



2022 CANADA CUP EAST – REGISTRATION

The evolution of our Registration System

We have been continuing to build on the functionality in this new database system, and we appreciate the work that is required by all of our members as we go through this process. The work isn't done yet and so please stay patient with us as we continue to build this towards the full functionality that we need as a sport.

MANDATORY FIRST STEPS

- **IMPORTANT: All athletes must be imported into their clubs to be eligible to be registered for this event.** Please see the following link for information for clubs to import their members:
<https://canoekayak.ca/ramp-how-to-documents/>
- If you are registering as a Provincial, Territorial or Division team **you must be registered as a staff or Executive under your organization's Ramp system** to be able to input the athletes under your perview into the event under your team (see section Staff/Executive Registration below). Please contact Kenna if you are a Province, Territory or Division and unsure of this process as we are creating the PTSO and Divisional 'club' access for you to be able to do this.
- If you are registering as a club team, **you must be registered as a staff or Executive under your organization's Ramp system** to be able to input the athletes under your club. (see section Staff/Executive Registration below)
- PLEASE NOTE some people have registered as coaches under CKC's registration, please make sure when you select yourself as the person completing the registration that you are selecting the correct club so that those athletes you are registering will be shown as from that team.
- **Entries are due by June 25th.** Confirmation of athlete registration and their subsequent entries will be done as close to possible after the closing of entries.

Staff/Executive Registration – with your organization

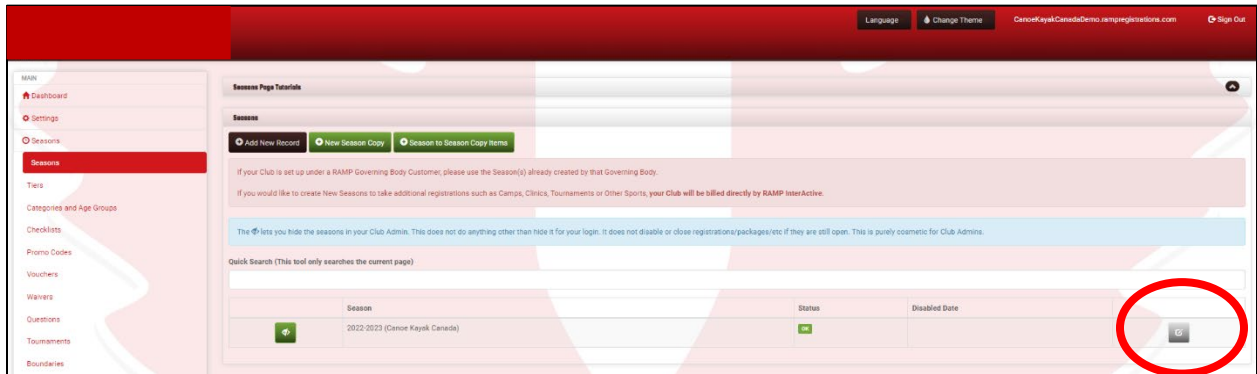
Your club administrator must have turned on staff registration and Executive/Volunteer registration under their admin page. The instructions for this were sent out previously, but are included for completeness here. Once this is complete you can then make sure to have the staff/executive register with the organization to ensure they are able to register athletes in the event.

Steps for Club Administrators to complete first (in their own clubs)

