



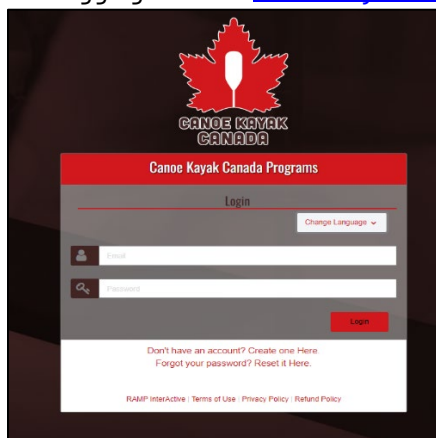
2022 CANMAS – REGISTRATION

MANDATORY FIRST STEPS

- **IMPORTANT: All athletes must be imported into their clubs to be eligible to be registered for this event.**
- In order to be able to register your athletes from your club, **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 Appendix A that must be completed first by your club's registrar if you have not registered.)
- 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 August 10th.** Confirmation of athlete registration and their subsequent entries will be done as close to possible after the closing of entries.

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.



**CANOE KAYAK
CANADA**

**It's Who We Are.
C'est Notre Nature.**

Canoe Kayak Canada Programs

- Pay Outstanding Balances** \$5.00 balance owing >>
- Participant** Register as a Participant >>
- Coach/Staff Registration** Register as a Coach or Staff Member >>
- Official Registration** Register as an Official >>
- Executive/Volunteer Registration** Register as an Executive/Volunteer >>
- Competition** Register for a competition >>
- Competition Registration** Register for a competition >>

English Français

Registration of person who will complete the registration

Please choose the option: Competition Registration.

Canoe Kayak Canada Programs

- Pay Outstanding Balances** \$5.00 balance owing >>
- Participant** Register as a Participant >>
- Coach/Staff Registration** Register as a Coach or Staff Member >>
- Official Registration** Register as an Official >>
- Executive/Volunteer Registration** Register as an Executive/Volunteer >>
- Competition** Register for a competition >>
- Competition Registration** Register for a competition >>

English Français

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 option (among others) to choose from:

2022 CanMas Sprint Canoe Kayak Championships

After choosing “2022 CanMas Sprint Canoe Kayak Championships” you will see this screen:



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.*

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

The screenshot shows the 'Canoe Kayak Canada Programs' registration interface. It includes dropdown menus for 'Choose a Season' (2022-2023) and 'Choose a Competition' (2022 CanMas Sprint Canoe Kayak Championships). A red banner highlights the selected competition. Below this, a dark grey error message states: 'You must be registered to a club as a Staff or Executive to register for competitions.' Further down, there are dropdowns for 'Choose Contact' (Kid Test) and 'Club' (Choose). A pink error message box, circled in red, reads: 'You are not a currently registered as a Staff or Executive Member for any clubs.' At the bottom, there is a 'Continue' button and language options for English and Français.

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 CanMas Sprint Canoe Kayak Championships

2022 CanMas Sprint Canoe Kayak Championships

Registration for the 2022 Canadian Masters Sprint Canoe Kayak Championships taking place on August 28th, 2022 in Shawinigan, Quebec.

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	Last Name Test	Former Last Name
Birthdate 1/1/1980	Gender Female	Nickname	
Address test address	City test city		
Country Canada	Province AB	Postal Code T5T1T5T	
Cell Phone 555-555-5555	Other Phone		
Email test@restemail.com	Secondary Email		

If all is confirmed, press "Continue".

Registration of the athletes in the competitions

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.



Canoe Kayak Canada Programs
Participants

Participants

Participant

Start typing a Registrants' Name

Scott Best (Canoe Kayak Canada Test)

Add As New Participant

No Records Found

Team Staff

Staff

Start typing a Registrants' Name

Add As New Staff

No Records Found

Back **Continue**

English Français

Canoe Kayak Canada Programs
Participants

Participants

Participant

Start typing a Registrants' Name

Add As New Participant

First Name	Last Name	Club
Scott	Best	Canoe Kayak Canada Test

Team Staff

Staff

Start typing a Registrants' Name

Add As New Staff

No Records Found

Back **Continue**

English Français

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).

