



# Coach Identification: RAMP Cheat Sheet

**STEP 1:** SELECT “COACH/STAFF REGISTRATION” FROM THE DASHBOARD MENU AT:

<http://novacentralra.rampregistrations.com/>

## Nova Central Ringette Association

**Incomplete Registrations** View Incomplete Registrations >>

**Participant** Register as a Participant >>

**Available Participant Packages** See all available participant packages >>

**Coach/Staff Registration** Register as a Coach or Staff Member >>

**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

Choose Account Member to Register as a Coach / Staff

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.

NCCP #

This field is required



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

Choose Your Packages

<input type="checkbox"/>	<b>2023/24 Registration</b>
<hr/>	
	\$0.00

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
<input type="text" value="MM/DD/YYYY"/>
VSS File
<input type="button" value="Choose File"/> No file chosen

Criminal Record Check
Date Completed
<input type="text" value="MM/DD/YYYY"/>
CRC File
<input type="button" value="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.

U16

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Choose a Role

Choose

- Choose
- Apprentice Coach
- Assistant Coach
- Assistant Manager
- Head Coach
- Junior Coach
- Manager
- R4U Bench Helper
- R4U Squad Support
- Safety Officer
- Trainer
- Volunteer/On Ice Assistant

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

## Nova Central Ringette Association

### Confirm Details and Submit Registration

2023-2024 Edit

U19  
Junior Coach

Pricing Details

Item	Price
2023/24 Registration	\$0.00
Administration Fee	\$0.00
Total	\$0.00

Payment Information

There is no outstanding amount to pay. After confirming the registration details, you can submit the registration below.

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