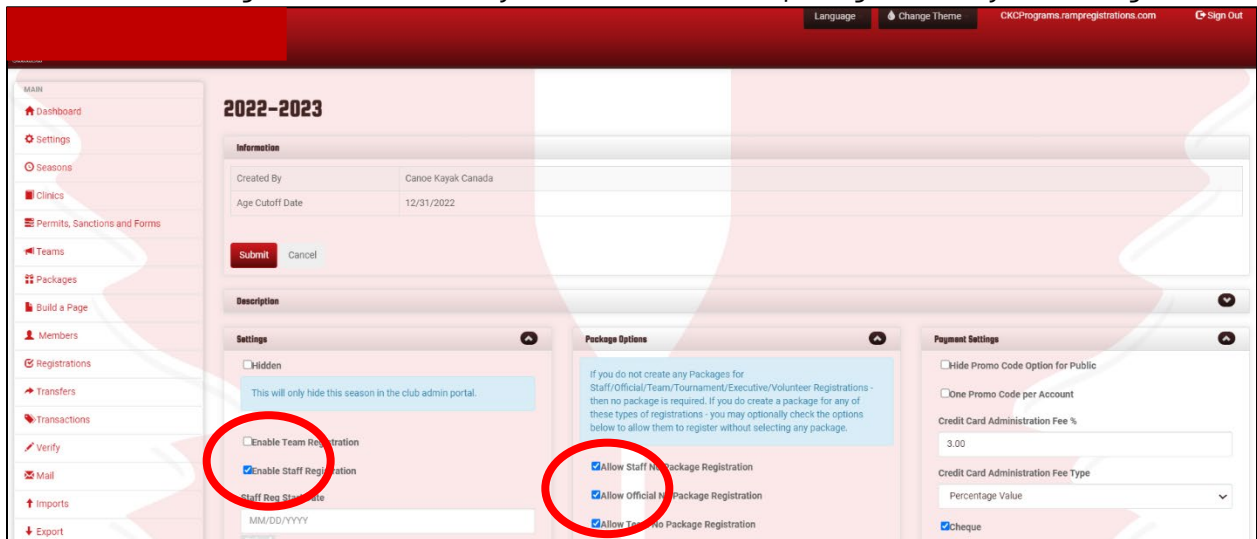
All clubs/PTSOs/Sprint Divisions should make sure that they have setup their organization in Ramp. In order to register your coaches or other staff or Executive, please follow the directions below.



1. Under "Seasons", and then "Seasons" click on the Edit icon button.



2. Make sure you click all the necessary boxes to turn on registrations (so that you enable staff and executive registrations and so that you don't have to create packages to have your staff register).



Ensure you click "Submit" once checking off all the applicable boxes so your updates are saved.

Staff/Executive registration – at your club

If you will be the staff person responsible for registering athletes for events, you need to make sure you login to your club's Public Access page (it looks like the CKC landing page below but it will have your organization's name). if you have previously logged into Ramp through CKC, you can go ahead and use this same email

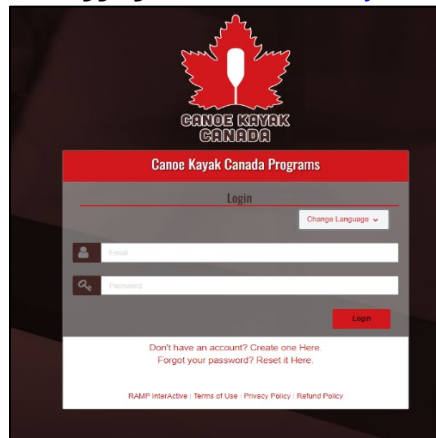


address and password to login and complete the steps for Staff or Executive/Volunteer registration at your club/organization.

