INSTRUCTIONS FOR TIMEKEEPERS TO USE THE RAMP GAMESHEET APP
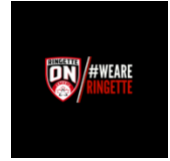
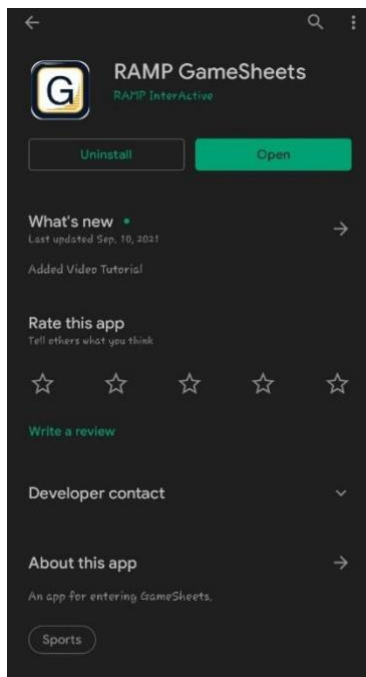**ALL Timekeepers MUST download the RAMP Game sheet APP G (free) on their smartphones.**

Depending on your smartphone (android or tablet) you must go to the Google Play store or the app store.

The Tournament Convenor or Home Team will provide you with the game sheet app codes that you need for the game(s) that you will be timekeeping. There will be a different code for each game.

Once the timekeeper has their "GameSheet Code" to access the game sheet, for that particular game, they can then complete their responsibilities as the game progresses.

This app works just like any other app. Once downloaded you will have to create a personal account so that you can access the app. This account is not tied to a team or an association. It is your personal account. Once created, your home screen will look like the following image below on the right.
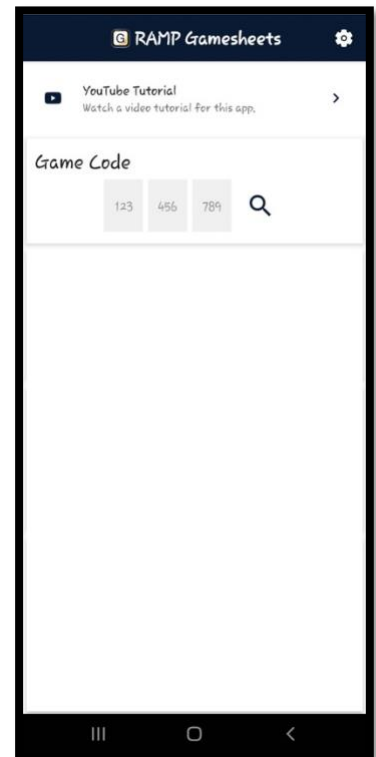
The image to the left is taken using an Android device. When you go to the play store, you must look for the "RAMP GameSheet App". The icon for the app is pictured here for you.

