

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 <u>under your organization's Ramp system</u> 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.



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	🖶 Coach/Staff Registration
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1. Reland Policy	Register as an Official >>
Your Account	
E+ Laguet	Executive/Volunteer Registration
	Register as an Executive/Volunteer >>
	Competition Register for a competition >>
	Competition Registration
	English Français

Registration of person who will complete the registration

Please choose the option: Competition Registration.

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You will then reach this page:



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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:

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Choose a Season		
2022-2023		
Choose a Competition		
2022 CanMas Sprint Canoe Kayak Championships		
Registration for the 2022 Canadian Masters Sprint Canor	e Kayak Championships taking place on August 28th, 2022 in Showinigan, Quebec.	
Registration for the 2022 Canadian Masters Sprint Canor	e Kayak Championships taking place on August 28th, 2022 in Shawinigan, Quebec.	
rou must be registered to a club as a Staff or Executive to	o register for competitions.	
Choose Contact		
Choose Contact		
Choose Contact Choose		
Choose Contact Choose Club Choose		
Choose Contact Choose Club Choose		



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:

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mpetitions	
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2022-2023	
hoose 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.	
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You are not a currently registered as a Staff or Executive Member for any clubs.	
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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 Chan	npionships		
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Email		Secondary Email	
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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 Porticipants Participants Participants Participants Participant	Canoe Kayak Canada Pre	ograms	
Scott Bett (Cappe Kousk Caeada Test) Add As New Participant No Records Found	Add so tive Participant	Last Name Bost	Club Cande Kayak Canada Test
Team Staff	Team Staff		
Stoff	Staff		
Add As New Staff	Add As New Staff		
No Records Found Back Continue	No Records Found Back Continue		
English Français	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.

icipants	
rticipants	
Participant	
Start typing a Registrants' Nome	
Add As New Participant	
First Name	Last Name
Scott	Best
arn Staff	
Staff	
Start typing a Registrants' Nome	
Add As New Stoff	
FirstName	Last Name
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pathion Fees	
2022 CanMas Participation Fee	
There is a top of \$125.00 for each Parti-	sipant.
ck Continue	

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.

ndividual 8	Event Categories	
1	Scott Best	
	~	Individual Event Categories
		CatMas Women Events
		Canimus Men Events
		CanMas Mixed events
		Cantos C-15 events
Back	Continue	

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.)

al Events		
cott Bes		
Rank	Event	Substitute Participant
1	(25-29) Men Cl 200m - Sprint Competitive Master Available	0
<u>-</u>	B (30-34) Men Cl 200m - Sprint Competitive Master 3 Available	D
	C (35-39) Men CI 200m - Sprint Competitive Master 3 Available	
4	D (40-44) Men Cl 200m - Sprint Competitive Master . 3 Available	2
	E (45-49) Men CI 200m - Sprint Competitive Master 3 Available	D
	F (50-54) Men CI 200m - Sprint Competitive Master 3 Available	D
	O (55-59) Man Cl 200m - Sprint Competitive Master 3 Available	D
	H (80-84) Men Cl 200m - Sprint Competitive Master 3 Available	
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ial Events	-	
Scott Best		
Rank	Event	Substitute Participant
2	A (25-29) Men Cl 200m - Sprint Competitive Master 3 Available	
	B (30-34) Men Cl 200m - Sprint Competitive Master 3 Available	D
	C (35-39) Men Cl 200m - Sprint Competitive Master 3 Available	
☑ 4	D (40-44) Men Cl 200m - Sprint Competitive Master 3 Available	
	r (45-49) Men Cl 200m - Sprint Competitive Master 3 Available	
	F (50-54) Men Cl 200m - Sprint Competitive Master 3 Available	•
	C (55-59) Men Cl 200m - Sprint Competitive Master 3 Available	•
	H (60-64) Men Cl 200m - Sprint Competitive Master	•

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:



	No Records Found	
+	KL (75-84) Men C4 200m - Sprin	AB (25-34) Men K4 200m - Sprint Competitive Master
	3 Available No Records Found	Team Name
+	M (85+) Men C4 200m - Sprint O 3 Available No Records Found	Ronk
+	AB (25-34) Men K4 200m - Sprin SA vailable No Records Found	Audidurial Empty Slots on Team Roster
+	CD (35-44) Men K4 200m - Sprin SAvailable	Hold CTRL key to select multiple
	No Records Found	Team Roster
+	EF (45-54) Men K4 200m - Sprin 3 A vailable No Records Found	Scott Best
+	GH (55-64) Men K4 200m - Spri 3 Available No Records Found	*
	11 (65-74) Men K4 200m - Sprint	Statt
	3 Available	Kenna Robins
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÷.	KL (75-84) Men K4 200m - Sprin	8
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+	AB (25-34) Mixed K2 200m - Spi	\bigcirc
	3 A vailable	Cancel Submit
	No Records Found	

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":

EU (30-44) Men KZ 200m - Sprint Competitive Master	Edit Dalata
Freem ID: 652 (1) Imper Sid (a) Fr (45-54) Men K2 200m - Sprint Connetlitive Master	Edit Dokoto
EF (45-54) Men K2 200m - Sprint Connetitive Master	
EF (45-54) Men K2 200m - Sprint Connetitive Master	
EF (45-54) Men K2 200m - Sprint Competitive Master	
3 A vailable	
Team ID: 653 (4)	Edit Delete
Substitute Team	CON CONTRACTOR
Scott Bast	

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.

am Ev	ents		
Particip	oants		
1	Scott Best		
	Team	Event	C-15 Captain
	ID 652	CD (35-44) Men K2 200m - Sprint Competitive Master	
	ID 653	EF (45-54) Man K2 200m - Sprint Competitive Moster	
ttatt			
1		Kenna Robins	
		No Records Found	



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".

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CanMas Sprint Canse Kayak Championships			
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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.

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© Settings	Sectors		
O Seasons	Add New Record New Season Copy Season to Season Copy Items		
Seasons	If your Club is set up under a RAMP Governing Body Customer, please use the Season(s) already created by t	that Governing Body.	
Tiers	If you would like to create New Seasons to take additional registrations such as Camps, Clinics, Tournaments	ts or Other Sports, your Club will be billed directly by RAMP InterActive.	
Categories and Age Groups			
Unecklists	The C lets you hide the seasons in your Club Admin. This does not do anything other than hide it for your log	gin. It does not disable or close registrations/packages/etc if they are still open. This is purely cos	e for Club Admine.
Promo Codes	Quick Search (This tool only searches the current page)		
Vouctiers			
wavers	Season	Status	abled Date
Tournamenta	2022-2023 (Canoe Kayak Canada)		Ø
Boundaries			

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).



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

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MAIN	7						2	
A Dashboard	2022-2023							
Settings	Information							
O Seasons	Created By	Canoe Kayak Canada						
Clinics	Age Cutoff Date 12/31/2022							
Permits, Sanctions and Forms								
reams	Submit Cancel							
** Packages	Description						-	
Build a Page							•	
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			Staff/Official/Team/Tournament/Executive/Volunteer Registrations - then no package is required. If you do create a package for any of	Registrations - e for any of	One Promo Code per			
STransactions			these types of registrations - you may optionally check the options below to allow them to register without selecting any package.		Credit Card Administration Fee %			
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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.