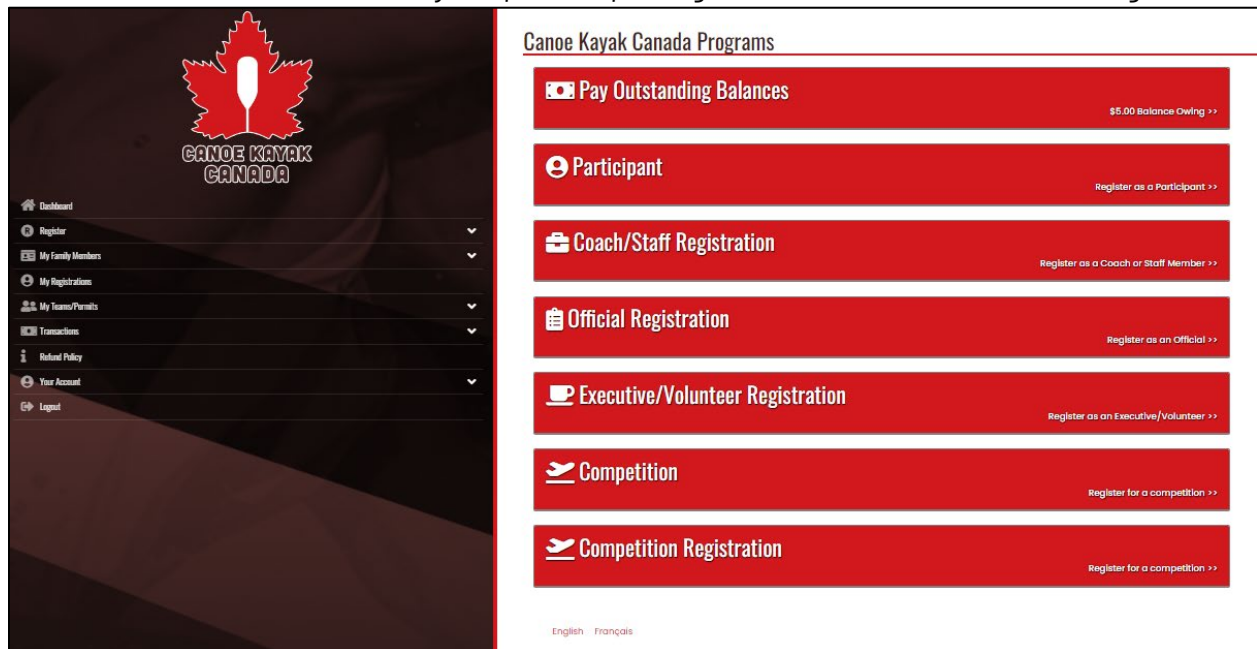
Once this is complete, you can now continue below by logging into the CKC Programs page to access the competition with this same login information.

Canada Cup Registration - Landing page & Dashboard

To login to the competition, you will be logging into the "[Canoe Kayak Canada Programs](#)" page.



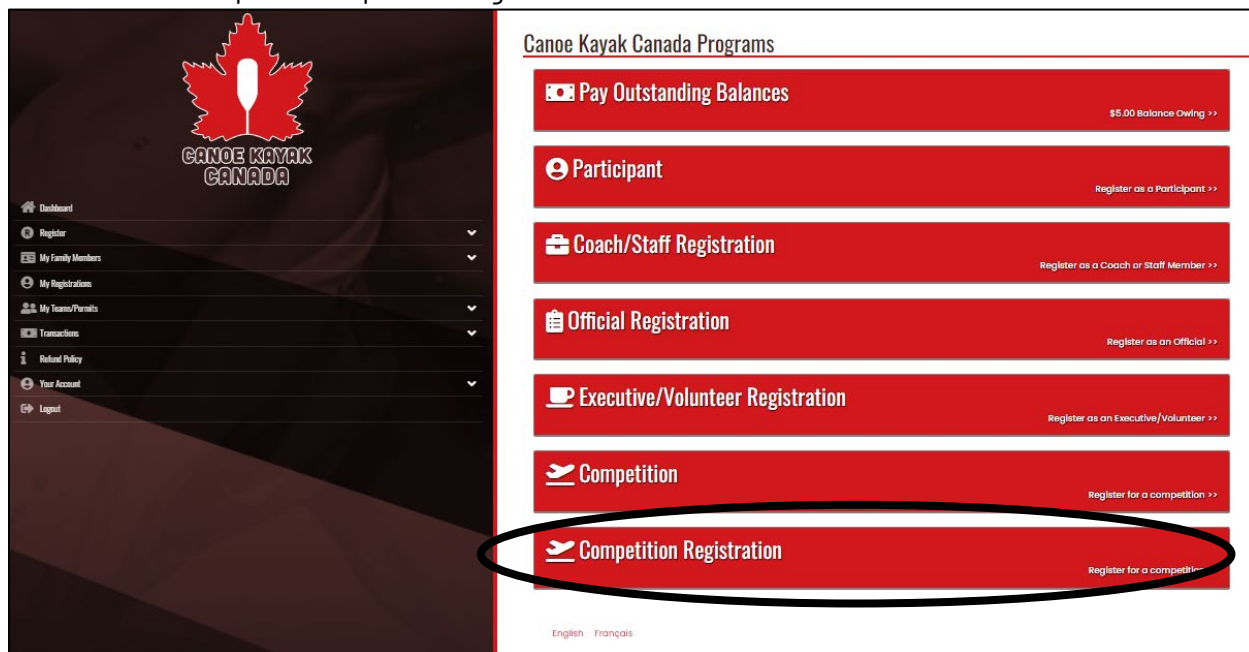
Once you have successfully logged in you will get to the following page, where the default view is the "Dashboard" view. To note, there may be options depending on what is available at the time of registration.



