



# INSTRUCTIONS FOR OFFICIALS TO USE THE RAMP GAMESHEET APP



**ALL Officials MUST download the RAMP Game sheet APP (free) on their smartphones.**

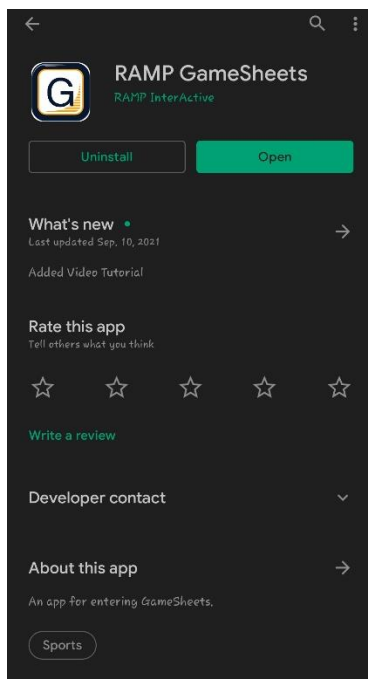
**Depending on your smartphone (android or tablet) you must go to the Google Play store the app store.**

**IMPORTANT: Officials must provide their names and OWHA ref # to the timekeeper so that it can be entered before the game starts.**

The HOME team schedules the game on RAMP Games Portal and MUST provide the code to the official's assignor prior to the game so that the officials can have the code in advanced.

Once the official has their "Officials Code" to access the game sheet, for that particular game, they can then complete their responsibilities on the date of the game.

In order for this process to work, the official must download the RAMP Game Sheet App to their smart phone. This app works just like any other app. 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 created, your home screen will look like the following image below on the right.

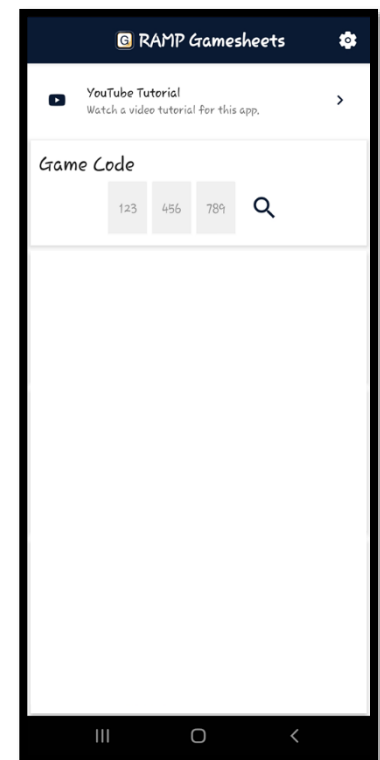


The image to the left is taken using an Android device. When you go to the play store, you must look for the "RAMP GameSheets App". The icon for the app is pictured here for you.

