Calgary Minor Basketball Association

In this Section:

Revision:

Date	Changes
Oct 5, 2018	Document Creation

1. Team App Setup

1.1. Enter Rosters

Enter Rosters for players and staff with primary email to be associated to account. Emails will be sent out automatically inviting your players/staff to their team on RAMP Team App.

> NOTE: If coach/player/parent already has an account, the email must be what they have their account under in order to automatically link to their RAMP Team App account.

1.2. App invite

Coaches and players will receive an email announcing that their team is on the App. They will follow the instructions to add the team to their RAMP Team App account. (See Figure 1: Team Invite)

Figure 1: Team Invite
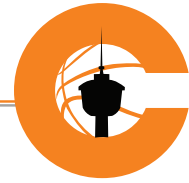
1.1.1 Players/Parents Coaches have RAMP Team App Account

If players/coaches/parents who are invited to the team already have an account (and the email address matches the email address from the roster invite) they do not need to do anything. The team will now appear in their Team App. (See Figure 2: Team App Teams)
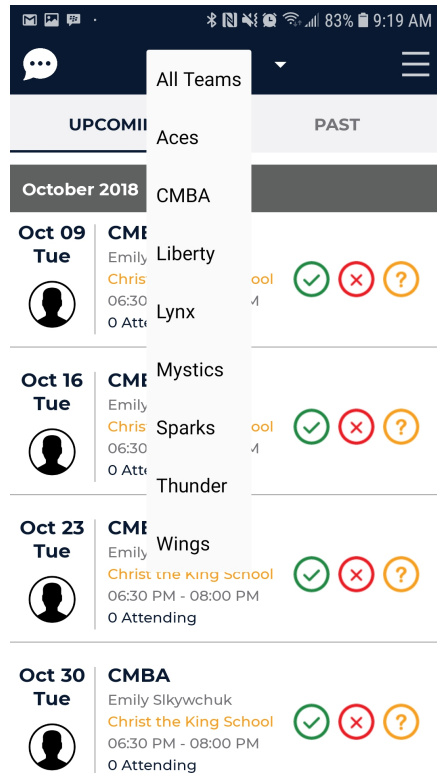

Figure 2: Team App Teams

1.1.2 Players/Parents Coaches DO NOT have RAMP Team App Account

Follow the instruction in the email to download App and Create Account.

1.3. Add additional parents

For parents wishing to have multiple accounts for their players:

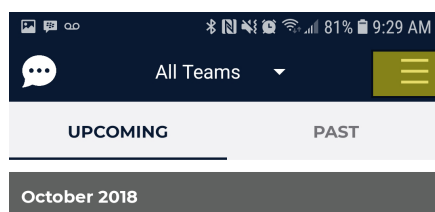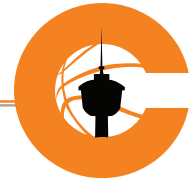1. Click on the Hamburger Menu to view more navigation (See Figure 3: More Navigation

Figure 3: More Navigation
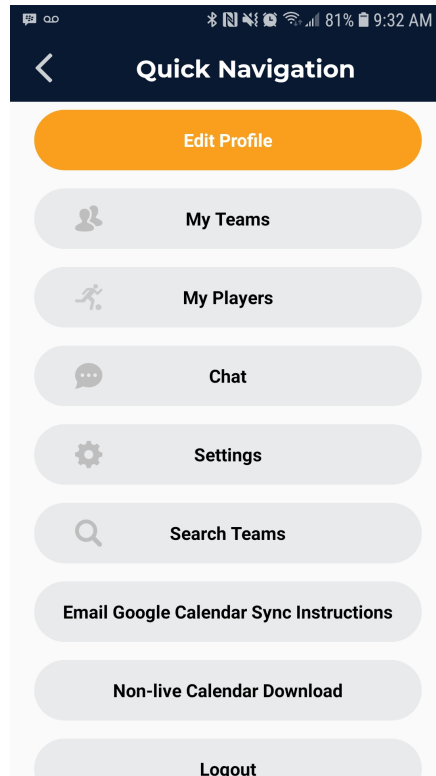
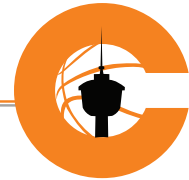2. Choose Search Teams (See Figure 4: Search Teams)

3. Teams Can be searched by either:
   a. By Organization (See Figure 5: Search by Organization)
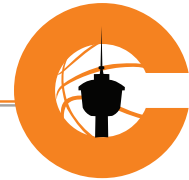
b. By Name: (See Figure 6: Search by Name
   Recommended for easier use

