## ROSTER ENTRY INSTRUCTIONS

- go to <u>www.gpls.ca</u>
- click the "ADMIN LOGIN" link on the top left of the webpage



- Enter provided username and password
- Click 'Login"



## RAMP InterActive Content Management System

	Please login with your Username and Password.
1	bluejays659940
	•••••
	Login

 Select "League Players" on the left menu bar \*NOTE MUST SELECT 'LEAGUE PLAYERS' and not 'PLAYERS' OR ROSTER WILL NOT SHOW UP\*



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• Select "Add Multiple Players"

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League Players							
Contact List							
Print Labels							
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- Enter uniform number, last name, first name, and email address for every player
  - Email addresses for players are mandatory (typically email of parent/guardian(s)).

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Contact List	2				
Print Labels		29	Travis	Devon	devon@bluejays.com
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Sign Out					
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Sign Out	4				

• After entering all players, scroll to the bottom and select "Submit"

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• On a separate tab on your web browser, return to <u>www.gpls.ca</u> and click your division and your team name

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• Select the 'Roster' link

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• Check that all your player information has been entered correctly



• Return to the tab that you entered your roster and select "Staff Members" from the menu on the left

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Contact List	29	Travis	Devon		<i>©</i>								
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• Select "Add Multiple Staff Members"

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Players	Add Staff Member	rs	
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Contact List			
Print Labels			
Sign Out			

- Enter first name, last name, position, and email for each staff member (you may enter as many staff members as you like but must include person(s) who are the head coach and primary contact person for the team).
- After all Staff members are added, scroll to bottom of page and select "Submit"

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Staff Members	Fin	st name is required or the re	ow will be skipped.		
★ League Games		First Name	Last Name	Position	Email
League Players	1	John	Gibbons	Manager	Gibby@bluejays.com
Contact List	2				
Print Labels					
Sign Out	3				
	4				
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- Return to your team's page on <u>www.gpls.ca</u> and refresh the page.
- Select "Staff"



• Confirm that all staff members have been added correctly

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- Staff						
Name	Position C	Contact	PESTICIDE APPLICATOR			
John Gibbons	Manager G	Gibby@bluejays.com	(780) 214-7277			
			ecent Games	10:2	6 AM	

If all staff members and players have been entered correctly you have successfully entered your GPLS Roster!