step 1: Click on the link below to access the RAMP registration system login page:

[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.



Step 3: Next, you will be presented with the following page. Select the 2024-25 season and select the Family member who wants to register as a Coach.

Ottawa Titans
Coach/Staff Registration

Choose a Season

Choose

Choose Account Member to Register as a Coach / Staff

Choose

Continue

Step 4: The Family Member’s info will appear along with a list of Divisions. Update the Family Member’s info if needed. Choose the Division where you will coach:

- Choose “Make a Splash” if you will only coach Water Fun.
- Choose “Perform in Water Polo” if you will coach at the 16U/18U/Major League level.
- For all other levels, choose “Water Polo for Life”

The Titans will reimburse the membership fees for coaches who are not also Titans athletes. To keep our costs as low as possible, please avoid registering at a level higher than what you will be coaching at. Choose “Coach” as your role.

Click on the Continue button at the bottom of the page when you are done.

Preferred Division(s) and Position(s)

Make a Splash
This registrant category is intended for individuals new to the sport of water polo OR who participate in non-competitive*, year-round water polo programming targeting the development of basic water polo skills. Make a Splash Registrants CANNOT compete in any level of competition*. This is not inclusive of scrimmages OR intensity games.

Water Polo for Life
This registrant category is intended for youth and adult Registrants and their coaches, who train and/or compete year-round in various non-Water Polo Canada sanctioned activities, programs and events. This registrant category also targets officials who release at community/regional and/or provincial level events. Registrants CAN compete in tournaments/leagues hosted within and outside of Canada. However, each PSC determines the eligible events for this registrant category.

Choose a Role

Coach

Perform in Water Polo
This registrant category is intended for high-Performance Registrants** and their coaches, who train and/or compete year-round in various domestic and international activities, programs and events including those sanctioned by Water Polo Canada. This registrant category also targets officials who release at national and/or international level events. Competitive registrants are eligible to compete in ALL Water Polo Canada sanctioned events as well as tournaments/leagues offered by PSCs and clubs.

Step 5: Next, you will be taken to the Membership Payment Page (only if you haven't already registered at this level or higher for the 2024-25 season). On this page, you need to provide your credit card information. This is the only payment method accepted by Ontario Water Polo and Water Polo Canada. Note that these mandatory membership fees are not controlled by the Titans. They are valid for the entire 2024-25 season and are non-refundable. There are no promocodes available for the Titans. When you are done, click on the Continue button at the bottom of the page.

Ottawa Titans

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Ontario Water Polo	2024-2025 OWP Fees	\$29.72 (CAD)

Payment Information

Step 6. Next, you will be presented with a page full of waivers and acknowledgements. You must read them, check the checkboxes and sign where asked. You will not be able to proceed further until all the signatures and required choices have been made. When you are done, click on the Continue button at the bottom of the page.

Ottawa Titans

Waivers/Consent/Acknowledgment

Administration Fee, Cancellation Fee and Refund Policy

1. Policy Statement

As the sport governing body for water polo in Canada, Water Polo Canada (WPC) considers fiscal responsibility to be a crucial factor in ensuring the longevity of the sport of water polo in Canada. Careful consideration is given each season to Member affiliation and Registrant fees, as well as to the cost our programs and events. As a non-profit association, WPC aims to provide affordable programming and events to all Members and Registrants and is committed to providing subsidies when it is fiscally feasible.

This policy defines the purpose and application of WPC's administration fees, cancellation fees and refunds.

2. Definition

Step 7: Next, you will be taken to a page where you can upload your Vulnerable Sector Screening records. The Titans do not use RAMP to store this type of sensitive information. It is managed by our club President. Click on the Continue button at the bottom of the page.

Ottawa Titans

Uploads

Vulnerable Sector Screening

Date Completed

VSS File

 No file chosen

Criminal Record Check

Date Completed

CRC File

 No file chosen

Step 8. Next, you will be taken to a page that contains questions WPC/OWP or the Titans need you to answer. The answer to the first question is "Primary Role" if you are only registering as a coach. If you are also registering as an athlete, select "Secondary Role". You will not be able to proceed further

until all the mandatory questions have been answered. When you are done, click on the Continue button at the bottom of the page.

Ottawa Titans

Questions

Water Polo Canada

Will the registration type of player be your primary, secondary or tertiary role?

Primary role

Ottawa Titans

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Yes

No

Step 9: You will be taken to a page that summarizes your registration. If you detect any mistake on this page, click on the Back button at the bottom on the page to go correct the mistake. When you are done, click on the Submit Registration button at the bottom of the page.

