

Ajax Pickering Ringette Tournament – December 2nd to 4th, 2022

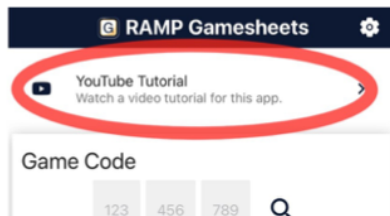
Instructions for Teams - RAMP Electronic Game Sheets

STEP 1 – Install the RAMP Electronic GameSheets App on your mobile device:

ALL team staff that intend to be on the bench during the tournament will need to download the RAMP GameSheets App onto their mobile phone and create an account on the App (create a new log-in or use the same account login/password as the RAMP TeamApp, if you have used this previously). This account must be your own unique account; you cannot share with someone else.



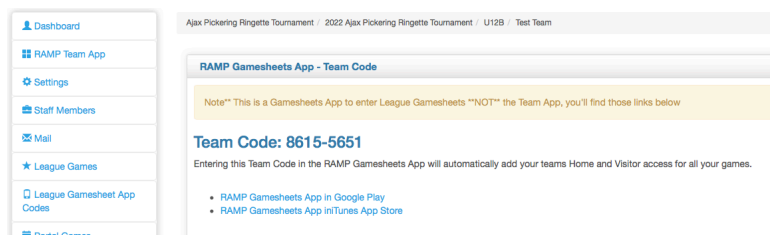
Once you download the App, there is a link to a YouTube Tutorial at the top of the home page (approx. 14 minutes).



STEP 2 - TEAM CODES (Adding Games to the App)

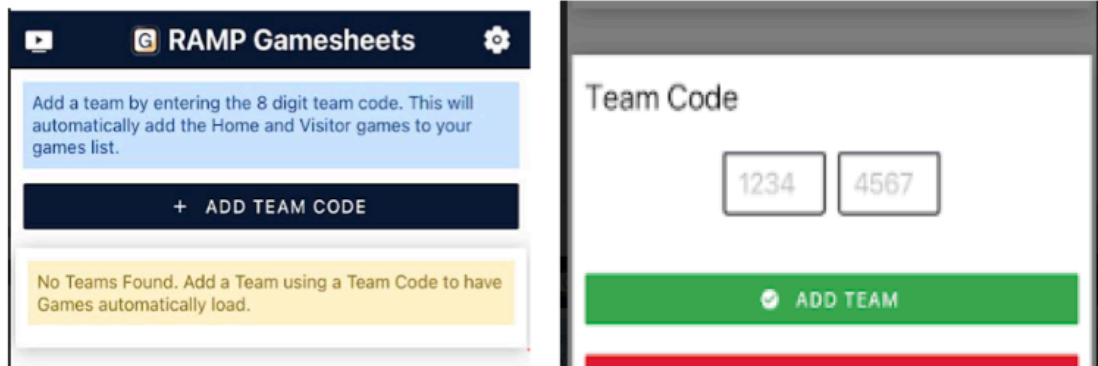
a) Access your Team Code: If you play in a league that already uses RAMP GameSheets, your league would have provided you with a user and password credentials to access your RAMP team website. In other parts of the province, your region would have facilitated this team website set-up, and for most Ontario 18+ teams, this would have been set-up by Ringette Ontario. If you haven't already done so, log-into your RAMP team website to access your Team's 8-digit **Team Code** (available on the home page of your team website).

Please contact your league, region or Ringette Ontario asap if you cannot access your team's website or locate your Team Code.



b) Add your Team Code to your RAMP GameSheets App: Follow the instructions below your so that all tournament games will be automatically downloaded to your RAMP GameSheets App / mobile device. Most teams that have been using RAMP GameSheets for league play would have most likely already completed this step.

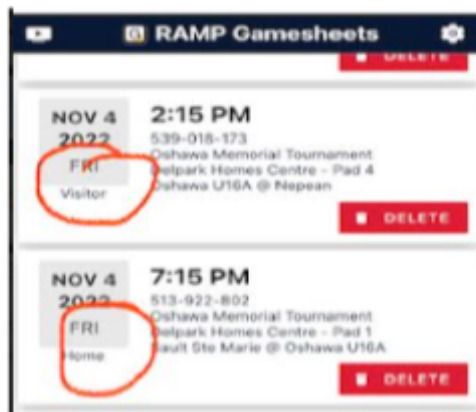
- Click on the Teams (the star at the bottom of the App home page)
- Click + ADD TEAM CODE
- Enter the Team Code and click on ADD TEAM



c) Access your Team's Games on the App: Once your Team Code is added to the App, all of your team's games for the tournament will automatically upload onto your App profile.

Step 3 – SIGN-IN FOR EACH GAME

To access your individual games, click on Games at the bottom left of the App home page. Click on your upcoming game, and follow these instructions to complete the Roster Confirmation process and Bench Staff sign-in (**at least 45 minutes prior to each game**).



TEAM STAFF

Ensure your designated Team Staff have access to data to access the GameSheet App. The arena MAY have public WiFi Access. You can load games prior to arrival at the facilities, but will need a connection to sync roster changes & sign.