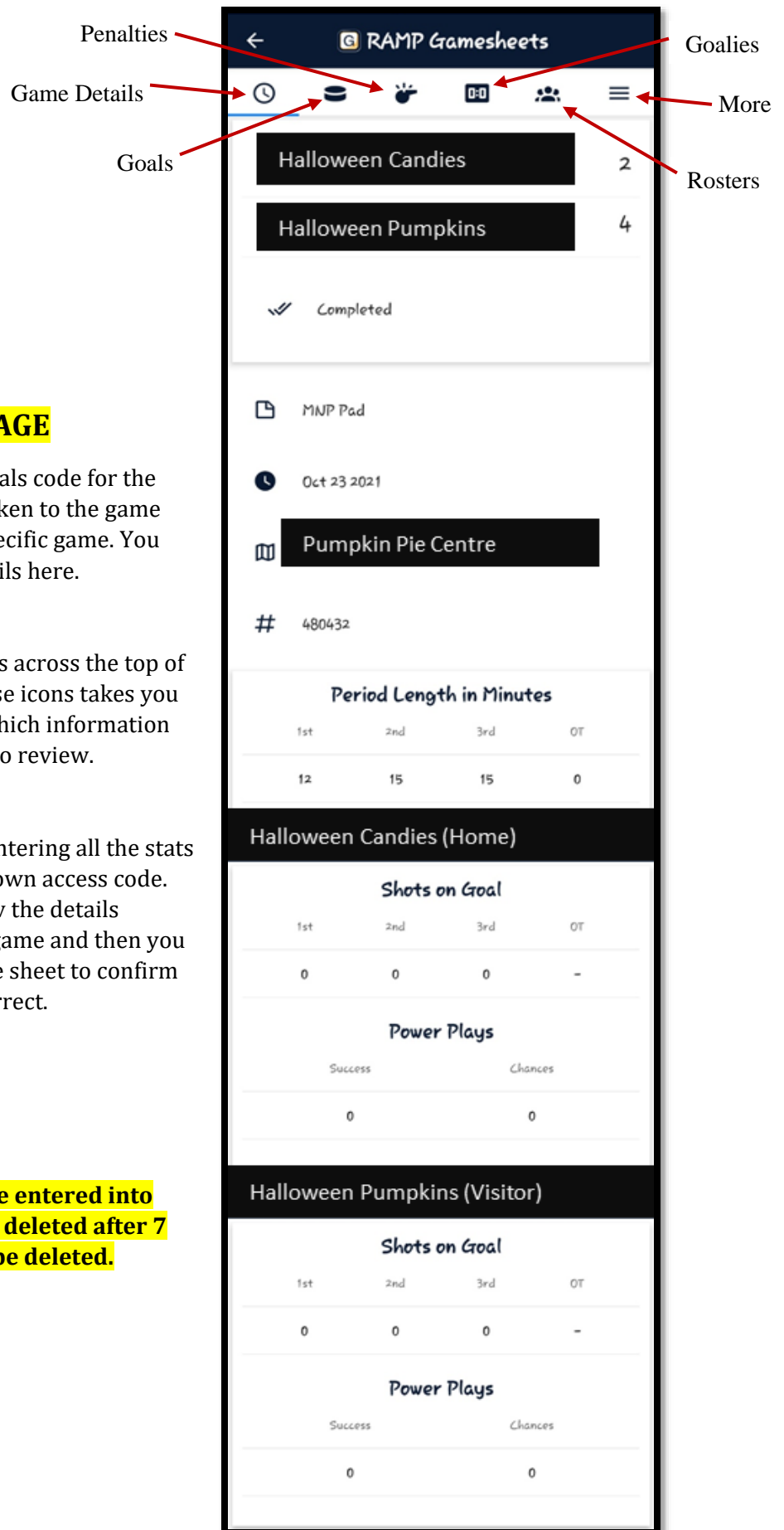
The image to the right is what you will see when you have downloaded the app and created your account.

This will be the home page screen of the app each time you open it.

You will be entering the officials game code in the boxed you see there and then tap on the search icon for the game to show up



**\*\*\* Each game will have its own unique code. \*\*\***



## GAME DETAILS TAB/PAGE

1. Upon entering your officials code for the game, you will then be taken to the game details screen for that specific game. You will see all the game details here.
