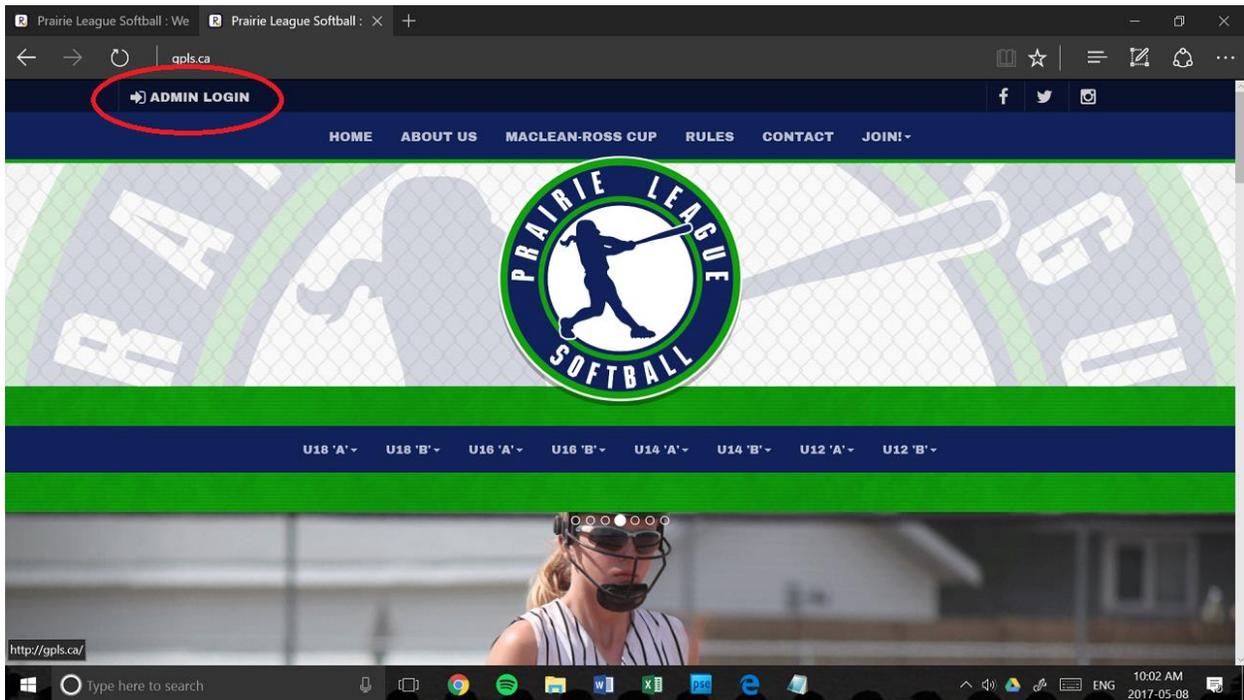


## ROSTER ENTRY INSTRUCTIONS

- go to [www.gpls.ca](http://www.gpls.ca)
- click the “ADMIN LOGIN” link on the top left of the webpage



- Enter provided username and password
- Click ‘Login’”



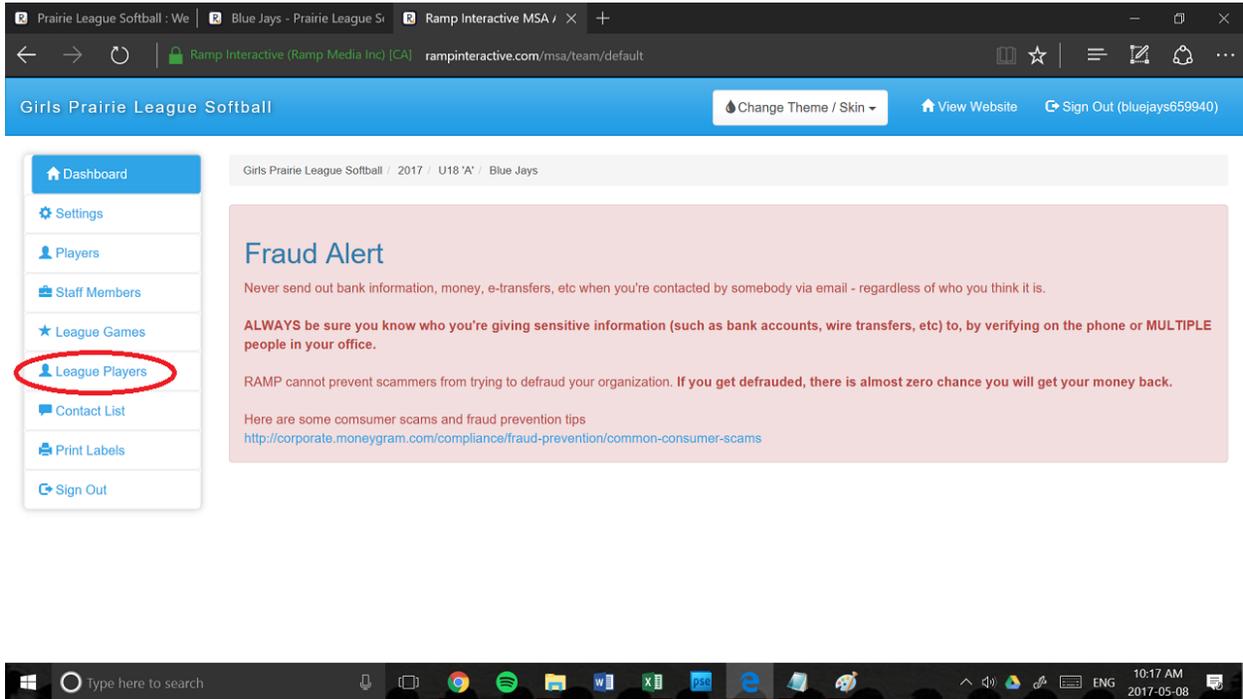
### RAMP InterActive Content Management System