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

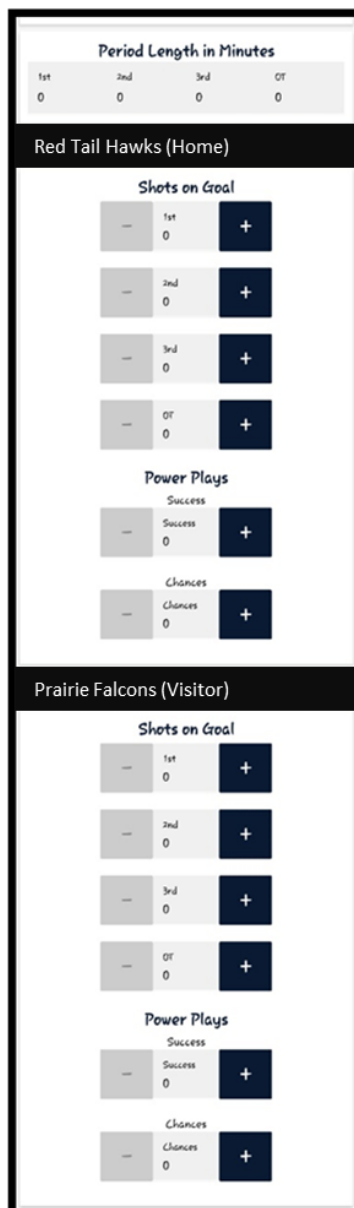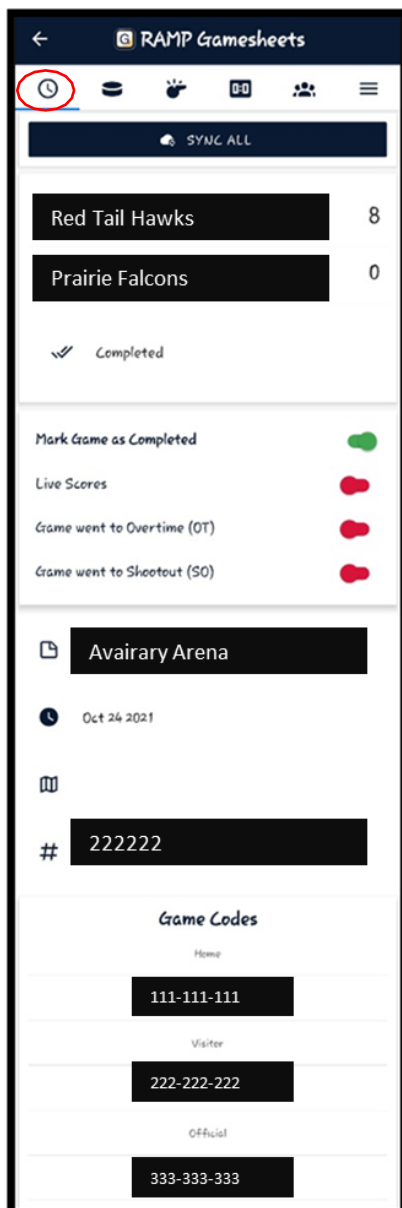This will be the home page screen of the app each time you open it.
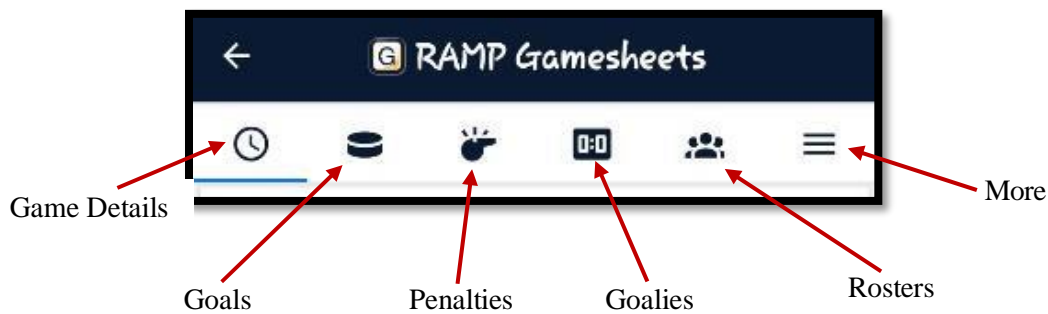
You will be entering the Game sheet app code in the box you see there and then tap on the search icon for the game to show up.

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

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

At the top of the screen, you will see the following icons. They will take you to various pages where information pertaining to the game can be entered.

Game Details

Goals

Penalties

Goalies

Rosters

More

GAME DETAILS TAB/PAGE

1. Upon entering your game sheet code 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. The notes for the game including any curfew information if needed will be visible on this page above the code information.

3. You will also be able to see the 3 game codes for this game. The Home Team Code, The Visiting Team Code and The Officials Code.

4. You must enter the Period Lengths for the game in the area provided. Simply click on the periods to enter the required minutes.

