



CRC Check

You only need to do this once even if you have multiple roles with FHC's Registration and Event Database (F-RED,) as it will be tied to the individual rather than any specific role or position. The procedure is slightly different for players, officials, coaches and team staff and Board and Committee members.

There are two ways to get your Criminal Record Check into F-RED, and these are covered in different sections below:

- a) Upload a PDF of an existing, unexpired one.
- b) Perform one with Triton through F-RED, which will cost you \$25 plus tax.

Creating Your Account and Logging in

All interaction with F-RED requires a login account with Ramp; however creating one is easy. One account can administer a whole family; each person does not need to have their own account.

If you or a family member already has an FHA Ramp account, or indeed a Ramp account for any other sport, you can login to F-RED with those credentials, and you should not create a new account.

Login to F-RED or create an account here:

<https://www.rampregistrations.com/login?v3=7aa122cc>

If you create an account, you will return to the login page. **Login**.

If you get a Captcha error, try again. This occasional error precludes the need to find traffic lights or chimneys.

You should now be at **FHC Club**, with primarily red branding.

Adding Family Members

You only need to add individuals when registering them for something, and you do that during the Registration process. However, it's the same for all types of registration.

Notes about **Adding a Family Member**:

- a) not all fields are mandatory: only use **Middle Name**, **Former Last Name**, and **Nickname** if you have them
- b) only use **Legal Name** if that's not what you entered above (e.g. Antony rather than Tony;) this field is generally only required where an ID will be checked, e.g. for participants in approved tournaments or international representation
- c) second phone and second email are optional; don't enter the same information in both fields
- d) **Date** format is **MM DD YYYY** you can also enter it in foolproof dmmmyyyy format, e.g. 1Jan2000
- e) **Phone** is free-format; **123-456-7890** is recommended but not mandatory
- f) if you have missed a mandatory field F-RED will not let you move to the next screen

A. Document Uploading

1. For coaches, team managers and all team staff positions

1. **Login** and hit the **Coach/Staff Registration** button
 2. Select season **Membership Season 2021-22**
 3. Select the person who is going to register the CRC, and, if a coach, enter your NCCP #
 4. Select **Registration** division
 5. Select the appropriate **Position**
 6. Hit the **Continue** button to take you to the next screen
 7. In the **Criminal Record Check** box, enter the date the CRC was completed, and upload the file
 8. If you also have a VSS, in the **Vulnerable Sector Screening** box, enter the date the VSS was completed and upload the file, *even if it is the same file as your CRC*
 9. Hit the **Continue** button to take you to the next screen
 10. Ignore the **Certifications** screen (as all your certifications are automatically retrieved from the CAC Locker's public access page with your surname and NCCP #) and hit the **Continue** button to take you to the next screen
 11. Check the details on the **Confirm Details** screen, noting there is no payment required
 12. Hit **Submit Registration**
 13. You should now see a completion screen and you will be sent an e-mail confirmation
- And that's it!!

2. For board and committee members and other volunteers:

1. **Login** and hit the **Executive/Volunteer Registration** button
 2. Select season **Membership Season 2021-22**
 3. Select the appropriate **Position**
 4. Select the person who is going to register the CRC, and, if you have one, enter your NCCP #
 5. Hit the **Continue** button to take you to the next screen
 6. In the **Criminal Record Check** box, enter the date the CRC was completed, and upload the file
 7. If you also have a VSS, in the **Vulnerable Sector Screening** box, enter the date the VSS was completed and upload the file, *even if it is the same file as your CRC*
 8. Hit the **Continue** button to take you to the next screen
 9. Check the details on the **Confirm Details** screen, noting there is no payment required
 10. Hit **Submit Registration**
 11. You should now see a completion screen and you will be sent an e-mail confirmation
- And that's it!!

B. Perform a CRC with Triton through F-RED

This procedure is slightly different and requires you to enter more information, which is required for the CRC.

3. For coaches, team managers and all team staff positions

1. Login to F-RED here:

<https://www.rampregistrations.com/login?v3=7aa122cc>

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2. Hit the **Coach/Staff Registration** button
3. Select season **Membership Season 2021-22**
4. Select the person (or add the family member) for whom you want to perform the CRC
5. At the top of the **Family Member Information** box, check the "I would like to complete...Check)" This action adds more fields you need to complete
6. Ensure the correct legal name is in the **First Name**, **Middle Name** and **Last Name** fields – this is only to be able to perform the CRC, and you can change them back again afterwards
7. Enter the required additional information: **Place of Birth** and **Move In Date to Current Address**
8. Select **Registration** division
9. Select the appropriate **Position**
10. **Don't** choose any Packages (if any appear,) and hit the **Continue** button to take you to the **Uploads** screen
11. **Don't** upload anything, and hit the **Continue** button to take you to the next screen
12. Ignore the **Certifications** screen (as all your certifications are automatically retrieved from the CAC Locker's public access page with your surname and NCCP #) and hit the **Continue** button to take you to the next screen
13. Check the details on the **Confirm Details** screen, noting there is no payment required here
14. Hit **Submit Registration**
15. You should now see a completion screen and you will be sent an e-mail confirmation; you will also receive an e-mail from Triton with instructions on how to complete your CRC, including payment details
16. When you act on the Triton email, that company will conduct the CRC, and, if successful, upload the CRC to F-RED and let you know it is complete.

And that's it!!

4. For board and committee members and other volunteers:

1. Login to F-RED here:

<https://www.rampregistrations.com/login?v3=7aa122cc>

If you get a Captcha error, try again. This occasional error precludes the need to find traffic lights or chimneys. You should now be at FHC Club dashboard, with primarily red branding.

2. Hit the **Executive/Volunteer Registration** button
3. Select season **Membership Season 2021-22**
4. Select the appropriate **Position**
5. Select the person (or add the family member) for whom you want to perform the CRC
6. At the top of the **Executive/Volunteer** box, check the “I would like to complete...Check)” This action adds more fields to be completed
7. Ensure the correct legal name is in the **First Name**, **Middle Name** and **Last Name** fields – this is only to be able to perform the CRC, and you can change them back again afterwards
8. Enter the required additional information: **Place of Birth** and **Move In Date to Current Address**, then hit **Continue** button to take you to the **Uploads** screen
9. **Don't** upload anything, and hit the **Continue** button to take you to the next screen
10. Check the details on the **Confirm Details** screen, noting there is no payment required here
11. Hit **Submit Registration**
12. You should now see a completion screen and you will be sent an e-mail confirmation; you will also receive an e-mail from Triton with instructions on how to complete your CRC, including payment details
13. When you act on the Triton email, that company will conduct the CRC, and, if successful, upload the CRC to F-RED and let you know it is complete.

And that's it!!