

RAMP GAMESHEETS instructions – Managers

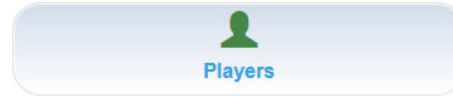
To access the RAMP website (recommended to do this on a computer/laptop)

- Go to lmmlc.ca and in the top left corner, select Admin Login.
- Use the Log-in and Password provided by LMMLC.



Add roster

- Select the Players button on the Dashboard

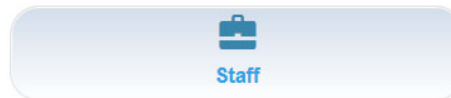


OR [League Players](#) in the left-hand navigation.

- Select [Add Player](#) to add players one-by-one or [Add Multiple Players](#) to add multiple players.
- Enter in your player's names and numbers.
- The AP checkbox is for player's who are called up.

Add coaches

- Select the Staff button on the Dashboard



OR [Staff Members](#) in the left-hand navigation.

- Select [Add Staff Member](#) to add coaches one-by-one or [Add Multiple Staff Members](#) to add multiple coaches.
- In the Position field, add their NCCP#.

Prior to games

- When signed into the website, select [League Gamesheet App Codes](#) from the left-hand navigation.
- You will be able to see your upcoming games and game codes.
- The home team manager should make note of **all the game codes** for their game. GameSheet Code (scorekeepers), Official Code (referees), Home Code, and Visitor Code.
- If you are playing an away game, you will also be able to access your Visitor Code through the website.
- **The manager should send the GameSheet Code to the scorekeeper before going to the game** so it can be entered when the scorekeeper is in an area where there is good access to Wi-Fi or the internet.

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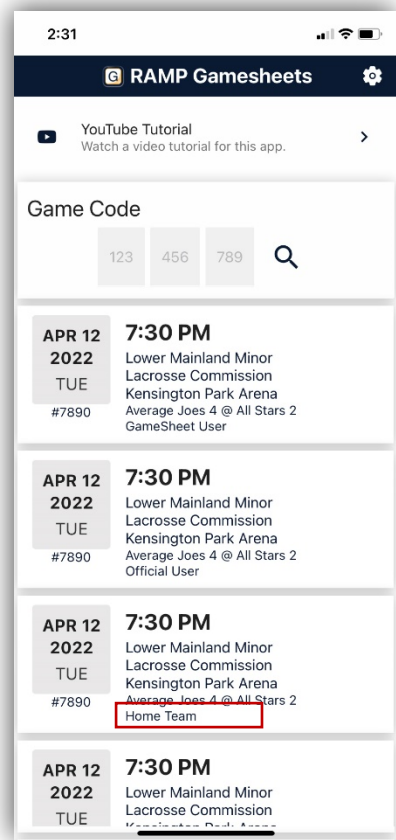
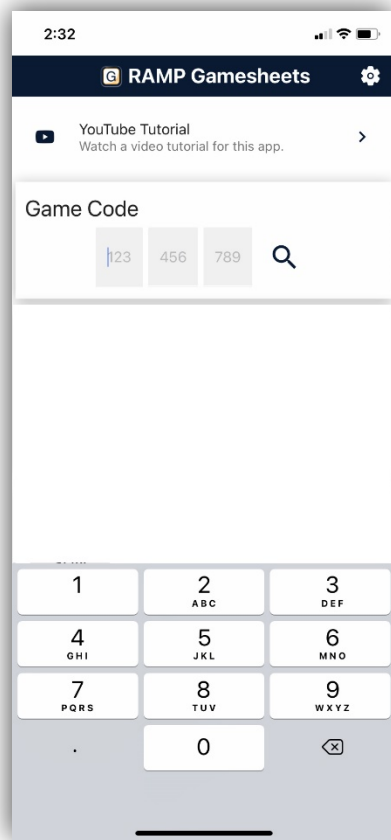
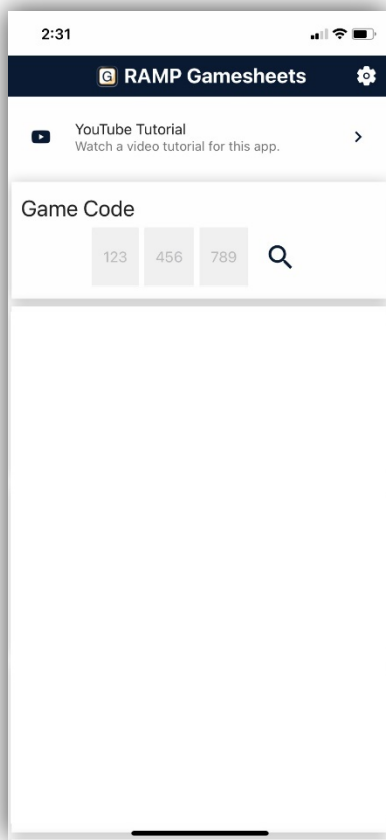
At the game