Then you press "Add as New Participant".

Please then add the staff associated with this team.

As per the 2022 CanMas Rules, there is a \$125 per participant which you will see at the bottom of this screen.

Canoe Kayak Canada Programs
Participants

Participants

Participant

Start typing a Registrants' Name

Add As New Participant

First Name	Last Name
Scott	Best

Team Staff

Staff

Start typing a Registrants' Name

Add As New Staff

First Name	Last Name
Kenna	Robins

Participation Fees

2022 CanMas Participation Fee

There is a fee of \$125.00 for each Participant.

Back **Continue**

English Français

Press "Continue".



Individual Events

You will then reach the "Individual Events" page where you select the athletes to their events. Please check off all that is appropriate for each individual's entries.

Canoe Kayak Canada Programs
Individual Event Categories

1 Scott Best

Individual Event Categories

- Canoe Women Events
- Canoe Men Events
- Canoe Mixed events
- Canoe C-15 events

Back Continue

English Français

Please press "Continue".

On this page you will need to do the following to ensure you have selected the correct entries for each athlete, their rank and whether you are asking for this entry to be a random if possible.

Please make sure beside each SINGLES event you wish to add this athlete to, you do the following (these are mandatory):

- Check the check box beside the event so you then see a blue checkmark (see picture below)
- You add a rank for that athlete in that event (this is the rank within your own entries for that event, so if you have only one athlete to enter in that event, they would automatically be ranked "1". If you have more than one athlete to enter, then please make sure to rank them from 1 to 3 accordingly.)

Canoe Kayak Canada Programs
Individual Events

1 Scott Best

Rank	Event	Substitute Participant
<input checked="" type="checkbox"/> 1	A (25-29) Men C1 200m - Sprint Competitive Master Available	<input type="checkbox"/>
<input type="checkbox"/>	B (30-34) Men C1 200m - Sprint Competitive Master 3 Available	<input type="checkbox"/>
<input type="checkbox"/>	C (35-39) Men C1 200m - Sprint Competitive Master 3 Available	<input type="checkbox"/>
<input checked="" type="checkbox"/> 4	D (40-44) Men C1 200m - Sprint Competitive Master 3 Available	<input checked="" type="checkbox"/>
<input type="checkbox"/>	E (45-49) Men C1 200m - Sprint Competitive Master 3 Available	<input type="checkbox"/>
<input type="checkbox"/>	F (50-54) Men C1 200m - Sprint Competitive Master 3 Available	<input type="checkbox"/>
<input type="checkbox"/>	G (55-59) Men C1 200m - Sprint Competitive Master 3 Available	<input type="checkbox"/>
<input type="checkbox"/>	H (60-64) Men C1 200m - Sprint Competitive Master 3 Available	<input type="checkbox"/>



Canoe Kayak Canada Programs

Individual Events

1 **Scott Best**

Rank	Event	Substitute Participant
<input checked="" type="checkbox"/> 1	A (25-29) Men C1 200m - Sprint Competitive Master 3 Available	<input type="checkbox"/>
<input type="checkbox"/>	B (30-34) Men C1 200m - Sprint Competitive Master 3 Available	<input type="checkbox"/>
<input type="checkbox"/>	C (35-39) Men C1 200m - Sprint Competitive Master 3 Available	<input type="checkbox"/>
<input checked="" type="checkbox"/> 4	D (40-44) Men C1 200m - Sprint Competitive Master 3 Available	<input checked="" type="checkbox"/>
<input type="checkbox"/>	E (45-49) Men C1 200m - Sprint Competitive Master 3 Available	<input type="checkbox"/>
<input type="checkbox"/>	F (50-54) Men C1 200m - Sprint Competitive Master 3 Available	<input type="checkbox"/>
<input type="checkbox"/>	G (55-59) Men C1 200m - Sprint Competitive Master 3 Available	<input type="checkbox"/>
<input type="checkbox"/>	H (60-64) Men C1 200m - Sprint Competitive Master 3 Available	<input type="checkbox"/>

PLEASE NOTE for RANDOM REQUESTS:

As per the CanMas rules, each club is allowed to enter up to 3 crews per event. In the event that you have additional crews you hope to add if there are lanes available, this is where you would enter the rank for this entry starting at rank 4. You would also click the "Random Entry Request" box for that event.