2. You will also see the icons across the top of your screen: Each of these icons takes you to a different screen in which information will be available for you to review.
3. The timekeeper will be entering all the stats for the game using their own access code. You will be able to review the details following the end of the game and then you must sign off on the game sheet to confirm that the details are all correct.

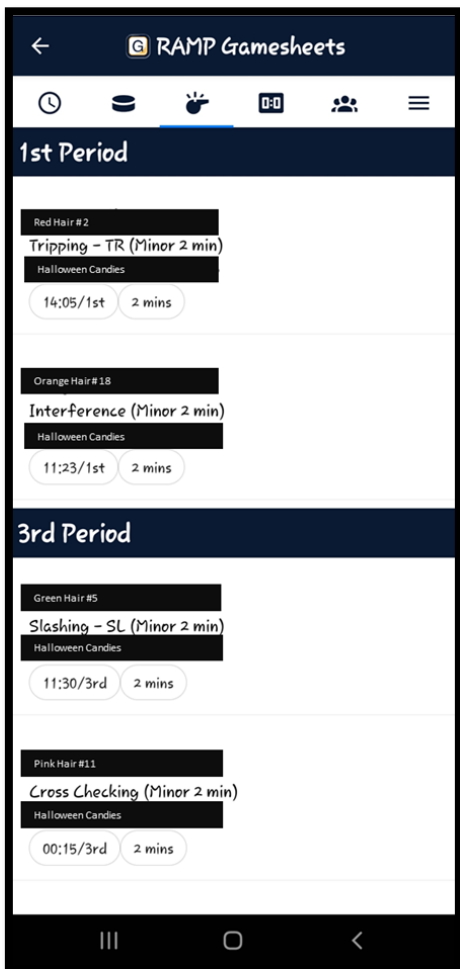
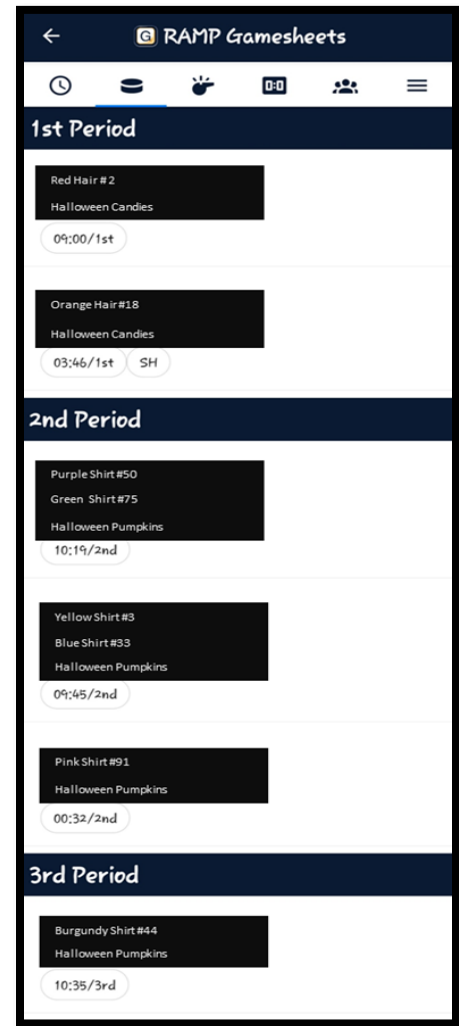
**\*\*NOTE\*\***

