

## Coach Identification: RAMP Cheat Sheet

# **STEP 1:** SELECT "COACH/STAFF REGISTRATION" FROM THE DASHBOARD MENU AT:

http://novacentralra.rampregistrations.com/

- Coach/Staff Registration

Nova Central Ringette Association	
Incomplete Registrations	View incomplete Registrations >>
Participant	Register as a Participant >>
Available Participant Packages	See all available participant packages >>

**STEP 2:** FROM THE DROP DOWN MENU "CHOOSE ACCOUNT MEMBER TO REGISTER AS A COACH/STAFF" SELECT THE APPROPRIATE FAMILY MEMBER WHO IS DECLARING INTEREST

Nova Central Ringette Association
Coach/Staff Registration
Choose a Season
2023-2024
Choose Account Member to Register as a Coach / Staff
Choose
Preferred Division(s) and Position(s)

**STEP 3:** YOU CANNOT MOVE FORWARD WITH PUTTING YOUR NCCP# IN THIS BOX. IF YOU ARE A NEW COACH ONLY, YOU CAN PUT "00000" IN THIS BOX.

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# **STEP 4:** CLICK THIS BOX BEFORE HITTING SUBMIT/CONTINUE



**STEP 5:** PROVIDE DATE AND UPLOAD COPIES OF BOTH YOUR REQUIRED VULNERABLE SECTOR SCREENING AND CRIMINAL RECORD CHECK. THESE WILL BE REQUIRED TO HOLD ANY TEAM POSITION WITH NCRA. IF YOU DO NOT HAVE THEM, ONLY TEAM STAFF THAT HAS BEEN SELECTED WILL BE ABLE TO GET THEM AT THE START OF SEASON THROUGH THE NCRA COACH COORDINATOR. THEY CAN BE SENT AT ANYTIME PRIOR TO SEASON START DIRECTLY TO THE NCRA COACH COORDINATOR.

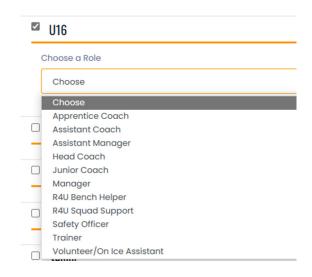
# Nova Central Ringette Association Uploads Vulnerable Sector Screening Date Completed MM/DD/YYYY VSS File Choose File No file chosen Criminal Record Check Date Completed MM/DD/YYYY CRC File Choose File No file chosen



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# **STEP 6:** CHOOSE YOUR DIVISION AND ROLE. THE OPTIONS APPLICABLE TO NCRA ARE

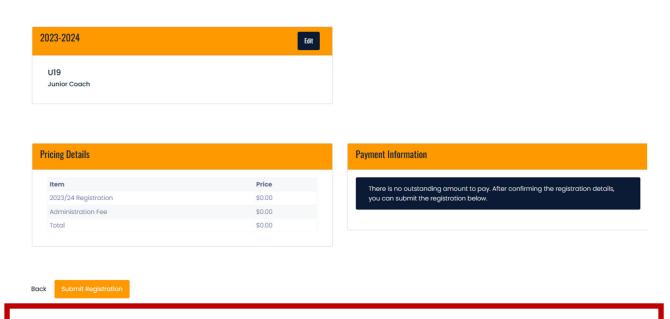
ASSISTANT COACH, HEAD COACH AND JUNIOR COACH. VOLUNTEER/ON ICE ASSISTANTS FOR THE CHILDRENS RINGETTE PROGRAM (ACTIVE START, FUN 1 AND FUN2 DO NOT NEED TO REGISTER AT THIS TIME. MANAGERS WILL NOT REGISTER AS STAFF UNTIL AFTER TEAMS ARE FORMED.



# **STEP 7:** CONFIRM DETAILS AND HIT 'SUBMIT'

### **Nova Central Ringette Association**

**Confirm Details and Submit Registration** 



\*\*You have now completed the first part of your expression of interest. You will receive an auto-generated email from RAMP with additional requirements!!!!