

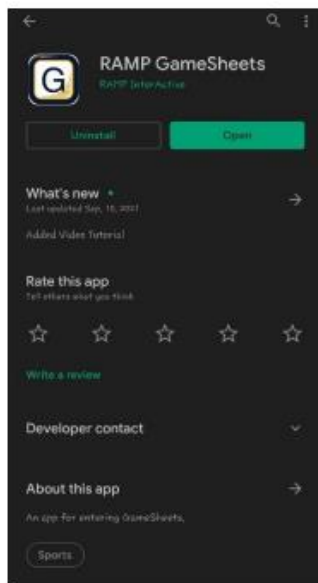
# TEAMS

## Instructions for using the RAMP Gamesheet App

ALL Managers/Coach MUST download the RAMP Gamesheet APP (free) on their smartphones.

Home Managers need to provide game codes to the Officials prior to the game.

IMPORTANT: You must have wifi to retrieve the gamesheet in the app. Once that is done, wifi is not required to enter information on the gamesheet. Any data entered in the app will automatically upload as soon as you regain a wifi or internet connection. Some facilities have limited access to wifi, so it is important to do this prior to arriving at the game.



The image to the left is taken using an Android device. When you go to the play store, you must look for the “RAMP GameSheets App”. The icon for the app is pictured here for you.

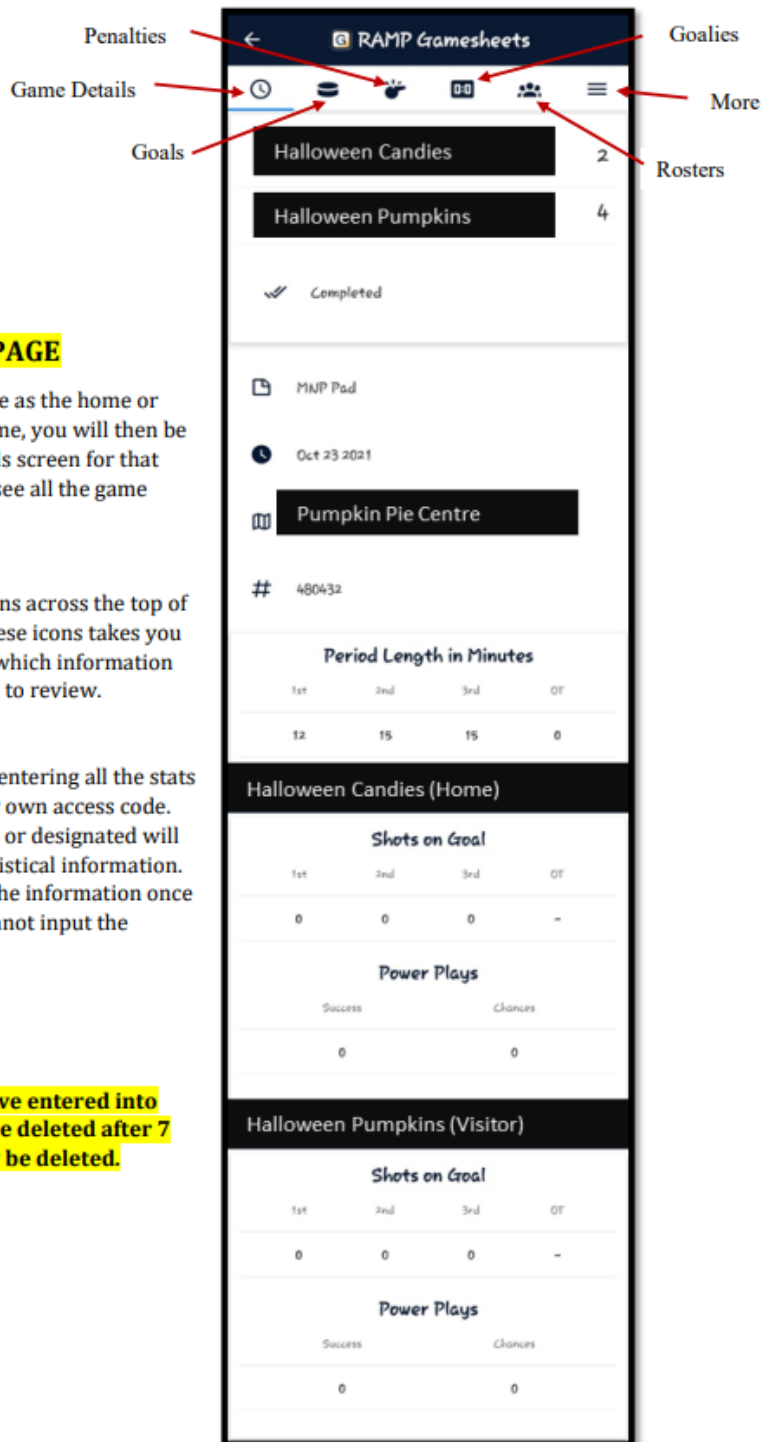
The image to the right is what you will see when you have downloaded the app and created your account.