5. You will also be able to enter shots on goal and power plays for each of the 2 teams on this screen.

GOALS TAB/PAGE →

On this page will be able to enter any goals scored during the periods. When you select the "NEW GOAL" tab you will be able to enter the following information:

# Period	#Minute	# Second

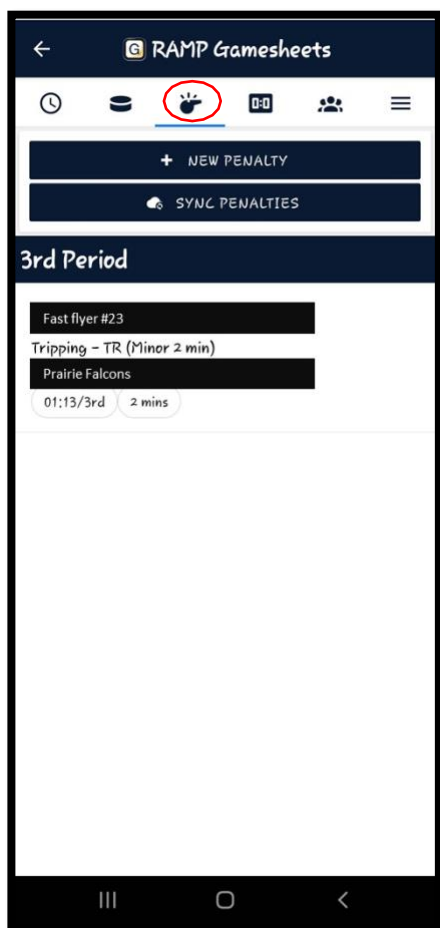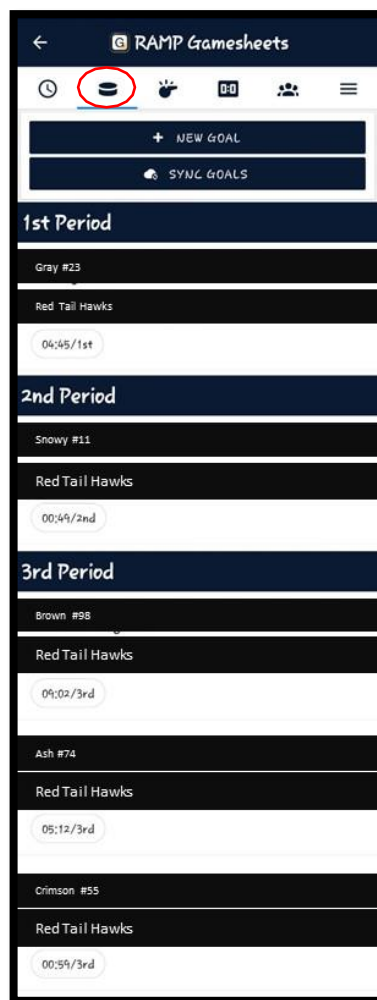You need to click on each of these to enter the numbers.

You will also be able to choose the team, the goal type and if there is a 1st or 2nd assist.

You do not have to enter any assist to this goal. It is not a mandatory field.

You can also use the toggle tab to indicate if the goal scored was a game winning goal or not.

Once all the information is entered, simply tap on the sync tab at the bottom.