Team Events

You will then reach the "Team Events" page where you select events you are entering, select the athletes to their crews, their rank, and whether it is a random entry request.

To enter a crew in an event, you first select the "+" and you will get to the following screen:



The screenshot shows a list of events on the left, each with a green plus icon and a status of '3 Available'. The selected event is 'AB (25-34) Men K4 200m - Sprint Competitive Master'. The form for this event includes:

- Team Name: [Text input field]
- Rank: [Dropdown menu, circled in red]
- Additional Empty Slots on Team Roster: [Text input field]
- Hold CTRL key to select multiple: [Dark grey banner]
- Team Roster: [List box containing 'Scott Best']
- Substituted Team: [Checkbox, circled in red]
- Buttons: Cancel, Submit

Mandatory items on this include:

- the rank for this team (same as individual entries, where at a minimum you will have one entry and will be rank 1).
- Selecting all the athletes that are in this crew

If your crew is not complete and you have (a) "Needs Paddler(s)":

- Please select under "Additional Empty Slots on Team Roster" the number of paddlers needed

If you are requesting this crew as a random entry, again please make sure to indicate the rank (4 and above assuming you have already entered the 3 that are allowed) and click "Random Entry Request".

Team Name is not mandatory.

You will then see something like this (depending on your entries):



Please see this example of "Needs Paddler":



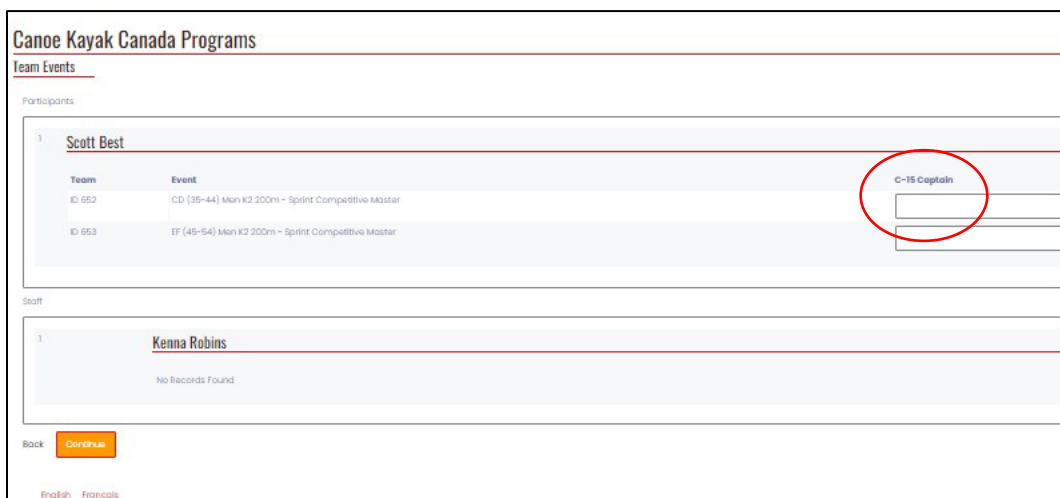
Please see this example for a "Random Entry Request" (mistake that a Needs Paddler was not indicated and should be edited using the buttons to the right).

Please click on "Continue".

Additional information for Team Events

We are working on this next step with Ramp and it may or may not be finalized by the time of registration. On this next screen, you will see a text box beside each team event with the title of "C-15 Captain". Again, we know this doesn't make sense beside all events, it only makes sense beside a C-15 race and also only once. Please know we are working on this update.

In the meantime, if this is the case that you see this screen, please indicate beside any C-15 events the name of the Captain beside one of the entries so we have this information.