This will be the home page screen of the app each time you open it.

You will be entering the officials game code in the boxed you see there and then tap on the search icon for the game to show up



**\*\*\* Each game will have its own unique code. \*\*\***



### GAME DETAILS TAB/PAGE

1. Upon entering your code as the home or visiting team for the game, you will then be taken to the game details screen for that specific game. You will see all the game details here.
2. You will also see the icons across the top of your screen: Each of these icons takes you to a different screen in which information will be available for you to review.
3. The timekeeper will be entering all the stats for the game using their own access code. You as the team coach / or designated will not be entering any statistical information. You will be able to see the information once it is entered but you cannot input the information yourself.

**\*\*NOTE\*\***

**The game codes that you have entered into the app will automatically be deleted after 7 days. They cannot manually be deleted.**

## GOALS TAB/PAGE

This page will walk you through the goals that were scored in the periods by both teams. As per the image to the right, this page outlines the player that scored, the team they are rostered to and the time of the goal.

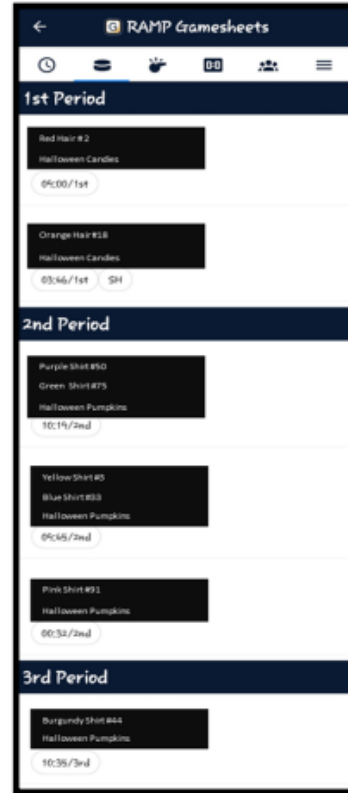


## PENALTIES TAB/PAGE

This page lets you view the penalties of this game.

Please note that if your team receives a suspendable penalty you MUST report it

Please send the details of the game: Date, Time, Location and team names along with the name of the player/ staff who received the penalty and the type of penalty they received. This email must be sent within 24 hours following the end.