**The game codes that you have entered into the app will automatically be deleted after 7 days. They cannot manually be deleted.**

## GOALS TAB/PAGE



This page will walk you through the goals that were scored in the periods by both teams. As per the image to the right, this page outlines the player that scored, the team they are rostered to and the time of the goal.



## PENALTIES TAB/PAGE



This page lets you view the penalties of this game for both teams. The game official must look over these details to ensure that the information was entered accurately. If there are any issues that was discovered after the game, please ensure that you reach out to the OWHA ([stats@owha.on.ca](mailto:stats@owha.on.ca)) to advise us of any issues so that they can be investigated or changed if needs be.

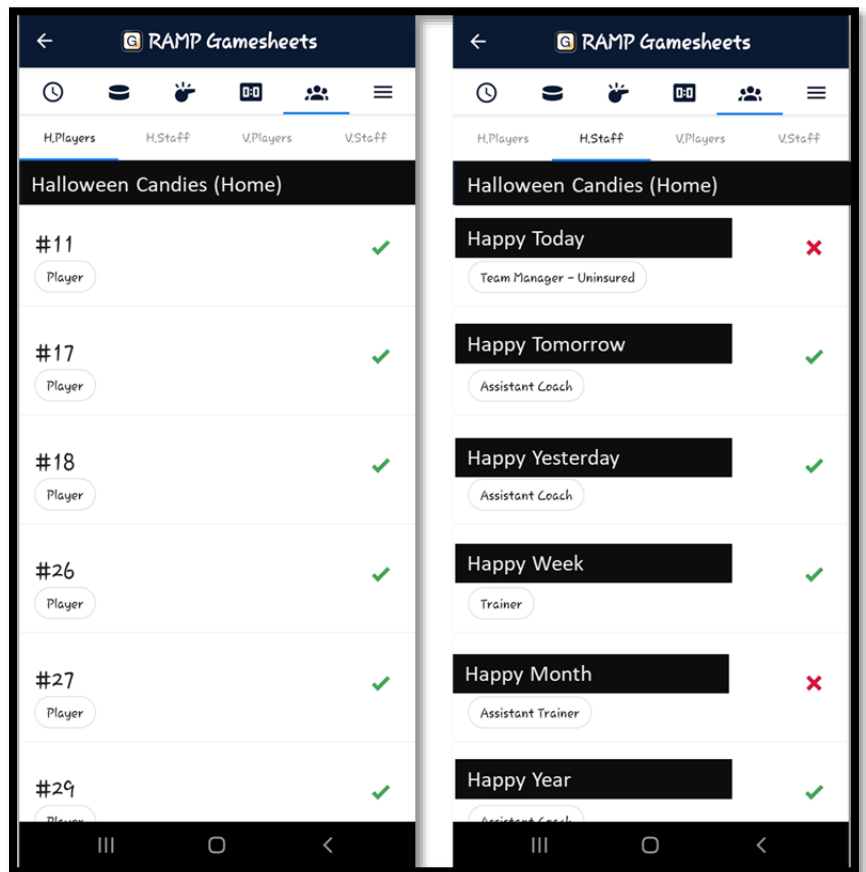


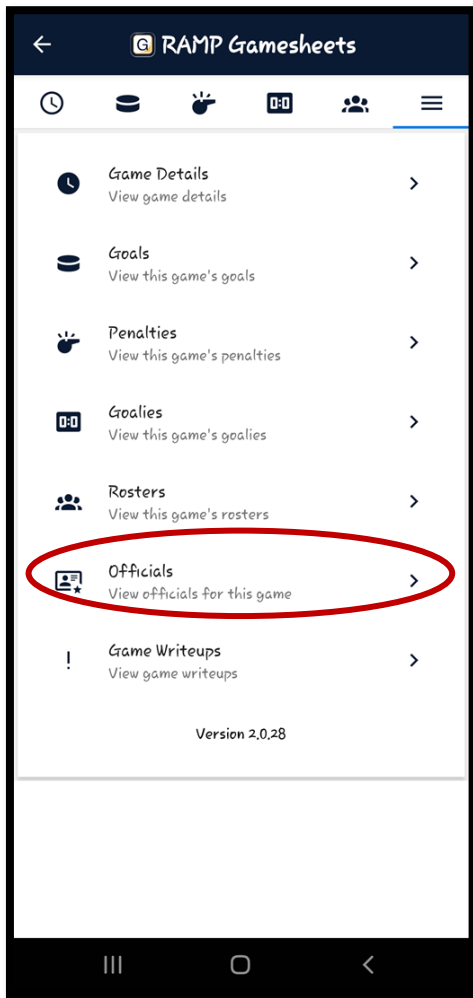
**GOALIES TAB/PAGE**

The "Goalies" tab will provide you with information regarding Goalies for each of the team. It is not mandatory for the teams to enter information in this tab but if they choose to enter information.

**ROSTERS TAB/PAGE**

The screen shot to the right shows the "Roster" tab. You will see the names of the players on the roster for both the Home and the Visitor teams. You will also be able to see a list of the Staff members for both teams. Beside each name of player or staff it will show you who is "In the Game" and who is "Not in Game". This is represented by a green ✓ or a red ✗. You will not be able to make any changes or access any information on this page. It is for view only.





**MORE TAB/PAGE**

The three lines on the page will enable you to access additional information and the officials' tabs.

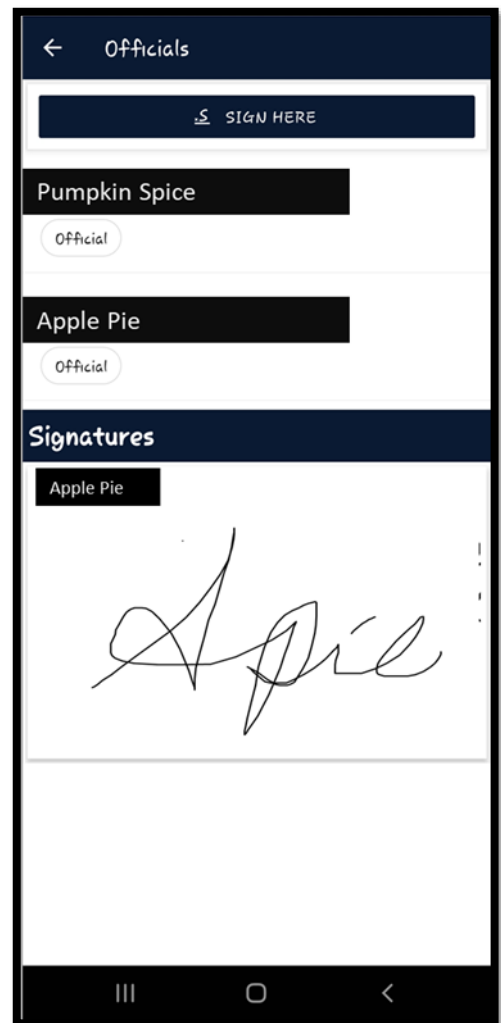
To access official information and to sign off on the game sheet, you must select the Officials tab (see red circle).

SEE BELOW IMAGE FOR DETAILS.

**OFFICIALS TAB/PAGE**

This page will show you the names of all the officials for the specific games. This information was entered by the timekeeper. The official must sign off on the game sheet once they have reviewed the game details for accuracy.

To sign off on the game sheet, select the "Sign Here" tab at the top of this page, you can then use your fingers to sign or initial the game sheet.