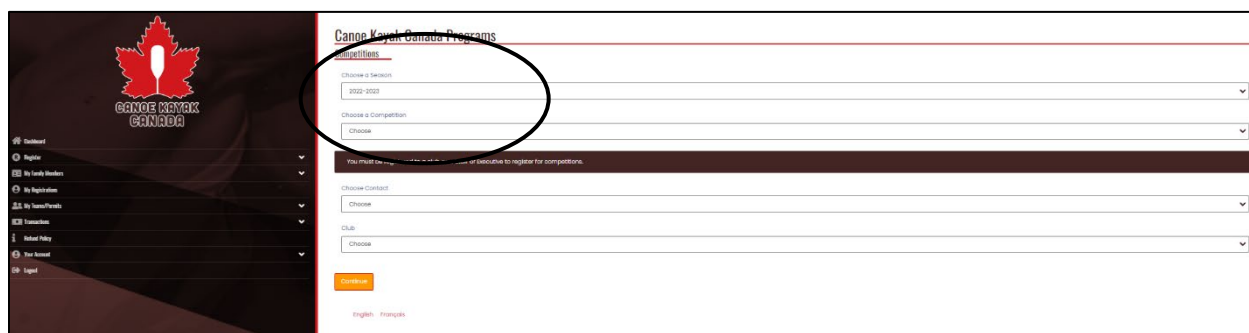


Registration of person who will complete the registration

Please choose the option: Competition Registration.



You will then reach this page:



The season may or may not be automatic, but please choose **"2022-2023"** if it isn't already selected.

Under "Choose a Competition" you will see the following options:

- 2022 Canada Cup East – MEN OPEN Events only
- 2022 Canada Cup East – MEN U16 and U18 Events only
- 2022 Canada Cup East – MIXED Events only
- 2022 Canada Cup East – WOMEN OPEN Events only
- 2022 Canada Cup East – WOMEN U16 and U18 Events only



Please note that you will have to **submit** entries for each of these "events". This will be one area that will change as we keep improving the system and we apologize for the differences from one competition to the next but we are building towards a functionality that will work for Nationals. So please make sure you go through each registration, submit and then go back and go through the process for each of the categories.

This was split this way so that the list of events was a bit more manageable for those responsible for the registration and could be done in multiple steps.

Please choose one of the "Competitions" and follow the steps below. Please repeat for each "Competition".

After choosing the first "Competition" you will see this screen:

Canoe Kayak Canada Programs

Competitions

Choose a Season
2022-2023

Choose a Competition
2022 Canada Cup East - MEN OPEN Events only

2022 Canada Cup East - MEN OPEN Events only

Canada Cup East 2022 Registration for Men OPEN events only

You must be registered to a club as a Staff or Executive to register for competitions.