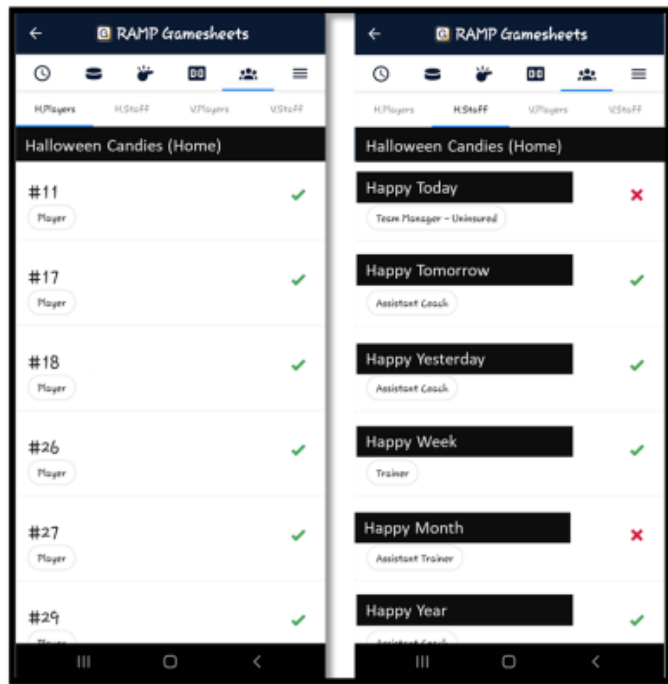


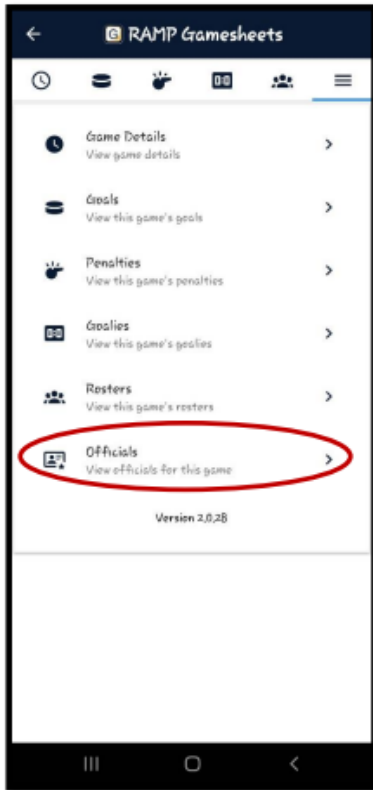
**GOALIES TAB/PAGE**

The "Goalsies" tab will provide you with information regarding Goalsies for each of the team. It is not mandatory for the teams to enter information in this tab but if they choose to enter information.

**ROSTERS TAB/PAGE**

Here team Coaches or designated individual must select the Players and Staff that will be behind participating in the specific game. The toggles can be used to do this. Only the Home team can make changes to the Home team roster. Only the Visiting team can make changes to the Visiting team roster.





### **MORE TAB/PAGE**

The three lines on the page will enable you to access additional information pertaining to the game.

You will be able to see the officials of the game. Their signatures will not show until they have had the opportunity to review the game sheet and verify that all information is accurate.

SEE BELOW IMAGE FOR DETAILS.

### **OFFICIALS TAB/PAGE**

This page will show you the names of all the officials for the specific games. This information was entered by the timekeeper. The official must sign off on the game sheet once they have reviewed the game details for accuracy.

To sign off on the game sheet, select the "Sign Here" tab at the top of this page, you can then use your fingers to sign or initial the game sheet.



### **ADDING A PICK-UP PLAYER.**

Teams can add a pick up player for the game by following the instructions below:

1. Select the Roster Tab, once there at the top of the screen you will see a tab to "ADD PLAYER"  
By selecting this you will be able to enter the information for that player, including Name, position and Jersey #. You will also be able to choose some additional information pertaining to this player.
2. Once the data is entered, please select "SAVE". This is ensure the data is saved.

### **SUSPENSION TO A PLAYER ON THE TEAM.**

When a player receives a suspension in a game, and the information is entered by the timekeeper, this information will be tracked by the RAMP system. The team must report that a suspension was issued to a member of the team by emailing the Discipline Directors for the division with the required information. The Discipline Directors will process the suspension and record it on the system.

In the next game for the team, the member will appear on the player list on the app however, beside their name it will show "SUSPENDED". This will show up for the number of games that the member has to serve. Once all games have been served, the member can return to activities and "SUSPENDED" will not longer appear beside their name.

When a player is serving games, no action is required when using electronic game sheets. If the suspension was issued at a game in which paper game sheets were used, we ask that the team please notify us of the games being served by the player if they are serving the games when electronic game sheets are being used.