Confirming Details and Submitting of Registration

This page will show you all that you have submitted. Please review all information. You can go back and edit anything you have submitted prior to "Submit Registration".

Canoe Kayak Canada Programs
Confirm Details and Submit Registration

2022-2023

2022 Can/Kay Sprint Canoe Kayak Championships
Registration for the 2022 Can/Kay Sprint Canoe Kayak Championships taking place on June 18-19, 2022 at Phoenix, Canada.

DEMO Test [edit]

1/1/2020, Female
Age Group: 18-19
Sex: F
Club: Phoenix
Event: 1/1/2020

Participants [edit]

#	First Name	Last Name	Club
1	John	Smith	Phoenix Canoe Kayak Club

Team Staff [edit]

#	First Name	Last Name	Club
1	John	Smith	Canoe Kayak Canada Programs

Individual Events [edit]

1/1/2020, Female

Team Events [edit]

1/1/2020, Female

Payment Details

Name	Price	Total Credit Card
2022 Can/Kay Sprint Canoe Kayak Championships	\$100.00	\$100.00
1/1/2020, Female	\$100.00	\$100.00
Total	\$200.00	\$200.00

Payment Information

Payment type: [Apply Payment Info]

Payment type: [Apply Payment Info]

Payment type: [Apply Payment Info]

Payment details:

Clubs can choose to pay by credit card if desired, or choose Cash or Cheque and you will be invoiced and we will arrange payment either by E-transfer or Cheque.

Waivers:

We are working on having waivers being sent electronically to those who are entered in the events through the system.

Submitting entries

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

Submit Registration

You will then receive a confirmation email.

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



APPENDIX A

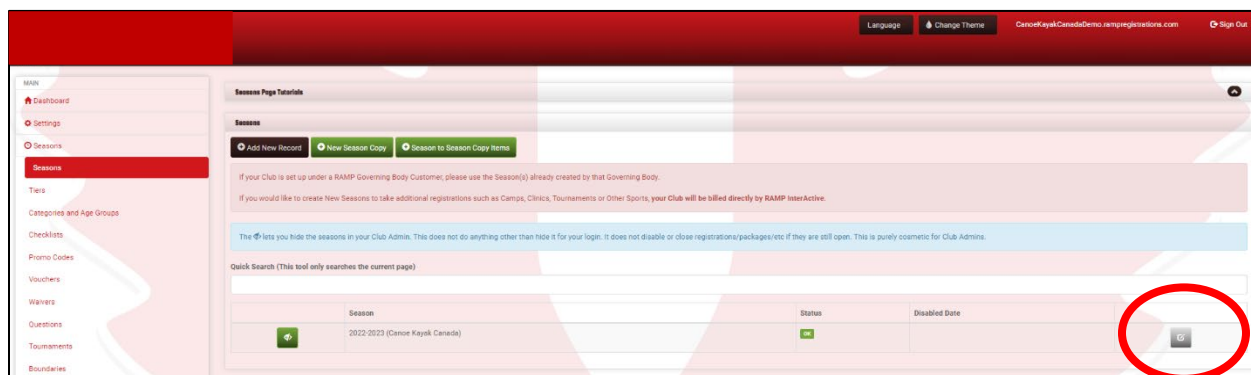
For Clubs to complete first! Staff/Executive Registration – with your organization

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).



The screenshot shows the admin interface for the 2022-2023 season. The 'Settings' section is expanded, showing options for registration types. The 'Enable Staff Registration' checkbox is checked and circled in red. Other options include 'Enable Team Registration' (unchecked), 'Staff Reg Start Date' (MM/DD/YYYY), 'Allow Staff No Package Registration' (checked), 'Allow Official No Package Registration' (checked), and 'Allow Team No Package Registration' (checked). The 'Payment Settings' section is also visible, with options for 'Hide Promo Code Option for Public' (unchecked), 'One Promo Code per Account' (unchecked), 'Credit Card Administration Fee %' (3.00), 'Credit Card Administration Fee Type' (Percentage Value), and 'Cheque' (checked).

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 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.