



RAMP GameSheets Application Guide

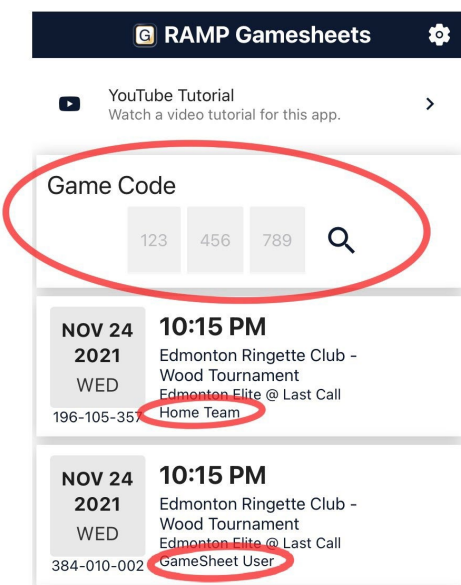
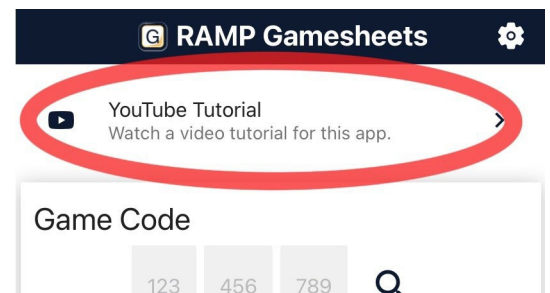


1. INSTALL RAMP ELECTRONIC GAME SHEET APP

The Head Coach (or designated Team Staff member), Scorekeeper(s), and Officials will need to download the RAMP GameSheets App onto their phone/ipad/tablet

Each person who will be using the app will need to create an account on the App. This is 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.

At the top of the home page of the App there is a link to a YouTube Tutorial (approx. 14 minutes).



2. ADD THE GAME CODES TO YOUR PHONE/IPAD/TABLET

The Games Codes for your games can be found on your team web page. On the left-hand side menu of the Dashboard, under "League Gamesheet AppCodes".

All codes are nine digits (###-###-###) and are unique for each game **AND ROLE (HOME/VISITOR/GAMESHEET/OFFICIAL)**.

Team Staff: Add the Home Code or Visitor Code.

Scorekeepers: Add the Gamesheet Code.

TEAM STAFF

Ensure your designated **Team Staff** and **Scorekeeper** have access to data or Wifi to access the GameSheet App. The arena should have public WiFi Access.

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

Under Roster Tab  : Select **Players**

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

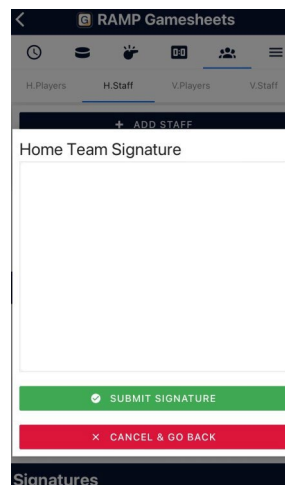
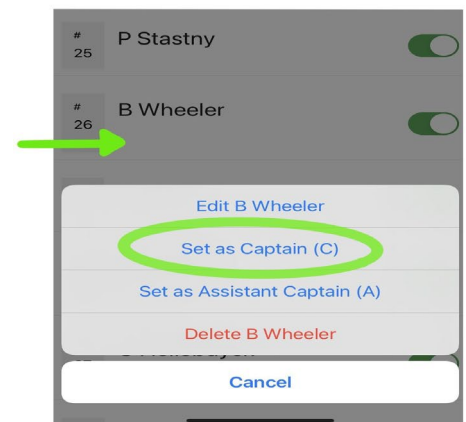
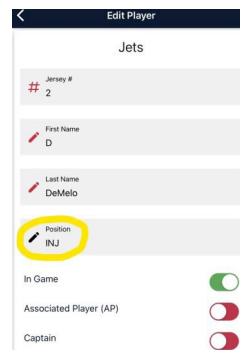
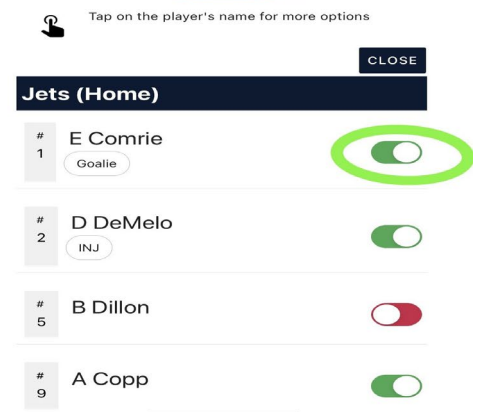
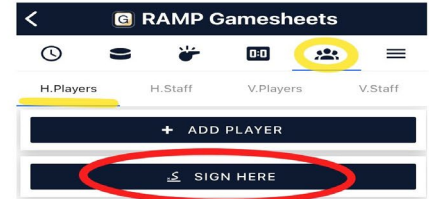
Designate up to three total Captains and/or Assistant Captains by selecting the players name on the roster, "Set as Captain (C)" or "Set as Assistant Captain (A)".