Codes


- The scorekeeper will use the GameSheet Code to complete the game sheet and should also have the Official Code in case the referees do not want to use their own device.
- The home team will use the Home Code to verify their roster and coaching staff.
- The visiting team will use the Visitor Code to verify their roster and coaching staff.
- The referees will use the Official Code to sign-off the game sheet.

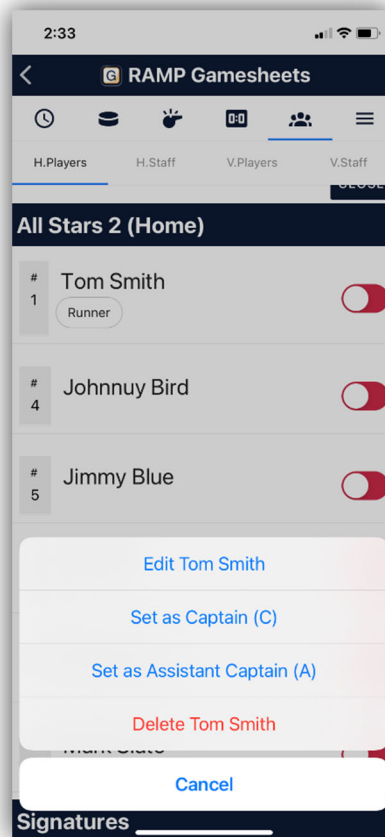
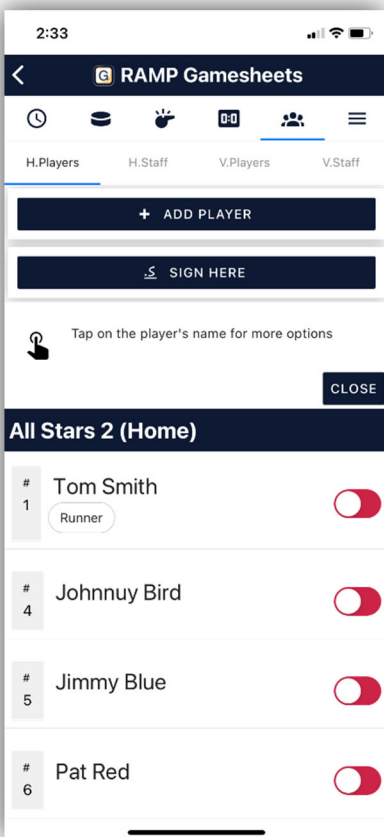
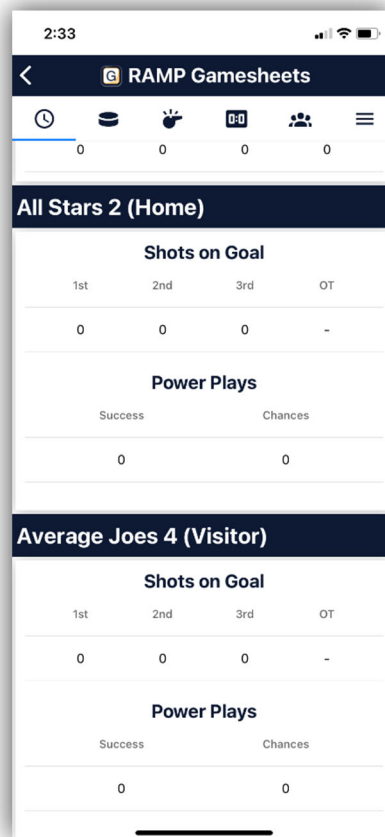
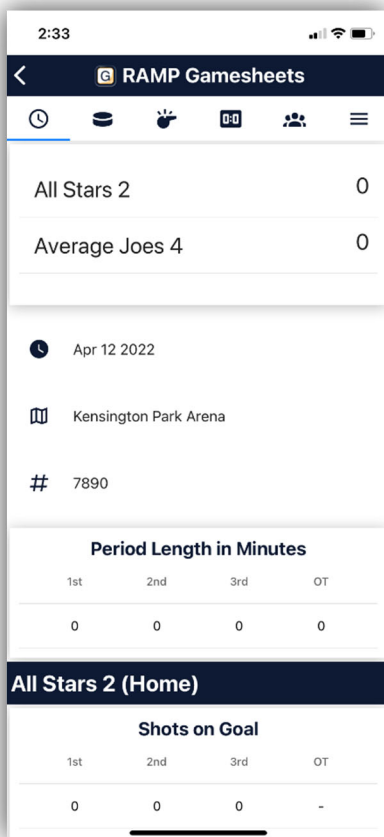
Verifying your roster and coaching staff

