RAMP TEAM App Instructions

Welcome to the Stittsville Rockets and the RAMP TEAM APP.

The Ontario Women's Hockey Association, OWHA, uses the RAMP platform for registration and game sheets and SGHA is requiring that all our teams utilize the RAMP TEAM app this season.

SETUP

If you have already registered with the **RAMP TEAM APP**, using the same email address from a past season, do not attempt to create a new account

SKIP TO STEP 3!

STEP 1: Download the RAMP TEAM APP

- Apple App Store
    - (iOS): https://itunes.apple.com/us/app/teamramp/id1217349024?mt=8
- Google Play Store
    - (Android): https://play.google.com/store/apps/details?id=com.teamramp

The RAMP TEAM APP will only work on a mobile device iPhone, iPAD, android, tablet etc.

STEP 2: Create an account

- Open the app
- Choose "CREATE ACCOUNT"
- Enter Email: (must be the same email address you used during RAMP REGISTRATION for your player)
- Create Password
- Confirm Password
- Enter Display Name
    - enter **YOUR FULL NAME**
    - **DO NOT** enter your players name or anything else!
- Choose "CREATE ACCOUNT"
- Wait for a "verification code" to be emailed to you
- Enter the "verification code" and select "VERIFY & LOGIN"

After logging into the RAMP TEAM APP in STEP 3 next step, you will only see TEAMS if your player (or you as bench staff) are assigned to it by the SGHA registrar

Please contact registrar@sgha.ca if your player's name, or your name as member of team staff, does not appear in the app!

STEP 3: Update your contact info
- After you successfully login to the RAMP TEAM APP, click SETTINGS in the top right corner (gear wheel)
- Choose ACCOUNT SETTINGS
- Verify/Edit your: FIRST NAME, LAST NAME, and CELL # (this will provide contact info to your team)
- Choose "UPDATE ACCOUNT" (you may have to press it twice to confirm changes)

STEP 4: Update email addresses / add additional family members
*This will allow others to update availability and perform player HealthChecks in the RAMP TEAM APP
- Press the back arrow once to go back to SETTINGS
- Choose "My Team Members"
- Choose your player's name
- Here is where you need to ensure the email addresses are accurate, I recommend editing so that:
  - BOX 1 (email) = your players email address (if you want them to have access to the app)
  - BOX 2 (email) = your email address
  - BOX 3 (email) = your spouse/partner email address
  - BOX 4/5 (email) = if there are any additional parents
  - Choose "UPDATE TEAM MEMBERS" (you may have to press it twice to confirm changes)

### STEP 5: *REPEAT STEP 1-3* for each family member to gain access to the RAMP TEAM APP

HEALTH CHECKS in the app have been set up by the OWHA.

Until the OWHA removes the requirement of using the health check in the app then all players and bench staff must complete the health check prior to each team event/activity/ice time.

Using the App for COVID-19 screening
1. Once you are logged into the, you should see the "My Schedules" screen.

a. If you see a different screen, tap on the 3 bars in the top left corner and choose "My Schedules" from the menu
b. Note: If you are part of the team staff, the same practice will be listed twice (once for each person). The name of the person appears in the bottom left corner.
2. In the screenshot below, tap where the "RSVP" appears
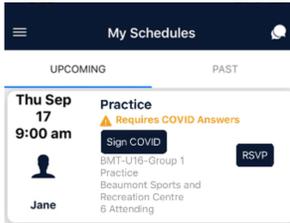
3. You should see the following options presented:
a. If you selected "No", there will be no more questions
b. If you select "Maybe" or "Yes", you will be presented with COVID Health Screening Questions
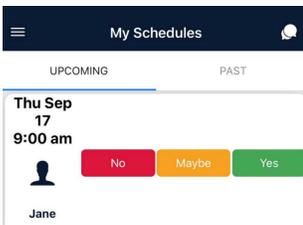
4. On the day of your event (practice, game, dryland, etc.), you must complete the COVID waiver before you can participate. Tap "Sign COVID" button that you will need to click to launch to COVID questionnaire.
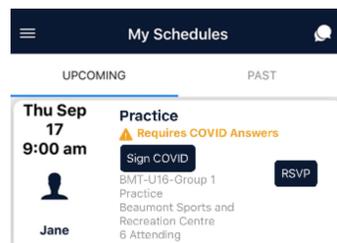
5. On the COVID Health Check screen (the updated screen looks slightly different), all answer must be green (they are defaulted to yes) and a signature (or initials) recorded before your entry can be saved.
a. If any answers are no, you will not be able to participate that day.
b. Once you have clicked submit, you will see a message saying your answer has been recorded, then you can tap the button to close the questionnaire.
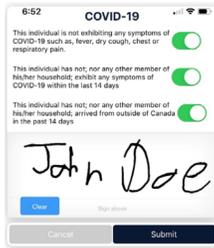
App Features

1. Website Sync
2. Feeds all important information, including rosters/schedules, to and from the website (No Double Entry).
3. Communication
4. RSVP for Games, Practices & Events with optional Push Notifications. Email directly from your phone.
5. Schedule Updates
6. Make practice and game changes on the fly. Automatically notifies the team and updates the website.
7. Calendar Syncing.
8. Syncs with iCal and Google Calendar.
9. Chatting
10. Team, Game, Specific Group, and 1 to 1 Chats with push notifications.
11. Google Map Integration directions to venue, connected to schedules for games and practices.
12. Media
13. Picture/Video Sharing with unlimited data and storage.

If you have any questions, please feel free to reach out to SGHA WEBADMIN – webadmin@sgha.ca