



# HOW TO REGISTER FOR A CAS EVENT - 2025 EDITION

*Guide to a complete and timely registration*

---

## 1 REGISTER ATHLETES, COACHES & EVENTS

- **Non ON & QC Clubs** - Registration should be done through the CAS RAMP Registration system, [available online here](#).
- A video tutorial to complete registration on the RAMO system [is available here](#).
- All entry fees and athlete fees will be calculated through the registration system. You will be able to pay online by credit card or by sending an EFT or cheque.
- **ON & QC clubs** will need to fill out the Excel registration spreadsheet. The document as well as detailed instructions are available in the QUICK LINKS section of [the event page](#).

## 2 FILL OUT THE ONLINE REGISTRATION FORM

- The form is accessible from the QUICK LINKS section [of the event page](#) and the SPORTITY app.
- Use this form to confirm contact details, accommodation information, coaches, number of athletes, picture fees, and a few other details.
- Once you get to the confirmation screen, an amount will be provided will provide a money amount due for this part of your registration. You will also get a confirmation email with this amount.

## 3 FILL OUT THE EXTRA POOL TIME / SPACING FORM

- This form is accessible from the QUICK LINKS section [of the event page](#) and the SPORTITY app.
- Use this form to confirm whether you want to purchase extra pool time before the competition, and details on your spacing preferences. A separate invoice will be sent for this.

## 4 PAY!

- The amount to be paid is the amount from **Step 1 + Step 2 + Extra Pool Time Invoice**. We will endeavour to send invoices as soon as possible, but please know that you already have easy access to the amount due.
- Payment methods are clearly outlined in the [Event Page](#).
- When paying by EFT, **please make sure to include the name of the club in the message field, and to use the correct password** (if necessary).

## 5 SEND STUFF IN - LABELED CORRECTLY & ON TIME!

- After Step #2, you will receive a Dropbox File Request email. Use this link to send everything we will be expecting from you: Music files, Coach Cards, Pictures.
- Coach cards should be exported exclusively from ISS Coach Card software ([available here](#)) and sent in excel format (.xlsx). Coach card names should NOT be changed from the name generated from the software.
- Make sure everything is labeled as per instructions. Doing this right is a quick job for you, but a very long one for us if we have to redo everyone's.
- There are specific deadlines for all of these - please respect them.