Indicate **Goalies**, by selecting 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.

Staff - Activate the Team Staff that will be on the bench during games. When roster is accurate, click "**SIGN HERE**" and add signature.



SCOREKEEPER

BEFORE THE GAME

Ensure you have access to data or Wifi to access the GameSheet App. The arena should have public WiFi, or if you are experiencing connection issues, enter the information, when the game is over and your device is able to access Wi-Fi, you will go to this menu 🕒 First thing on the page, please hit **SYNC ALL**.

Add the GameSheet Code in the GameSheet App.

On the game details page 🕒 : turn on Live Scores.

DURING THE GAME

There will be a tracking form in the box to record information as the game progresses. There may not always be time to enter all the information in the app when it occurs, this is why you need to record everything on that form in case anything goes wrong. If your phone/ipad/tablet cannot maintain data or Wi-Fi connection, it may be necessary to change your phone/ipad/tablet to “Airplane” mode for the duration of the game.

Officials may check your device in the box to check the rosters.

+ NEW GOAL

To add a goal, click the 🏒 icon.

Enter Period & Time
(NRL—Period 1,2,3 & 4)

Select Team

Goal type (optional)

Scorer & Assists (if awarded)

TIP: Click between the lists to scroll down the page.

To **EDIT a GOAL**, you select the goal, menu will pop out and you select **EDIT**
Always remember to **SAVE** at the end of any changes

+ NEW PENALTY

To add a penalty. Click on the 🏒 icon.

Enter Period & Time

Optional Time On—if the goal is scored or for 3rd penalty

Select the offence, listed alphabetically

Select Team

Select player, coaches will show up first, then players by #


Fill in if different player is serving, in the event of a goalie penalty or injury.

To **EDIT a PENALTY**, you select the penalty, menu will pop out and you select **EDIT**

Always remember to hit **SAVE** at the end of any changes

SCOREKEEPER

+ NEW GOALIE

To add goalie, click the 

Enter '**New Goalie**', select the team and the name of the athlete, do the same thing for both teams.

Enter the '**Time on Ice**' Time played is required.

Enter '**Goal Against**' and the number of shots '**Total shots**' is required.

Credit the goalie with Win, Loss or Tie. SAVE

If goalies were changed, repeat the steps with the second goalie. Credit the goalie that finished the game with Win, Loss or Tie. SAVE

Enter for all goalies on both teams.

NOTE: Teams are allowed one time out per game. Currently, the app does not have this feature, so please mark on the tracking document to make sure the team does not exceed.

SCOREKEEPER

AFTER THE GAME

Ensure all of the information is inputted.

If ever you have an issue with the Wi-Fi/Data during the game, at the end of the game, establish a connection and click “SYNC ALL” 🕒 on the phone/lpad/tablet. This allows the referees to access the game information. You are now finished.

We all know after each game, there are often corrections to be made, after each game you will have to go and see the coach of each team and ask them if there are any changes to be made if so you have to write them on the tracking document, go see the official to confirm the change and make the change in the application. This is a new procedure and must be done after the game. We no longer accept changes sent by email days following the game.

Return to the home page 🕒

Do not forget to indicate the part is completed ‘**completed**’

Do not forget to indicate the length of the periods (13 minutes for each period)

Do not forget to indicate for each team GOALIE number of shots on goal for each period

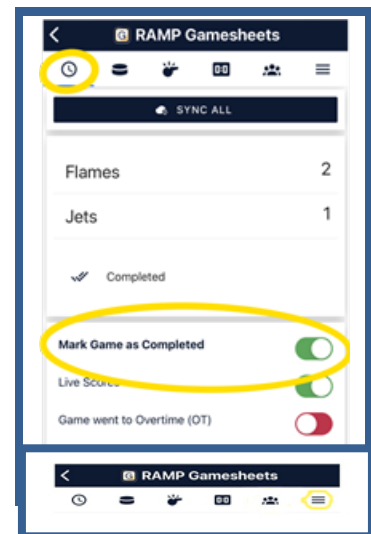
Optional - if you can, indicate power plays chances and successes.

For ‘**Officials**’

Go to the last tab ≡

To enter the name of the officials (if you know the names)


Select **Officials** and press **Add Official** write the name of the officials. You can also enter the name for the shotclock operator, scorekeeper, and timekeeper.



OFFICIALS

Please ensure you have the RAMP GameSheet app on your phone/lpad/tablet.

Please note the Officials has their own game code for each game. You will need that code to be able to sign and approve the game information AT THE ENF OF THE GAME.

At the start of the game, you can access the roster with the scorekeepers' phone/tablet inside the box. On the Roster tab , you will be able to review the players and team staff for each team. Being logged into the GameSheet User Account in the box allows you to make changes if necessary. (Rosters cannot be altered from Officials Login).

Report Goals and Penalties to the box as usual.

***Note: Timeouts are not recorded in the app, the scorekeeper will mark which team called a timeout and when on the tracking document.**

Following the game, the officials will review the game sheet, you will also be able to add any notes/writeups directly in the app. This can be done with the scorekeepers' device in the box or in the dressing room, with your own device immediately after the game.

Please note you will need to sign the game by following these steps below:

