

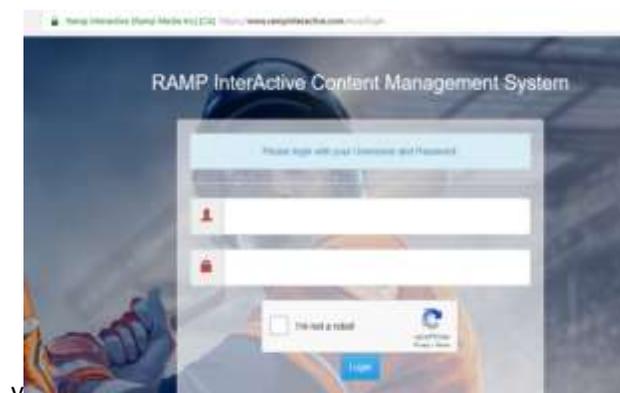


# Barrie and District Ringette Association Team App and Website Manual

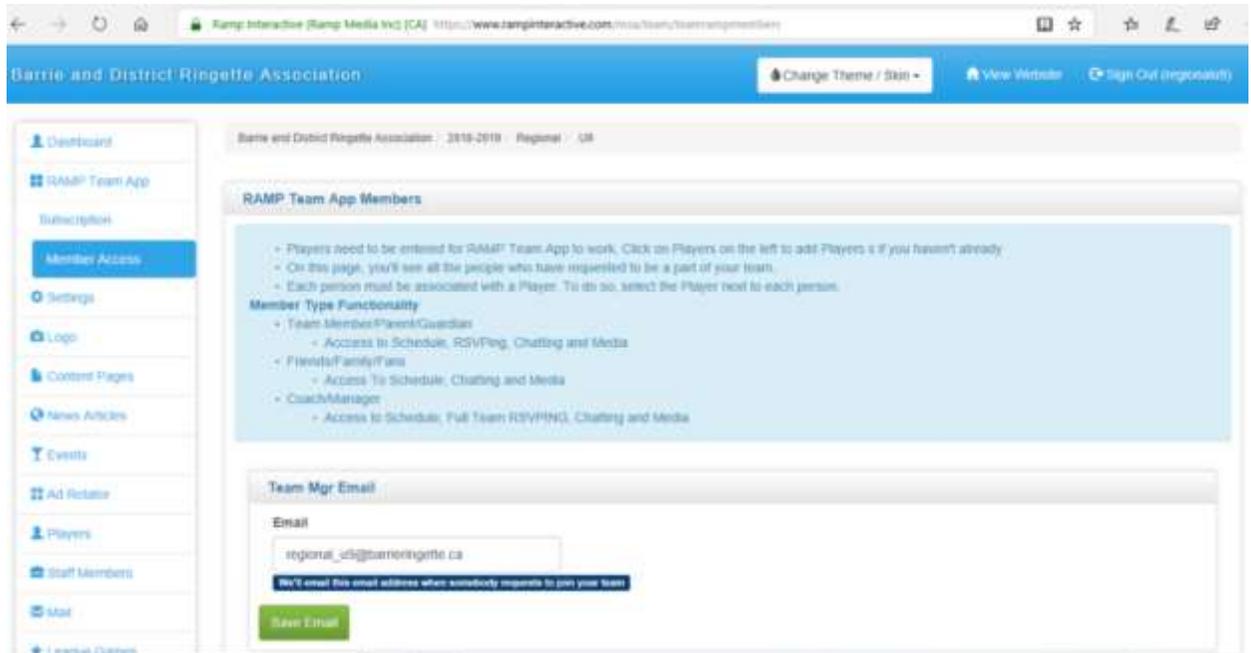


Welcome to the Barrie and District Ringette Association Coaching/ Bench Staff. This document is a manual to assist you in setting up your team website and RAMP Team App.

