

In this Section:

1. Team App Setup	2
1.1. Enter Rosters	2
1.2. App invite	2
1.3. Add additional parents	3
2. Add Practices	8
3. Add Non League Games	9

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)



Hi **Emily!**
You've been added to **Aces!**

Hi Emily

Great news! Our team, **Aces** is now using RAMP Team App. Download the App and Create your Account (or sign-in if you already have a RAMP Family Account).

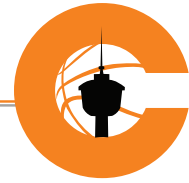
[Get it in iTunes](#)

[Get it on Google Play](#)

- Follow the team schedule
- RSVP your availability to team events
- Easily communicate with everyone - and a whole bunch more!

[Privacy Policy](#) | [Terms of Use](#)

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)

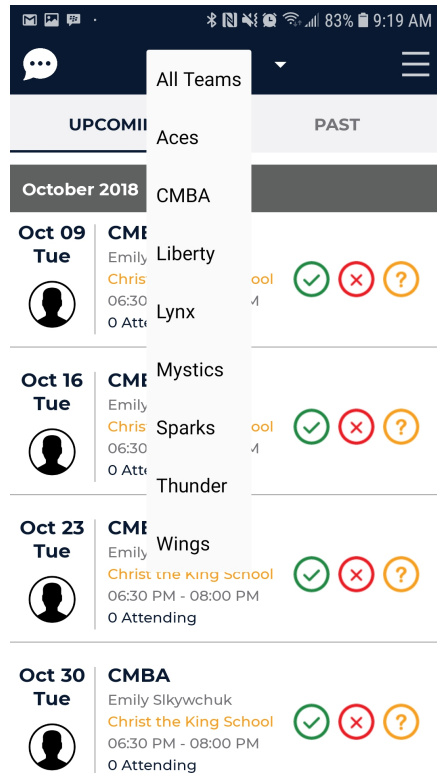


Figure 2: Team App Teams

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)

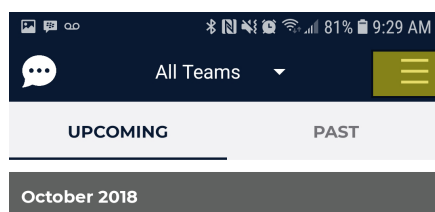
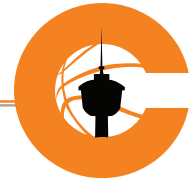


Figure 3: More Navigation



2. Choose Search Teams (See Figure 4: Search Teams)

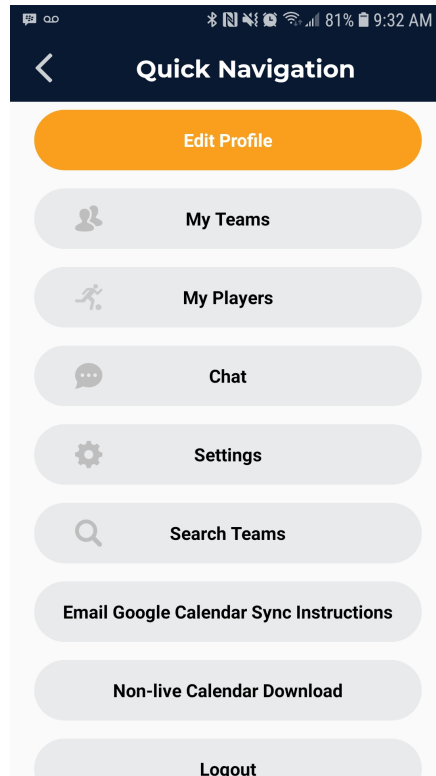
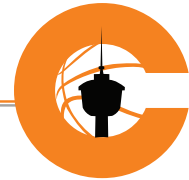


Figure 4: Search Teams



3. Teams Can be searched by either:
 - a. By Organization (See Figure 5: Search by Organization)

BY ORGANIZATION BY NAME

If you need the access to more than 1 member for an individual team. you need to submit a seperate request for each individual member.