- You will have the same functionality with the Home Code and Visitor Code.
- From the APP home screen (1st screen below), enter the Home or Visitor Game Code (2nd screen below).
 - Tap on the search button and your game will appear (3rd screen below).
 - The last line of each section indicates which code it is for (GameSheet User, Official User, Home Team, Visiting Team).





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- When you select your game using the Home or Visitor Team Code, you will see the game details page (screens on right).
- You can view all the game details but are unable to change anything.
- Select the Rosters icon  to view your players and staff. Select the H.Players or H.Staff (coaches) tab if you are the home team, and V.Players or V.Staff tab if you are the visiting team (1st screen below).
- On this screen, you can select which players or coaches are participating in the game by tapping the toggle beside their name. Green for attending, red for not attending.
- You are also able to edit player/coach information by tapping on the player/coach. The edit screen will come up (2nd screen to right) that allows you to do the following
 - Players: Edit, Set as Captain, Set as Assistant Captain or Delete.
 - Coaches: Edit or Delete.

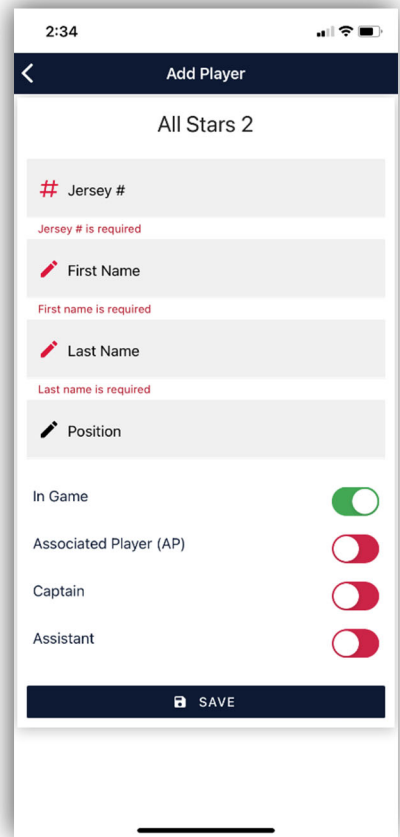


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- You can also add players/coaches from the Roster screen by selecting the  or  button.
 - When you select Add Player, you will see the screen to the right. Add all the information and select Associated Player (AP) if the player is a call-up.

Note for call-ups: You may upload the one game permits on the website or scan and send to your commissioner.

- Once your players and coaches are all confirmed/up to date, you must verify the roster.
- Select the  button and you will get the screen below.
 - Use your finger to sign the screen and select the  button.
 - Your roster is now verified.



