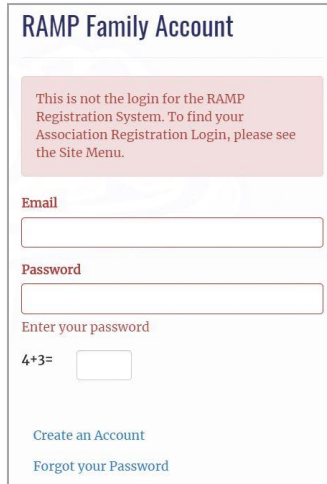


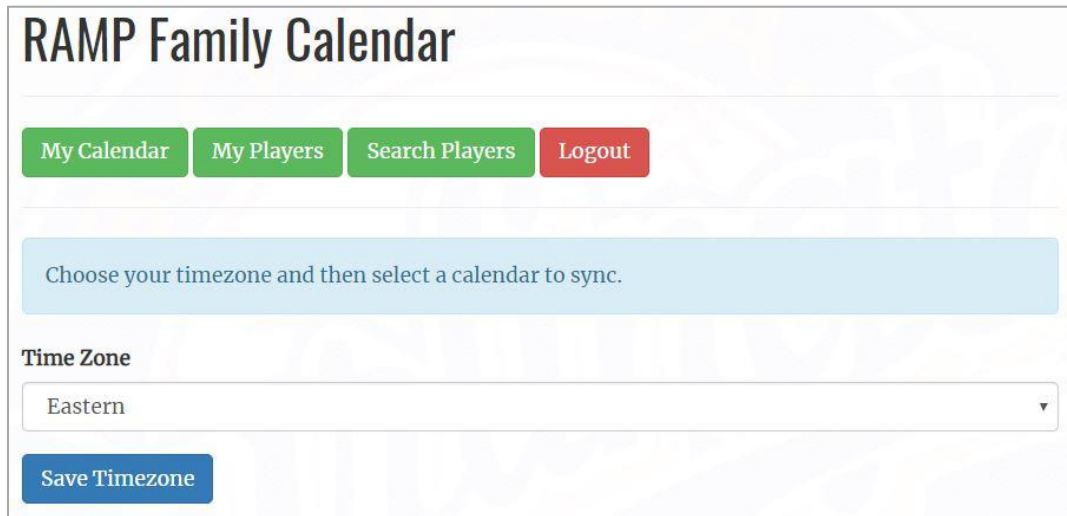
Steps to adding Player Calendar

1. On the main BOMBA website (<http://www.baseballburlington.com/>), scroll to the bottom of the homepage.
2. On the bottom right you will see the following on your screen:



The screenshot shows the 'RAMP Family Account' login page. At the top, there is a red warning box that reads: 'This is not the login for the RAMP Registration System. To find your Association Registration Login, please see the Site Menu.' Below this, there are two input fields: 'Email' and 'Password'. Under the password field, it says 'Enter your password'. There is a small math problem '4+3=' with an input box for the answer. At the bottom, there are two links: 'Create an Account' and 'Forgot your Password'.

3. If you have previously created a RAMP Family Account login (please note that this is NOT the same as the login you use for registrations) simply login. If you have previously created an account but cannot remember your password, choose the 'Forgot your Password' link and follow the directions. If you have not previously created a RAMP Family Account login, then click the 'Create an Account' and follow the directions.
4. Once you have an account and have logged in you will see the following on your screen:



The screenshot shows the 'RAMP Family Calendar' page. At the top, there are four buttons: 'My Calendar', 'My Players', 'Search Players', and 'Logout'. Below these buttons, there is a light blue box with the text: 'Choose your timezone and then select a calendar to sync.' Underneath, there is a 'Time Zone' label and a dropdown menu currently showing 'Eastern'. At the bottom, there is a blue button labeled 'Save Timezone'.