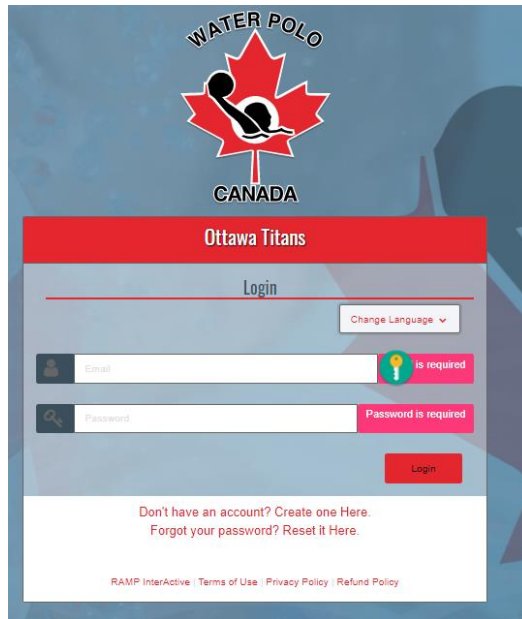
Step 10: If your registration was successful, you will see a confirmation page and receive a confirmation email. If you do not see the confirmation page, something is missing from your Registration.

Registering as a referee:

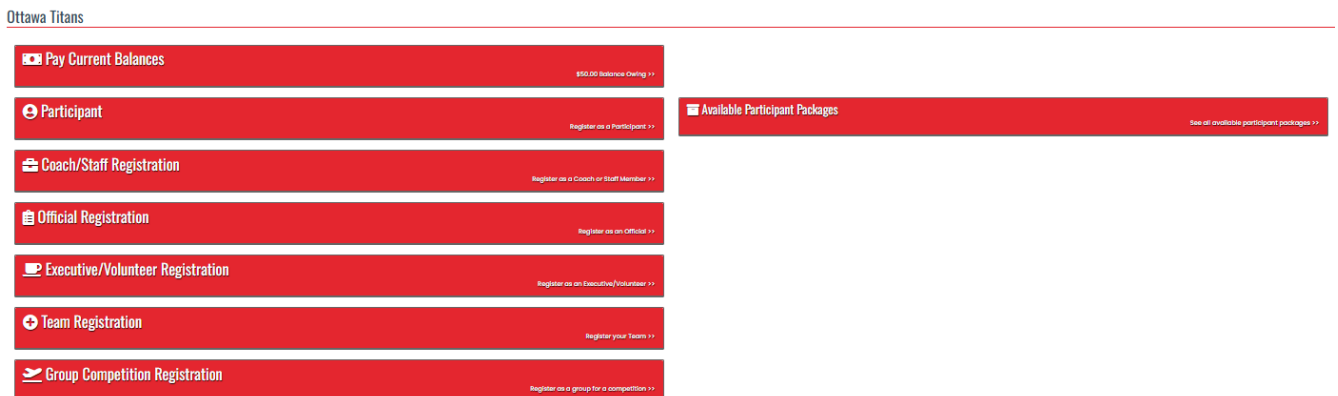
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Step 2: Login to your RAMP family account. You will be presented with the following page. Click on the *Official Registration* button.



Step 3: Next, you will be presented with the following page. Select the 2024-25 season and select the Family member who wants to register as a Referee.

Choose a Season

2024-2025

Choose Account Member to Register as an Official

Choose

Choose Officiating Level

Minor Official

Continue

Step 4: The Family Member's info will appear. Update the Family Member's info if needed. Choose the officiating level you want to register for. Click on the Continue button at the bottom of the page when you are done.

Preferred Division(s) and Position(s)

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Choose a Role

Coach

Perform in Water Polo

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Administration Fee, Cancellation Fee and Refund Policy

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<p>Vulnerable Sector Screening</p> <p>Date Completed</p> <input type="text" value="MM/DD/YYYY"/> <p>VSS File</p> <input type="button" value="Choose File"/> No file chosen	<p>Criminal Record Check</p> <p>Date Completed</p> <input type="text" value="MM/DD/YYYY"/> <p>CRC File</p> <input type="button" value="Choose File"/> No file chosen
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Back

Step 8. Next, you will be taken to a page that contains questions WPC/OWP or the Titans need you to answer. The answer to the first question is “Primary Role” if you are only registering as a referee. If you are also registering as an athlete, select “Secondary Role”. If you are also registering as an athlete and a coach, select “Tertiary Role”. You will not be able to proceed further until all the mandatory questions have been answered. When you are done, click on the Continue button at the bottom of the page.

Water Polo Canada

Will the registration type of player be your primary, secondary or tertiary role?

Ottawa Titans

I give the Titans permission to use pictures and/or videos of this individual for promotional and training purposes.

