



## **RAMP CHEAT SHEET: TOURNAMENT CREATION**

**Step 1:** Click on the Main Menu's "Seasons" button.

**Step 2:** Select "Tournaments" and then "Add New Record".

**Step 3:** Enter the tournament's general information:

- The tournament names
- A description of the tournament (optional)
- A website address (optional)
- Admin email to receive emails when people register
- The tournament's start and end dates (optional)
- The maximum roster size per team (optional, but highly recommended)

**Step 4:** Select whether this tournament will be accepting cross-provincial and/or international teams by clicking on the "Cross-Provincial"/ "International Tournament: checkbox (optional).

**Step 5:** Select tiers that align with tournament application was submitted to Ringette Ontario.

**Step 6:** Enter the contact information for the tournament contact.

**Step 7:** Enter the contact information for the tournament convenor.

**Step 8:** Select the divisions (registration categories) that can attend the tournament.

**Step 9:** Create a success message and/or email that the participant will received once they register.

**Step 10:** Create a package for each of the tournament's age groups by gender (i.e., one package for U19AA Female and one package for U19B mixed). This will ensure that the tournament is visible on the front end of your club's registration, package descriptions and enabling the maximum allowed registrations.

**Step 10-1:** Click on the packages tab and then click "Add New Record"

**Step 10-2:** Create the title of the package, division requirement and cost of the package. Optionally, you can create deadlines for registration, package descriptions and enabling the maximum allowed registrations.

**Note:** Once the tournament has been created, Ringette Ontario must approve the tournament for teams to register. RO will get an alert about a pending tournament.

For more information, RAMP provides a video tutorial to watch at the top of the tournament's page as well as: [RAMP Tournament Registration Setup - Ringette Ontario - YouTube](#)