5. Ensure that the Time Zone is set to 'Eastern' and then click the Save Timezone button.

6. Click the 'My Players' button and you will see the following on your screen:

RAMP Family Account Players

My Calendar My Players Search Players Logout

Players Added By Team Administrators

#	First	Last	Team
	John	Doe	Burlington Organized Minor Baseball Association - 2019 - Blue Jays

Players You've Added

#	First	Last	Team
No Records Found			

7. If you see your child's name (or more than one child if you have multiple children playing in BOMBA) in the 'Players Added by Team Administrators' section, along with their correct team, click the 'My Calendar' button and skip to step 13. If the team is incorrect for any of your children, please contact your league Convenor.
8. If one or more of your children's names do not appear in the 'Players Added by Team Administrators', click the 'Search Players' button and you will see the following screen:

RAMP Family Account Player Search

My Calendar My Players Search Players Logout

Search Players by Name



First Name

Last Name

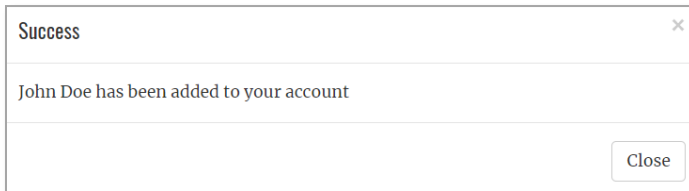
Search

9. Enter your child's first and last name (use the same as the registered name) and click the 'Search' button. Do NOT use the 'Search Players by Associations' section, as this is a much more difficult way to find players.

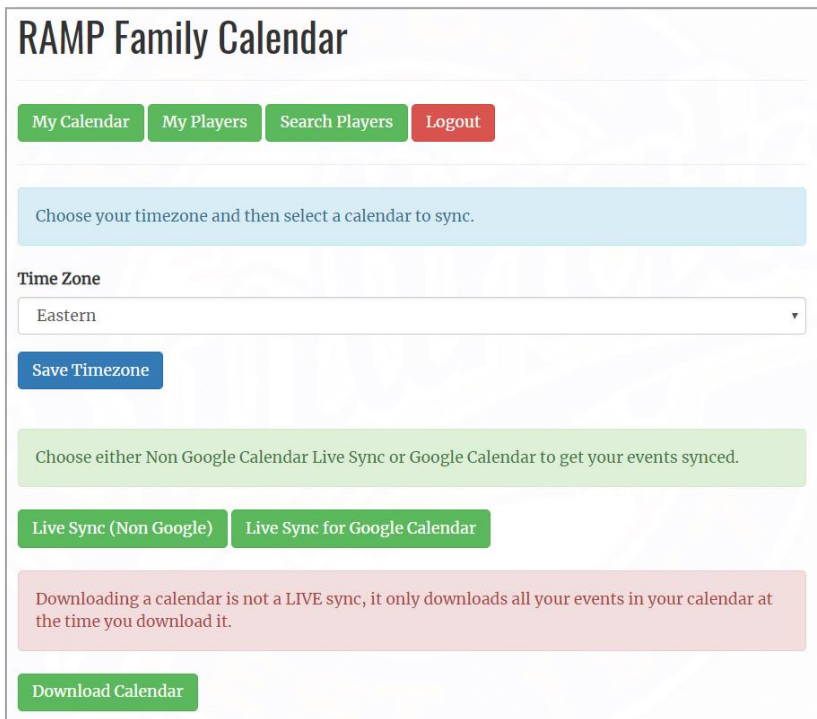
10. Once you have entered the first and last names and clicked the 'Search' button, you will be presented with a list of players with matching names near the bottom of your screen:

#	First	Last	Team	
	John	Doe	Hockey Edmonton - 2017-2018 - 1 Test Team For Meeting	
	John	Doe	Burlington Organized Minor Baseball Association - 2019 - Blue Jays	

11. Click the Add Player icon (see above, circled in red) to add your child. Please ensure that you are selecting a player where the Team starts with 'Burlington Organized Minor Baseball Association - 2019'. You will see a Success message as follows:



12. Click the 'Close' button, and then click the 'My Calendar' button near the top of your screen.
13. You should now see the following screen:



The RAMP Family Calendar interface features a navigation bar with buttons for "My Calendar", "My Players", "Search Players", and "Logout". Below this is a light blue instruction box: "Choose your timezone and then select a calendar to sync." A "Time Zone" dropdown menu is set to "Eastern", with a "Save Timezone" button below it. A green instruction box says: "Choose either Non Google Calendar Live Sync or Google Calendar to get your events synced." Two buttons are provided: "Live Sync (Non Google)" and "Live Sync for Google Calendar". A pink warning box states: "Downloading a calendar is not a LIVE sync, it only downloads all your events in your calendar at the time you download it." A "Download Calendar" button is located at the bottom.

14. Choose the applicable button depending on whether you want to download the calendar or perform a live sync. Please note that you must click the correct live sync button depending on whether you are syncing to a Google Calendar or Non Google Calendar. Follow the instructions for the option you selected, and the calendar will be added to your account.