2:34

< Add Player

All Stars 2

Jersey #
Jersey # is required

First Name
First name is required

Last Name
Last name is required

Position

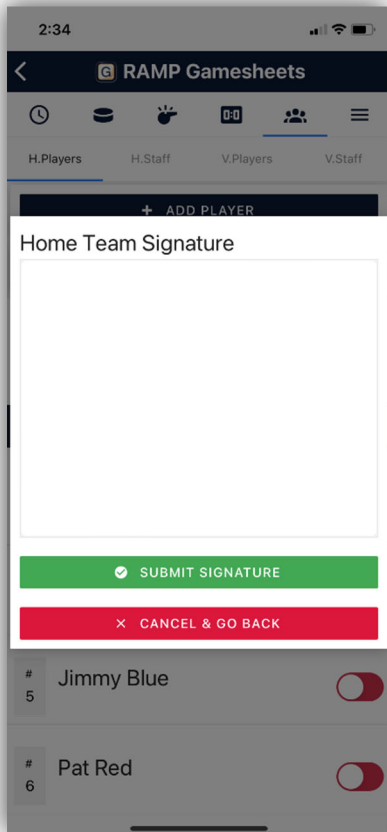
In Game

Associated Player (AP)

Captain

Assistant

SAVE



2:34

< RAMP Gamesheets

H.Players H.Staff V.Players V.Staff

+ ADD PLAYER

Home Team Signature

SUBMIT SIGNATURE


CANCEL & GO BACK

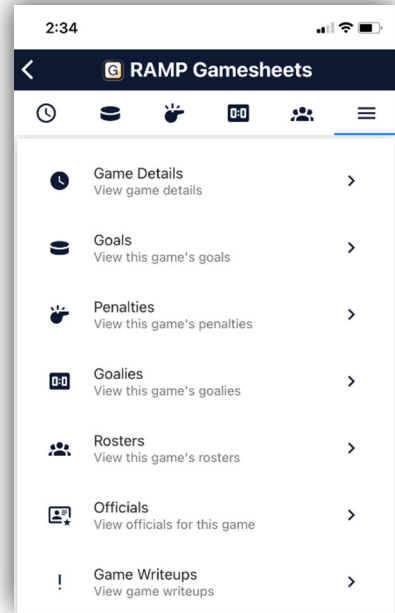
Jimmy Blue
5

Pat Red
6

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More




- Selecting the  icon, lets you jump to all the sections as well as accessing the Officials section (screen to right).
- When using the Home/Visiting Team code, you will only be able to view the information entered in the Officials section.