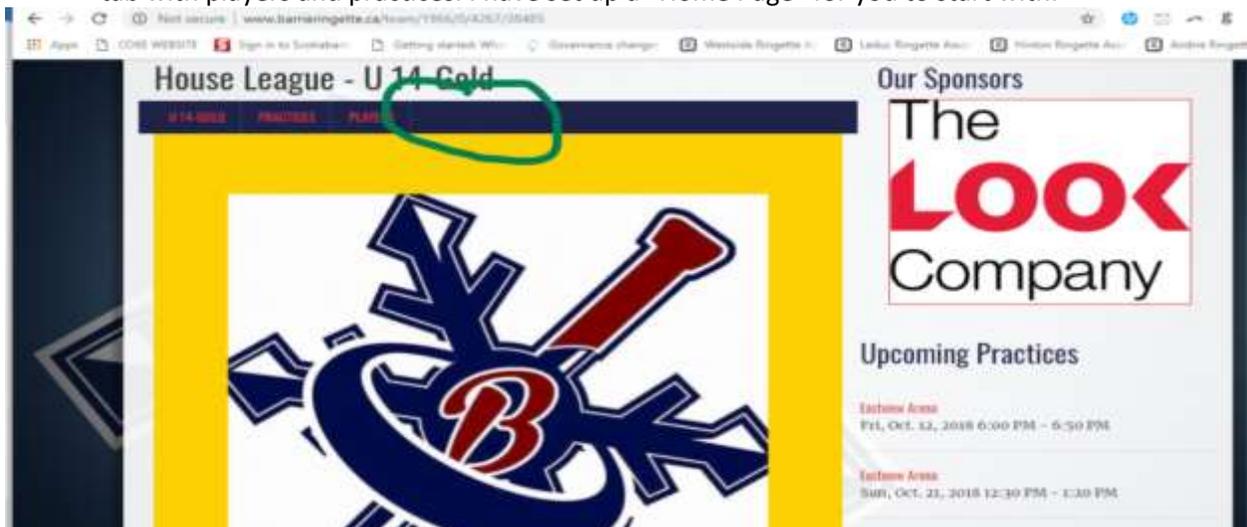
1. Login to your team website using the login provided to you.



2. You will be brought to the home page of your team. On the front page you will be on the Ramp Team App Members. This page shows you who has access to your Team Ramp App. Please be advised a Manager or Coach must accept any requests before the person can have access. **The important thing to remember is that a player or bench manager must be correlated to each visitor for the app to work.**
3. On the left side of the screen is the menu bar for your website.



4. Each of the menu items has a role for your team website.
5. The settings menu allows you to change your password and email. We ask that you do not change the **email address or password**.
6. The 'Logo' button allows you to change your logo on your team website. There are various steps to follow to do this. (Contact me if you wish assistance with this step). See U14 Gold on website for an example of what can be done. You may use the Association Logo, if you wish to.
7. The content page allows you to create various pages on your website. These will show on the tab with players and practices. I have set up a "Home Page" for you to start with.





- The 'News Article' allows you to create news to be displayed on your team page. Your parents will be able to go to the team website to see these events on their own. **They will NOT be on the main events page of the website.**

When adding news articles, it gives you various options on the page:

Important—highlights the red box making it stand out

Hide date- would remove date —recommend clicking not showing. The articles go by the later date first so if you date something for today and then next week. The one next week would show first.

Send Email on Submit—will send email **to your team only** about the new event.

- The events tab allows you to post events for your team that will show underneath the news on your team page—underneath Upcoming Events. It is an easy process where you fill in the blanks. If the location is not an arena click on “**Enter Your Own Text**” within the arena drop down box.



10. The Ad Rotator allows you to post any sponsors ads onto your team website, under the Association sponsors and above the Upcoming Practices boxes.
11. The Player tab is where you would change or add players. This is where you would add the jersey numbers for player, Contact Information for each parent/guardian and add any other information you feel necessary. **I will try to get the parents information in before this goes out—but may need your assistance with this.**
12. The Staff members page is basically filled out you may want to add phone numbers. ***I would recommend always checking the website when you have completed these changes to see what is viewed to the public.*** I have removed email addresses from people not connected to the team email addresses. You can individually remove public access.
13. The mail function is where you can mail your entire team contact list with any special instructions or announcements. This will guarantee all members receive and no email addresses are missed.
14. The league games tab is for the manager/coach to verify the game sheet were filled out correctly. It gives the team a chance to change any possible errors.
15. The League Player tab is the same as the Player Tab.
16. The practices tab allows you to add or remove practices from your schedule. **Please be reminded if you are cancelling a practice for any reason the ice scheduler MUST be notified ([ice-scheduler@barrieringette.ca](mailto:ice-scheduler@barrieringette.ca) ). All ice times are budgeted within the registration fees and would not be made up.**
17. The photo tab is where you can upload team photos. As soon as a photo is uploaded a photo tab will show on your team website with the practice, player tab buttons.
18. The League tie In does not affect our teams at this time. **We will not be using this tab.**
19. The contact List is the main contact list for your team, including emails and phone numbers. You download this as an excel file. This would be the main contact list used for the mail function on the website mentioned in point 12.
20. The Print Labels allows you to print labels for handwritten game sheets. This function is more useful for Regional teams as they need to give this information to the home team scorekeeper for game sheets. For House League we hope to do majority of game sheets online.

The above is a basic outline for the Team Website. If you have any questions or concerns, please do not hesitate to contact me at [secretary@barrieringette.ca](mailto:secretary@barrieringette.ca) or 705-279-5158.