Choose Contact
Choose

Club
Choose

Continue

English Français

Under "Choose a Contact" you must select yourself, because you have already been registered in YOUR CLUB as a staff or Executive member as the note indicates in this screenshot.



You should also select the CLUB that you are registering these entries for (and the one you are registered with).

Club Example: *Pointe-Claire Canoe Club entries should be entered by a staff member or Executive that has registered in this role in their club's database.*

PTSO/Division Example: *Team Saskatchewan entries should be entered by a staff member or Executive that has registered in this role in their "club's" database. Please contact Kenna if you are unsure – we have gone ahead and created these clubs for this purpose under your division/PTSO if it was needed.*

If you are not registered as a staff member or Executive, you will get this error:

The screenshot shows a web form titled "Canoe Kayak Canada Programs" with a "Competitions" section. The form includes dropdown menus for "Choose a Season" (set to "2022-2023") and "Choose a Competition" (set to "2022 Canada Cup East - MEN OPEN Events only"). Below these is a red banner with the text "2022 Canada Cup East - MEN OPEN Events only" and a sub-header "Canada Cup East 2022 Registration for Men OPEN events only". A dark grey error bar states: "You must be registered to a club as a Staff or Executive to register for competitions." Below this are fields for "Choose Contact" (set to "Kenna TEST") and "Club" (set to "Choose"). A pink error bar at the bottom of the form reads: "You are not a currently registered as a Staff or Executive Member for any clubs." A "Continue" button is at the bottom left, and language options "English" and "Français" are at the bottom center.

Once you have selected yourself, you will select the Club that you will be registering these entries under. And you will then be prompted to ensure your contact information is correct.



Canoe Kayak Canada Programs

Competitions

Choose a Season
2022-2023

Choose a Competition
2022 Canada Cup East - MEN OPEN Events only

2022 Canada Cup East - MEN OPEN Events only

Canada Cup East 2022 Registration for Men OPEN events only

You must be registered to a club as a Staff or Executive to register for competitions.