Please login with your Username and Password.

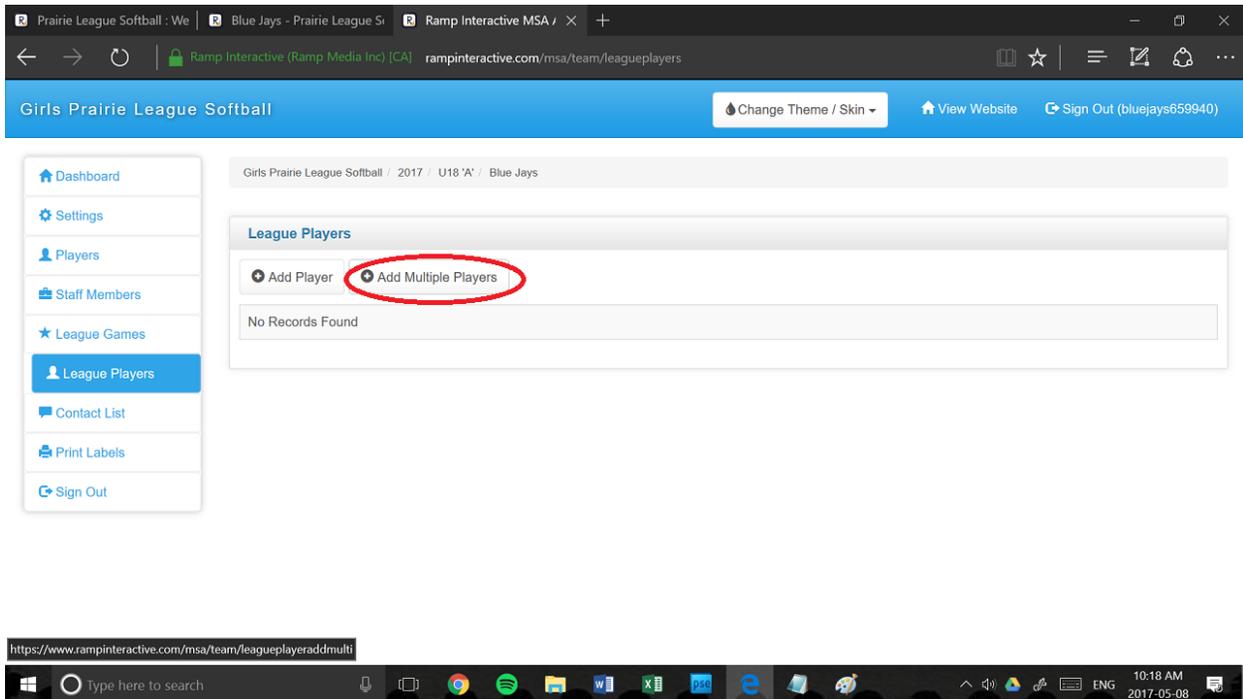
Login



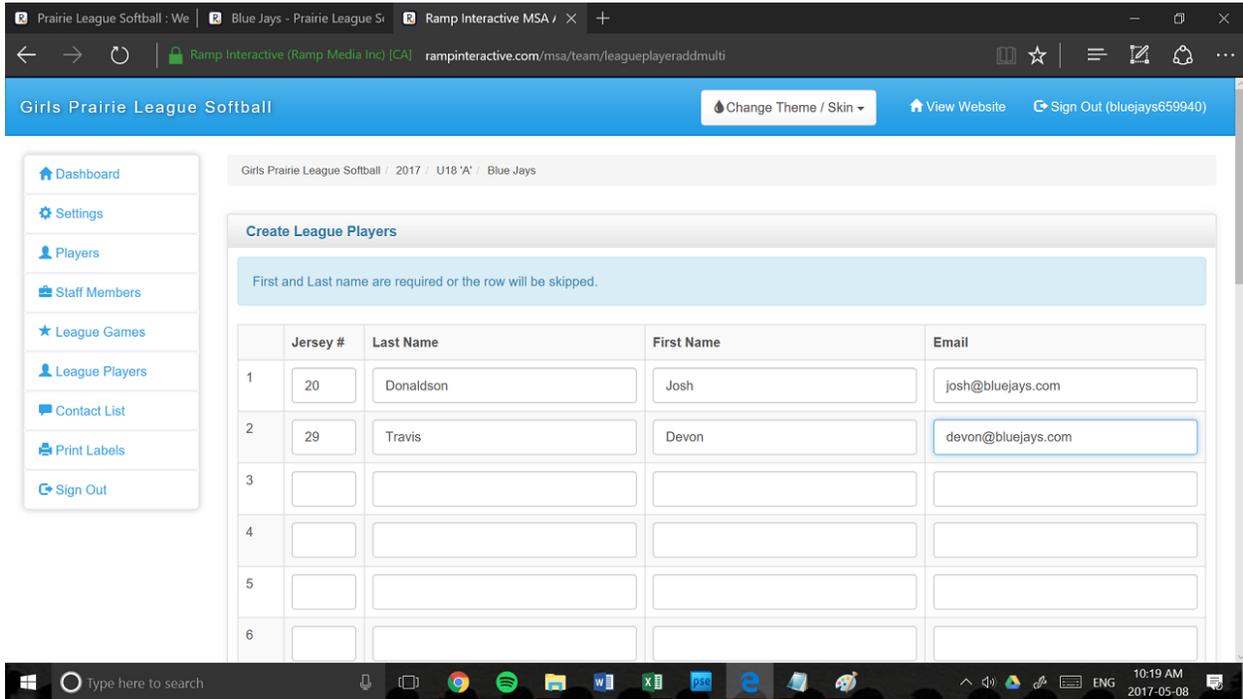
- Select “League Players” on the left