

Provincial Entry How To

Step 1: Log in to the [Softball Alberta RAMP account](#). This will be your personal RAMP login if you already have one or if you don't already have one, please create an account.

Step 2: Choose "Tournament Registration".

Step 3: In the "Choose a Tournament" dropdown, please select the provincial championship by age category. You will specify A, B, C or D when you get to the package selection (exception: U11 & slo-pitch).

Step 4: Choose your Home Club.

For any adult fastpitch or slo-pitch teams who do not belong to a league, please choose Single Team Registrations.

Then choose the correct team. If you don't already have teams in the dropdown menu, then please "Create a New Team" – it will then ask you to put in the team name. **Please put in the team name as you wish it to appear on the draw.**

Step 5: Choose the corresponding Division and Team Contact. If your information is not already saved into your RAMP account, then please "Add a Family Member".

Step 6: Choose your package. Be sure to choose the correct package, this is where you are specifying the level (A, B, C or D) of provincial you wish to enter!

Step 7: Sign the Provincial Entry Acknowledgement.

Step 8: Enter the details for the additional team contact and your coach's NCCP number (exception: slo-pitch). This is required.

For U13-U19 Girls only - Enter the details for the Justification questions. This is required.

Step 10: **PLEASE BYPASS** the Team Roster page – just press continue and it will allow you to continue with the entry process. We won't be collecting rosters through this method, so please save your time and do not fill this information out.

Step 11: Review your information and choose the payment method. We will accept cheque, e-transfer or credit card payment. Credit card payments can be processed through RAMP. For cheque or e-transfer instructions, please see below:

E-transfer – send to info@softballalberta.ca. Ensure that the team name and category is included in the comments of the e-transfer. Auto deposit is enabled – no security password necessary.

Cheque – can be made out to Softball Alberta (mailing address below). If the cheque is being mailed, it must arrive by the entry deadline, so please account for the time it will take to make it to the Softball Alberta office.

Address: 9860-33 Ave. NW
Edmonton, AB
T6N 1C6