Yes

No

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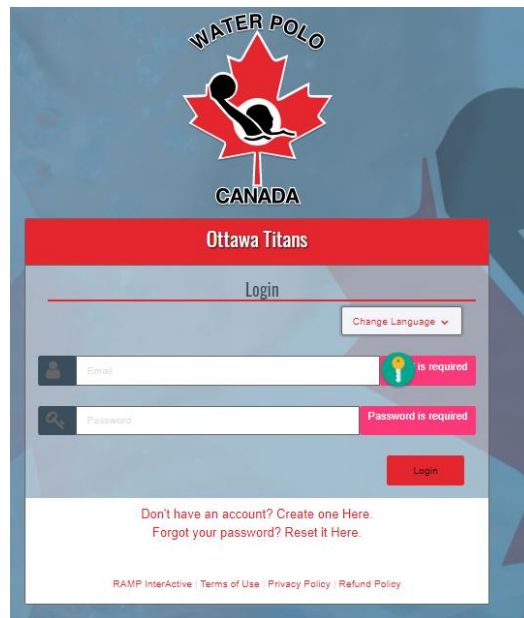
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Registering a Volunteer/Executive:

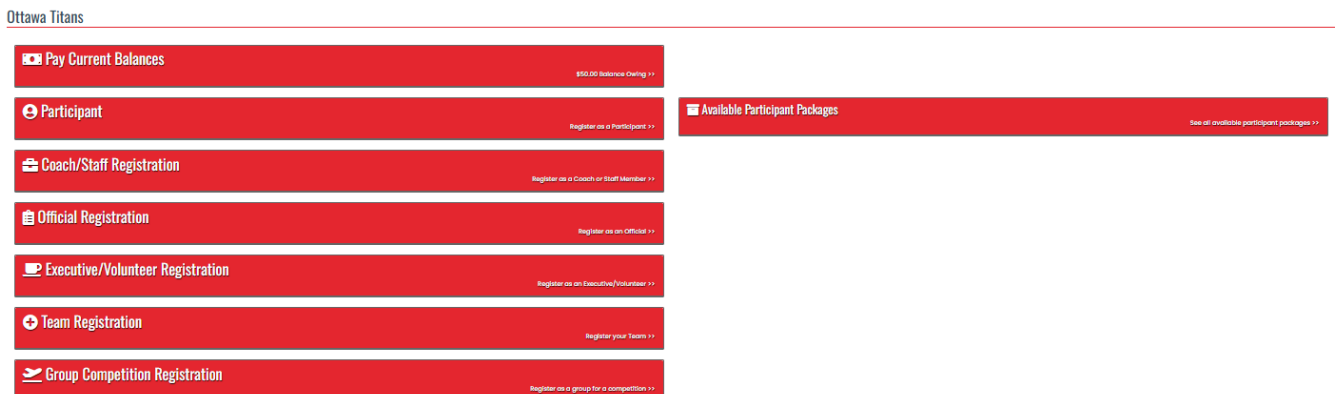
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If it is your first time using RAMP, click on the "Don't have an account? Create one Here" link. You will be asked to enter your email address, a password and select which language you prefer.



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: Next, you will be presented with the following page. Select the 2024-25 season, select the position you are registering for and select the Family member who wants to register as an Executive or volunteer.

Ottawa Titans

Executive/Volunteer Registration

Choose a Season

2024-2025

Position

Club Secretary

Choose Account Member to Register as an Executive / Volunteer

Choose

Continue

English

Step 4: The Family Member’s info will appear. Update the Family Member’s info if needed. Click on the Continue button at the bottom of the page when you are done.

Step 5. Next, you will be presented with a page full of waivers and acknowledgements. You must read them, check the checkboxes and sign where asked. You will not be able to proceed further until all the signatures and required choices have been made. When you are done, click on the Continue button at the bottom of the page.

Ottawa Titans

Waivers/Consent/Acknowledgment

Administration Fee, Cancellation Fee and Refund Policy

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Ottawa Titans

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Vulnerable Sector Screening

Date Completed

MM/DD/YYYY

VSS File

Choose File No file chosen

Criminal Record Check

Date Completed

MM/DD/YYYY

CRC File

Choose File No file chosen

Back

Continue

Step 7. Next, you will be taken to a page that contains questions WPC/OWP or the Titans need you to answer. The answer to the first question is “Primary Role” if you are only registering as an

executive/volunteer. If you are also registering as an athlete, select “Secondary Role”. If you are also registering as an athlete and a coach or referee, select “Tertiary Role”. You will not be able to proceed further until all the mandatory questions have been answered. When you are done, click on the Continue button at the bottom of the page.

Ottawa Titans

Questions

Water Polo Canada

Will the registration type of player be your primary, secondary or tertiary role?

Primary role

Ottawa Titans

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Yes

No

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Step 9: If your registration was successful, you will see a confirmation page and receive a confirmation email. If you do not see the confirmation page, something is missing from your Registration.