Choose Contact
DEMO Test

Club
Canoe Kayak Canada Demo

Contact Information

First Name
DEMO

Middle Name

Birthdate
1/1/1980

Gender
Female

Address
test address

City
test city

Country
Canada

Province
AB

Cell Phone
555-555-5555

Other Phone

Email
test@testemail.com

NCCP #
aaa

Continue

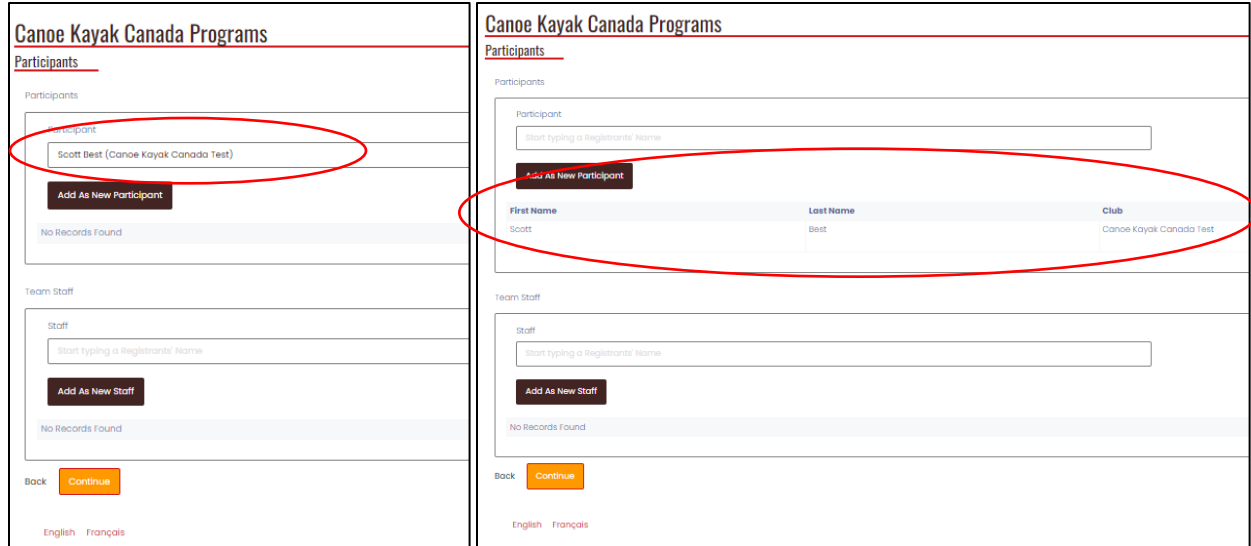
English Français

If all is confirmed, press "Continue".

Registration of the athletes in this competition

Because the Canada Cup East is broken down into 5 different registrations, you only need to enter those athletes at this point that will be part of these specific events.

Athletes must have been registered in their clubs to be able to add them as this next step is a search of athletes that are available to you in your current organization.



As you start to type the athlete you are looking for you will have a selection of names to choose from and the club they belong to (if you have access to more than just your club).É

Then you press "Add as New Participant".

Please then add the staff associated with this team.

Press "Continue".

Individual Events

You will then reach the "Individual Events" page where you select the athletes to their events. Please first select the discipline (Canoe or Kayak or all) that the athletes will be entering in for the individual events.



Canoe Kayak Canada Programs
Individual Event Categories

1 **Scott Best**

Individual Event Categories

| | |
|-------------------------------------|--------------------|
| <input type="checkbox"/> | Men's Canoe events |
| <input checked="" type="checkbox"/> | Men's Kayak events |
| <input type="checkbox"/> | Men's events |

Back **Continue**

English Français

Please press "Continue".

Please click the checkbox so that a blue checkmark appears beside the events you wish to enter for that athlete. You must also select a rank for each entry if you are entering multiple people in the same event.

Canoe Kayak Canada Programs
Individual Events

1 **Scott Best**

| Rank | Event |
|-------------------------------------|---|
| <input type="checkbox"/> | Men K1 200m - Sprint Competitive Paracanoe |
| <input checked="" type="checkbox"/> | Men K1 500m - Sprint Competitive Junior/Senior |
| <input type="checkbox"/> | Men K1 5000m - Sprint Competitive Junior/Senior |

Back **Continue**

English Français

Team Events

You will then reach the "Team Events" page where you select the athletes to their crews. You must also select a rank for that crew if you are entering multiple crews for the same event.



Canoe Kayak Canada Programs

Team Events

- Men K2 500m - Sprint Competitive Junior/Senior**
No Records Found
- Men K2 1000m - Sprint Competitive Junior/Senior**
No Records Found
- Men C2 500m - Sprint Competitive Junior/Senior**
No Records Found
- Men C2 1000m - Sprint Competitive Junior/Senior**
No Records Found
- Men K4 200m - Sprint Competitive Junior/Senior**
No Records Found
- Men K4 500m - Sprint Competitive Junior/Senior**
No Records Found
- Men IC4 200m - Sprint Competitive Junior/Senior**
No Records Found
- Men IC4 500m - Sprint Competitive Junior/Senior**
No Records Found

Men K2 500m - Sprint Competitive Junior/Senior

Team Name:

Rank:

Hold CTRL key to select multiple

Teams Roster

- Scott Best

Cancel **Submit**

Back **Continue**

English Français

Confirming Details and Submitting of Registration

This page will show you all that you have submitted. Please review before submitting. You can go back and edit anything you have submitted.

If you are satisfied with your information, please click on SUBMIT REGISTRATION.

Submit Registration

You will then receive a confirmation email.

PLEASE REMEMBER to go back and complete all the entries for the other categories.

Any questions? Please send your questions to: Kenna Robins (krobins@canoekayak.ca).