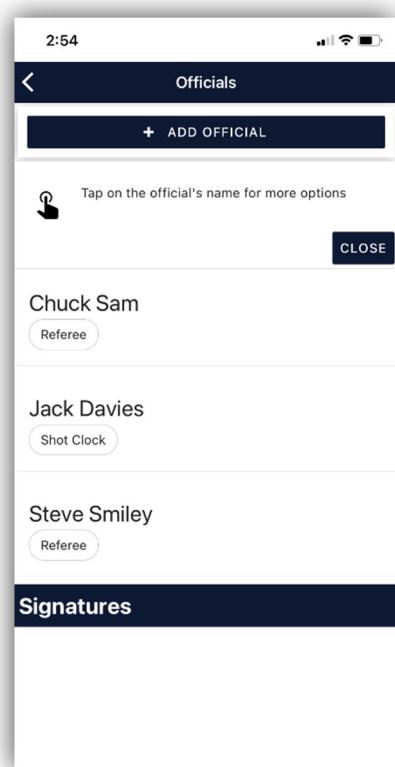
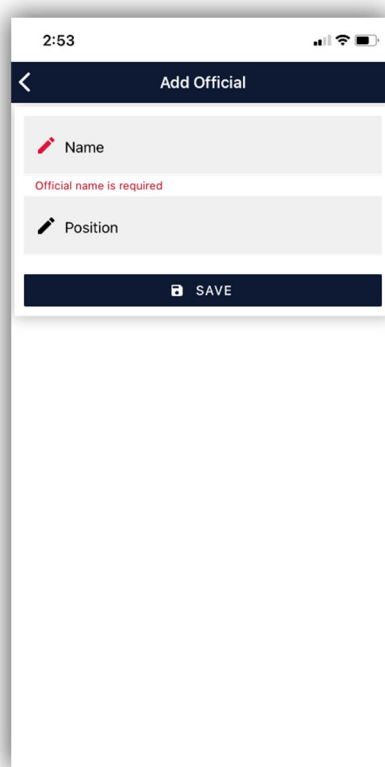
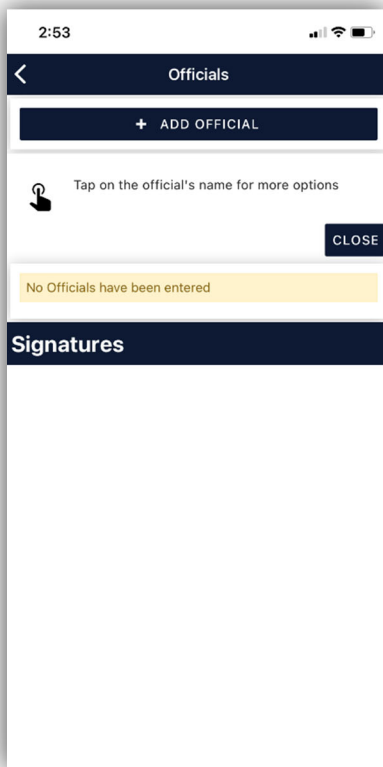


Officials

- If you are the home team, you may need to assist the officials with entering their name. You will have to use the Official User Code to be able to do this.

Note: Names of referees, 30-second clock, scorekeeper and timekeeper must be entered under Officials.

- Select  then Officials (1st screen below).
- Select the  button, add the Name and Position for the official (2nd screen below) then select the  button. You will be able to see all the officials listed (3rd screen below).
- Please note: the scorekeeper will assist the officials with signing after the game.



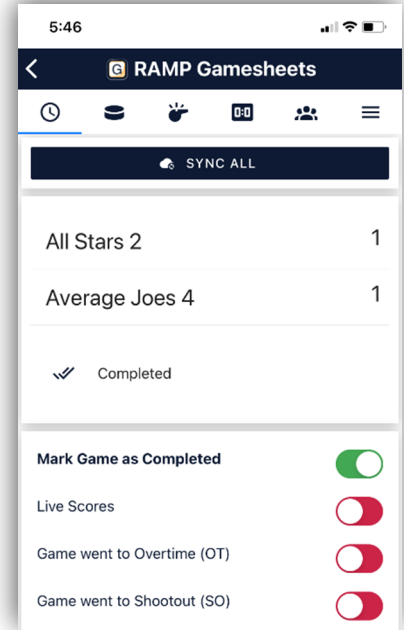
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After the game

- Make sure the game is marked as complete.
 - Use the GameSheet User Code. On the home screen (screen to right), toggle the Mark Game as Completed to green.

Additional information

- **You will not be able to make modifications to the game sheet 2 hours after the game start time.** After this, the commissioner or web administrator must adjust.
- Your commissioner will enter your league games into RAMP.
- Please ensure paper and a pen are provided for each game so the scorekeeper can record details then enter them after.
- You should provide a paper copy game sheet as a back-up, in case of technology glitches.
 - Game information should be entered into the APP as soon as the game is over.
- Even if there is no Wi-Fi access during the game, once the device has a connection, the information will automatically be uploaded to the LMMLC website.
- Managers will need to download the RAMP GAMESHEET APP (free) on their device. The APP can be found in the Google Play Store the App Store.



- Once downloaded, you will have to create a personal account so that you can access the APP. This account is not tied to a team or an association. It is your personal account.
 - Once the APP is downloaded (1st screen on right), you will have to create a personal account by selecting CREATE ACCOUNT. Enter your personal information (2nd screen on right).
 - This account is not tied to a team or an association. It is your personal account and will allow you to verify the roster and coaches (using the Home Code) before the game.