Calgary NorthWest Basketball

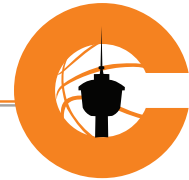
2018

Bantam Boys - CALGARY NORTHWEST BB 1

Relationship to Team

Member Access

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.cmbsa.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

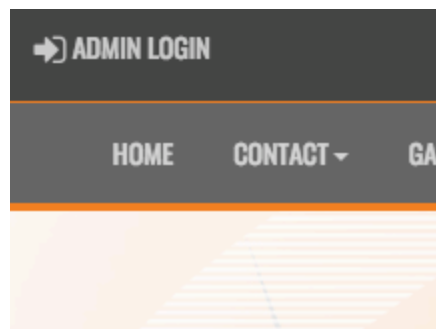


Figure 7: Admin Login



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

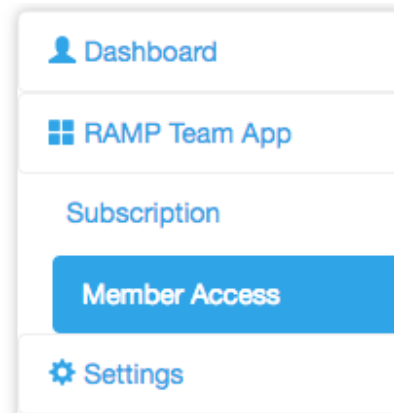


Figure 8: Member Access

- 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)

Members						
<p>To give someone access to your team in the app, you must select "Yes" for approved AND you must associate them to a player or staff member on your team - even if they are only a FAN. An app user must be associated to/following a player/staff member. Once you're done with the approval, click the save button at the bottom.</p>						
Account Email	Account Name	Relationship	Type	Approved	Player Access	
joe.doe@email.com	Joe Doe	Parent	Team Member/Parent	Yes	#19 Jane Doe	
jane.doe@email.com	Jane Doe	Player	Team Member/Parent	Yes	#19 Jane Doe	
suzy.Q@email.com	Suzy Q	Player	Team Member/Parent	Yes	#34 Suzy Q	
luifamily@email.com	Lucy Lui	Player	Team Member/Parent	Yes	#21 Lucy Lui	
bballfamily@email.com	Cindy Who	player	Team Member/Parent	Yes	#29 Cindy Who	
bballcoach@email.com	Uncle Drew	Staff	Coach/Mgr	No	Uncle Drew	

Figure 9: Approvals



There are 3 “Types” that indicate what the person has access 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.

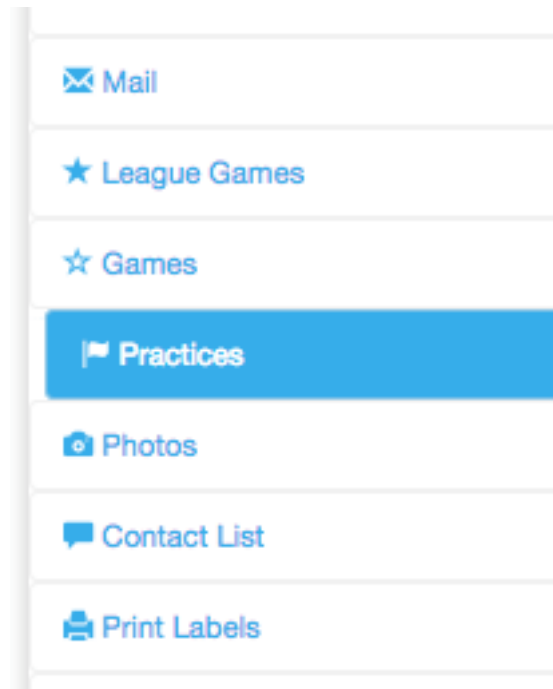


Figure 10: Add Practices

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



Practices

☐ Recurring Practice

Start Date Start Time End Time

Court

Find Locations Not in List

☐ Send Email on Submit

Notes

Submit **Cancel**

Figure 11: Practice Details

3. Add Non League Games

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

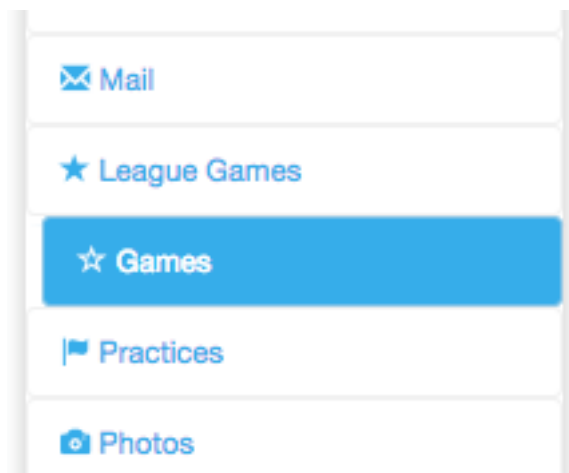
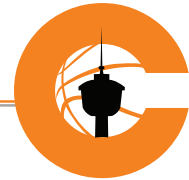


Figure 12: Add Games

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



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