Figure 6: Search by Name

1.1.3 Additional Parents will need to be "Approved" by Coach/Manager
   1. Login to Team Management Portal – www.cmba.ab.ca
   2. Admin Login – Coach Manager will use login information provided by zones (See Figure 7: Admin Login)
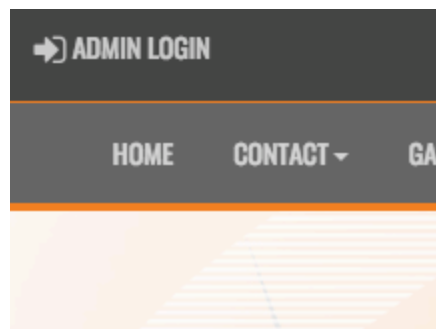   *Note: this is also the login for game score reporting*

Figure 7: Admin Login

3. Click on Member Access on the left hand navigation (See Figure 8: Member Access)
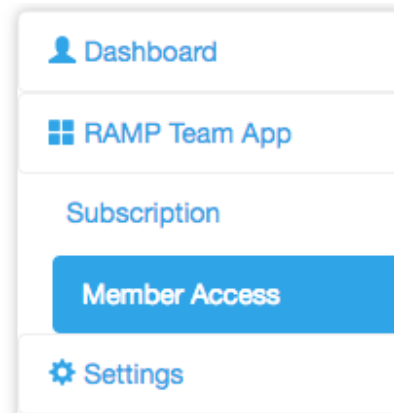

Figure 8: Member Access

4. For any player who is unapproved, you must approve and associate them with a staff or player from the dropdown list. (See Figure 9: Approvals)

Figure 9: Approvals

There are 3 "Types" that indicate what the person has acces to do:
Fan: View only, cannot RSVP, has access to chat
Team Member / Parent: can RSVP for their associated player only, has access to chat
Coach/Mgr: has access to RSVP for anyone on the team

2. Add Practices

1. From the side navigation, click on Practices (See Figure 10: Add Practices) and then click on Add Practice button on page.
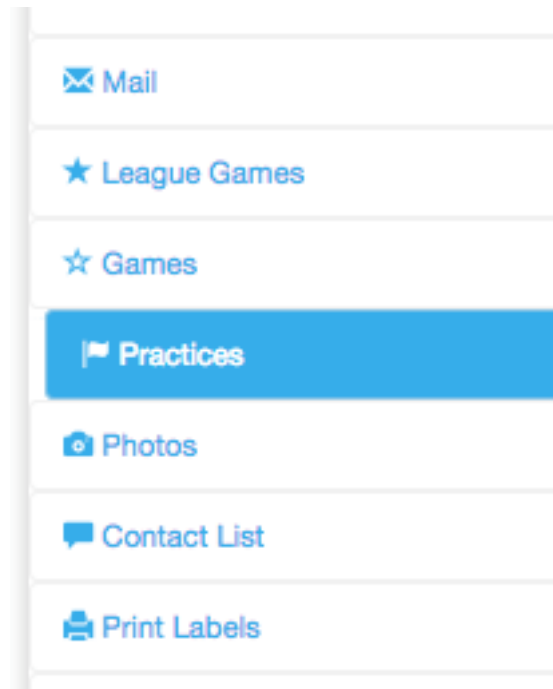

Figure 10: Add Practices

2. From here you can add single or recurring practices, as well as send team email on submit. (See Figure 11: Practice Details)

Figure 11: Practice Details

3. Add Non League Games

1. From the side navigation, click on Games (SeeFigure 12: Add Games) and then click on Add Add Games button on page.
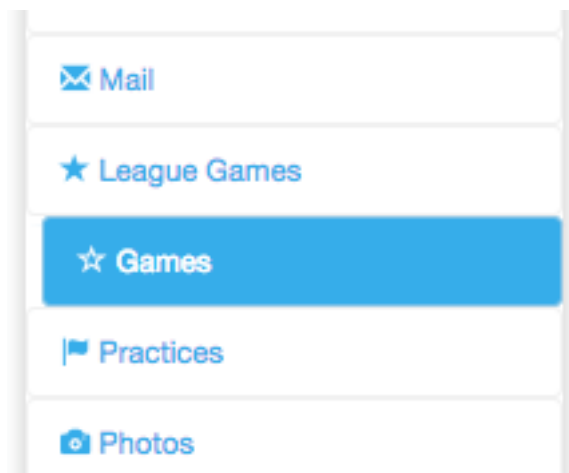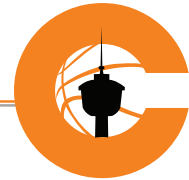

Figure 12: Add Games

2. From here you can add your game details. (See Figure 13: Game Details)

CALGARY MINOR
BASKETBALL ASSOCIATION

Create Games

Game Type

choose ▼

Game #

[   ]

Opponent

[   ]

☐ Home Game

Date

[   ]

Start Time

[   ]

End Time

[   ]

Court

choose ▼

Find Locations Not in List

☐ Send Email on Submit

Notes

[   ]

Figure 13: Game Details