Enter the applicable Home or Visitor Game Code to access the Gamesheet. This will download the game to your phone and can be done ahead of time. Home team, remind your scorekeeper to do the same using the Gamesheet Code.

Under Roster Tab  : Click *Players*

Check off which players are present, the players are defaulted to red, so you will need to activate all players in attendance.

Designate up to three total Captains and/or Assistant Captains by clicking the players name on the roster, "Set as Captain (C)" or "Set as Assistant Captain (A)".

Note: List 1 captain for finals only

Indicate Goalies, by clicking Edit <player name> and adding "Goalie" as the position, if not already marked on your roster.

If a player is INJURED and will be on your bench for the game, not dressed, write INJ in the position field.

The rosters are linked directly to the name and numbers entered on the RAMP website, but if you need to make changes you can Edit the player name or jersey number.

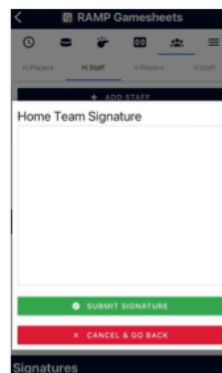
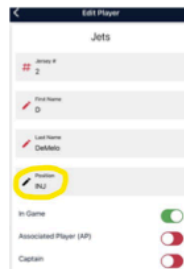
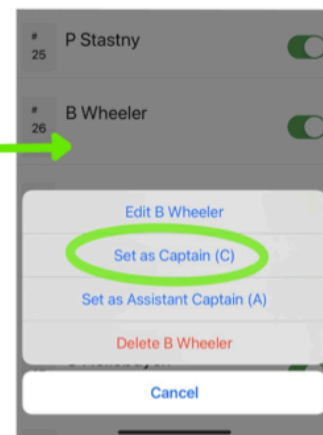
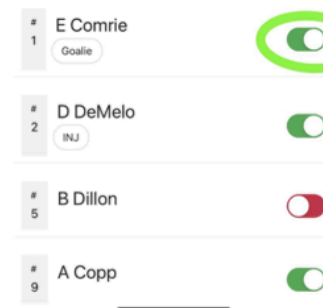
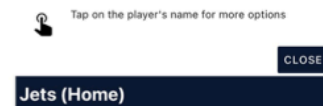
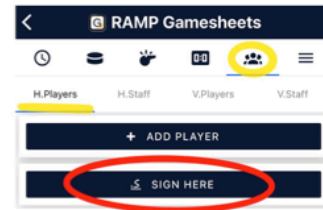
If you are adding an Affiliate, add player and indicate as an AP. Please ensure you are following the Affiliation Policy.

Follow this process when entering RO approved substitutions Staff - Activate the Team Staff that will be on the bench during games.

When roster is accurate, click "SIGN HERE" and add signature.

Ensure Rosters are completed ~~20~~⁴⁵ minutes prior to the game START time.

NOTE: Any one bench staff member can validate rosters, but all staff members who will be on the bench must log-in to their individual Gamesheet App and sign the electronic game sheet.



(Note: For teams participating in **Sunday Semi-Finals and Finals**, if you have entered your Team Code in the App the additional games will automatically upload to the App once final RR standings are official and participants have been confirmed).

Step 3 – SIGN-IN FOR EACH GAME (continued)

Continue to check-in at Tournament Registration Desks: A team staff member is still required to check in with the tournament registration desk prior to all games to:

1. Confirm dressing room assignments and receive your room key.
2. Confirm whether games are on time, or, may start early (games can start up to 10 minutes earlier than posted start times).
3. Check with the tournament volunteer on the status of your team's RAMP sign-in for the upcoming game (i.e. is roster validation complete, have all staff members signed in).

NOTE: For all tournament games, home teams will wear their dark jerseys and visiting teams will wear their light jerseys.

FINAL NOTES:

Those that have attended early season tournaments may be aware that the move to using RAMP has presented some challenges which both RAMP and tournament organizers are working through. We ask for your patience and understanding as we all navigate these changes. Some of the issues/ items that have been identified include:

- **Ringette Ontario Tie-Breaking Rules** will be in effect at the Ajax Pickering Tournament; however, at this time, RAMP standings will not automatically rank tied teams according to Ringette Ontario tie-breaking formulas. Tournament organizers will only confirm final rankings and manually update the standings at the completion of each division's Round Robin.
- It was identified in earlier events that a small number of team's player stats were missing, as well as some overlap in the listing of tournament player statistics (i.e. player stats for more than one division appearing in a division's statistics section). This has been shared with RAMP and hopefully will be resolved prior to our event.
- **Bench Staff Reminder # 1** - Please be diligent within the GameSheet App when validating your game roster and recording jersey #s – some teams may have different home and away jersey #s so this needs to be updated each time.
- **Bench Staff Reminder # 2 - Every bench staff member must individually sign the game sheet within their own App profile.** Officials will validate roster and bench staff information on the ice prior to games starting, and any discrepancies recorded in RAMP will take longer to correct on the ice, and cause unnecessary delays.