If you have a wifi connection at the time, you can select the "SYNC GOALS" tab and the information will automatically be synced and uploaded live.
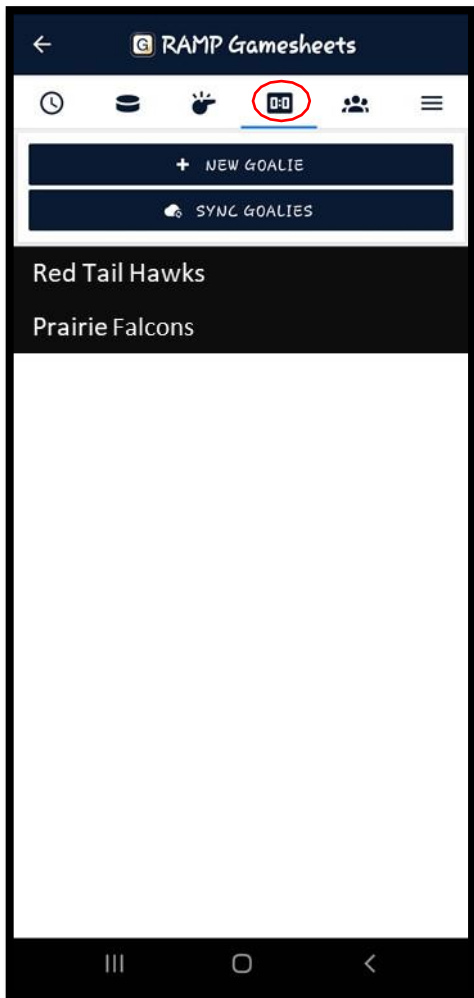
PENALTIES TAB/PAGE

As the timekeeper, you will have the ability to enter the penalties assessed throughout the game.

Simply tap on the "NEW PENALTY" tab at the top to record the details of that specific penalty.

The offences are populated for you, you need only select the icon to the right of the screen to access the list of offences, please ensure that you select the correct one that applies. You will also be able to choose all the details (team name, player name and who served).

Once the information is entered, please select the Save button at the bottom of the screen.

The "Goalies" tab will provide you with information regarding Goalies for each of the team. It is not mandatory for the teams to want to track this information. It is up to each team.

By tapping on the "NEW GOALIE" tab, you will be able to enter the details. You can choose the player as well as the team and track the number of minutes and goals scored against.
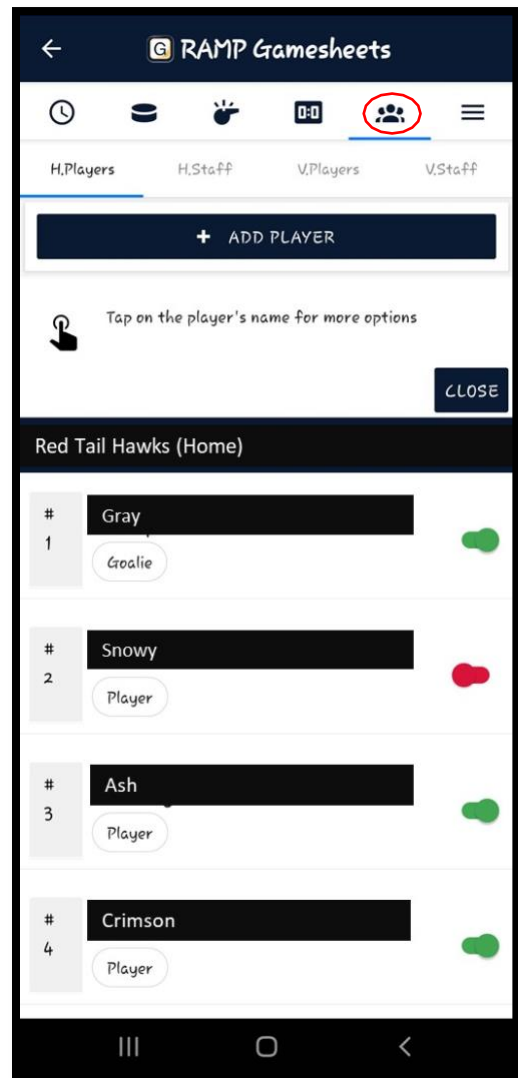
If this information is being tracked, please ensure that you tap on the SAVE tab at the bottom of the page.
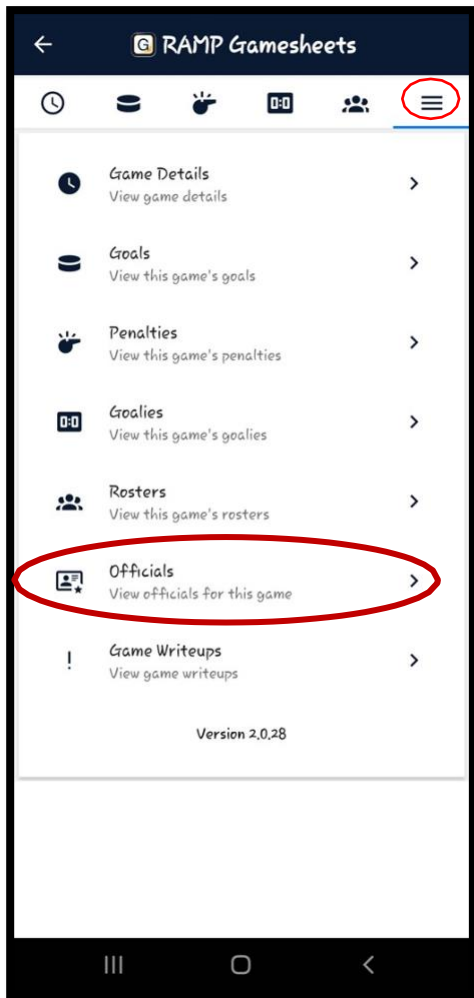