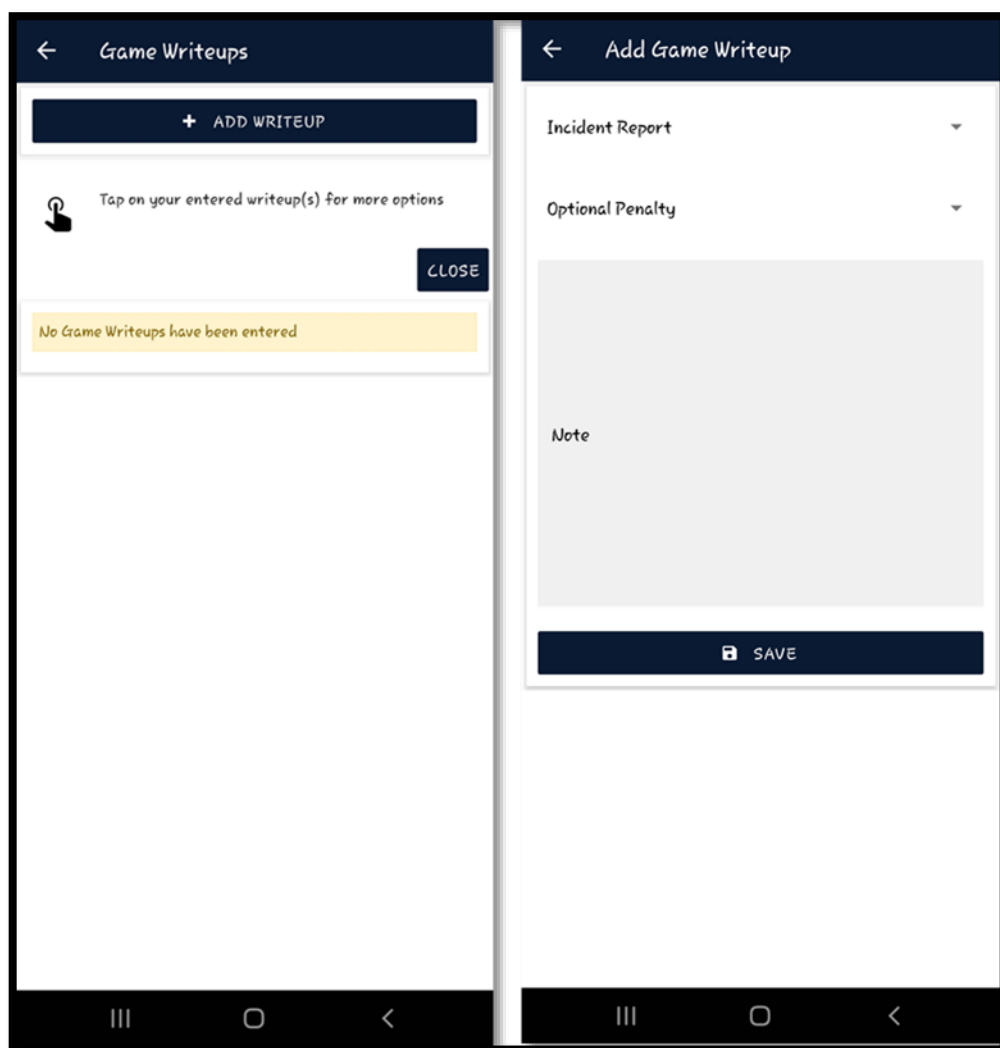


## WRITEUPS TAB/PAGE

Under the “Writeups” tab, you will be able to enter any comments regarding the game. When you click on the “Add Writeup” button on the top of the screen, there will be option to either include an Incident Report or an Optional Penalty.

If you wish to make notes pertaining to a certain penalty that was issued, please tap the little icon to the right of the Optional Penalty and a drop down of the penalties issued during the game will appear. You can select the one you wish to comment on and then leave a note. These notes are only visible to the OWHA once they are submitted.

They will not be visible to the teams.



Any data entered in the app will automatically upload as soon as you have a wifi or internet connection.

If you are at a facility in which wifi access is limited, we advise that you enter the code for the game before you get to the facility. This way all the details will be downloaded to the device for you so that entering information is easier. On ice game officials do not have to carry their devices with them while they are skating. If they choose, they can leave their devices in the timekeeper box for put away until they are ready to review the details. Officials will be able to review the game details following the game.

Please ensure that any comments are entered into the app for that game as soon as possible. If changes need to be made because information was entered incorrectly on the app please email [stats@owha.on.ca](mailto:stats@owha.on.ca) with the necessary information.

Thank you for your hard work, commitment, and dedication to Female Hockey.