ROSTERS TAB/PAGE

This page will allow you to see the players and staff on both the home and visiting teams.

This information should not be changed once the game has started. Only the Home Team or the Visiting team should be making any changes to this prior to the start of the game.

NOTE: If a player and staff is not selected by the team prior to the game, you will not be able to record any goals or penalties that are issued in the game to that individual. Please ensure that players and staff are selected for both teams. If this information is missing you must notify the Coaches on the teams.

The three lines on the page will enable you to access additional information and enter information pertaining to the on-ice officials.

When you tap on the official's tab, you will be able to add officials to the game by tapping on the Add official tab.

YOU MUST enter the Full name and the RO ID# number for the officials that are officiating the game. This must be done for every game.

SEE BELOW IMAGE FOR DETAILS.

OFFICIALS TAB/PAGE

This page will show you the names of all the officials for the specific games.

Once the officials sign the game sheet, their signatures will be visible here. This might not happen until after the game has finished. If you do not see a signature during the game that is okay. The officials will only sign off on the game sheet when they have reviewed the information entered for accuracy.

GAME WRITEUPS TAB/PAGE

This page is for the officials. They will have access to this on their code. It will not be accessible using your code.

As a timekeeper you do not need to do anything on this tab. This will remain blank and will not be accessible by anyone but RO.

The officials must log into their code via the app if they wish to make comments on the game.

Officials' comments cannot be entered using the timkeeper's device. They will not record, and they will not be sent to the RO.

TIMEKEEPERS ARE REQUIRED TO DO THE FOLLOWING:

❖ Enter all information pertaining to the game into the electronic game sheet via the app.
❖ Must enter the full names and the RO referees and the RO ID# for each game.
❖ Must mark the game as finished at the end of each game.

We do advise you to ensure that you have a pen and writing pad handy in the event you need to record the game details and enter them after. If a paper copy of a game sheet is used, the information must be added and updated on the app once time allows.

The app is easy to use, and we do recommend that you take your time as you become familiar with the app and how it works.

Please note that once you enter a suspendable penalty into the app, RO will automatically receive a notification of the suspension. Please ensure that you are selecting the correct suspension codes if players are suspended in the game.

Game details can be changed via the app while the game is running. Please ensure that all game information is entered into the app as soon as the game is over if you are not able to do so during the game. If the facility did not have a reliable wifi connection, during the game, the information will automatically be updated as soon as a connection is made.

It is important to remember that, if the wifi connectivity is poor in the facility or specific ice pad that you will be in, please ensure that you open the app, enter the game code for the game and open that specific game before going into the timekeeper box. This way, the game details will be on showing on the app for you to update and enter during the game. Once a wifi connection is re-establish the game details will then upload.