menu bar **\*NOTE MUST SELECT ‘LEAGUE PLAYERS’ and not ‘PLAYERS’ OR ROSTER WILL NOT SHOW UP\***



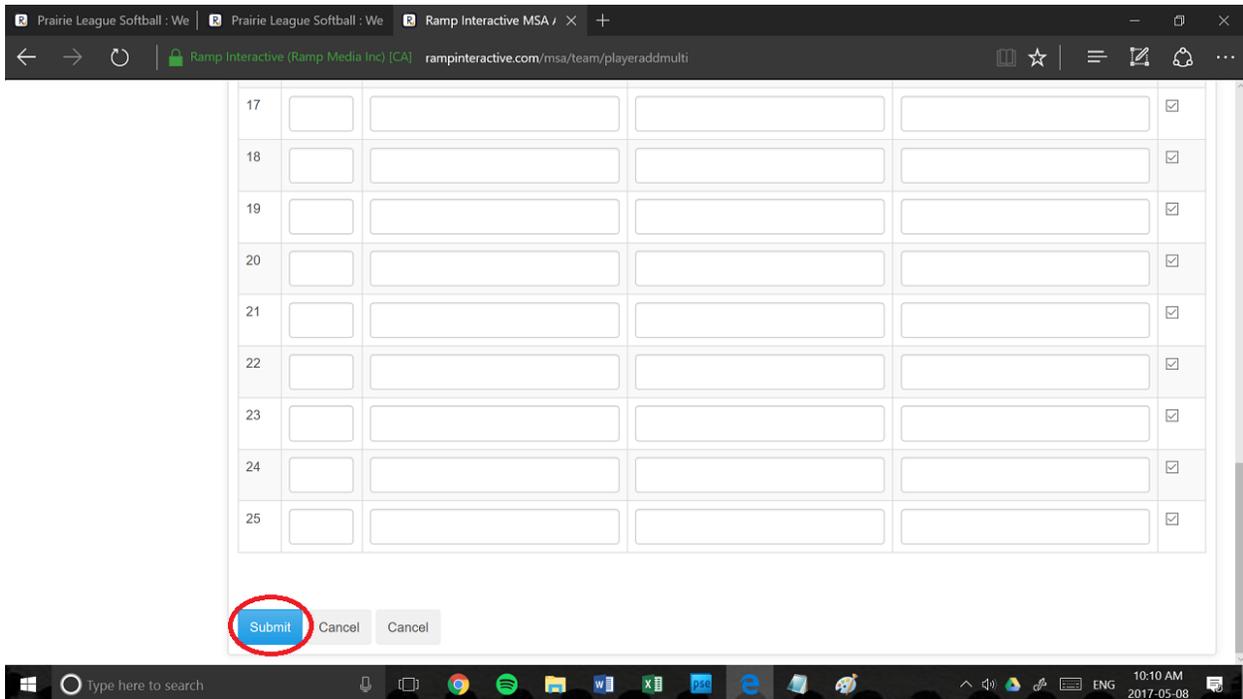
- Select “Add Multiple Players”



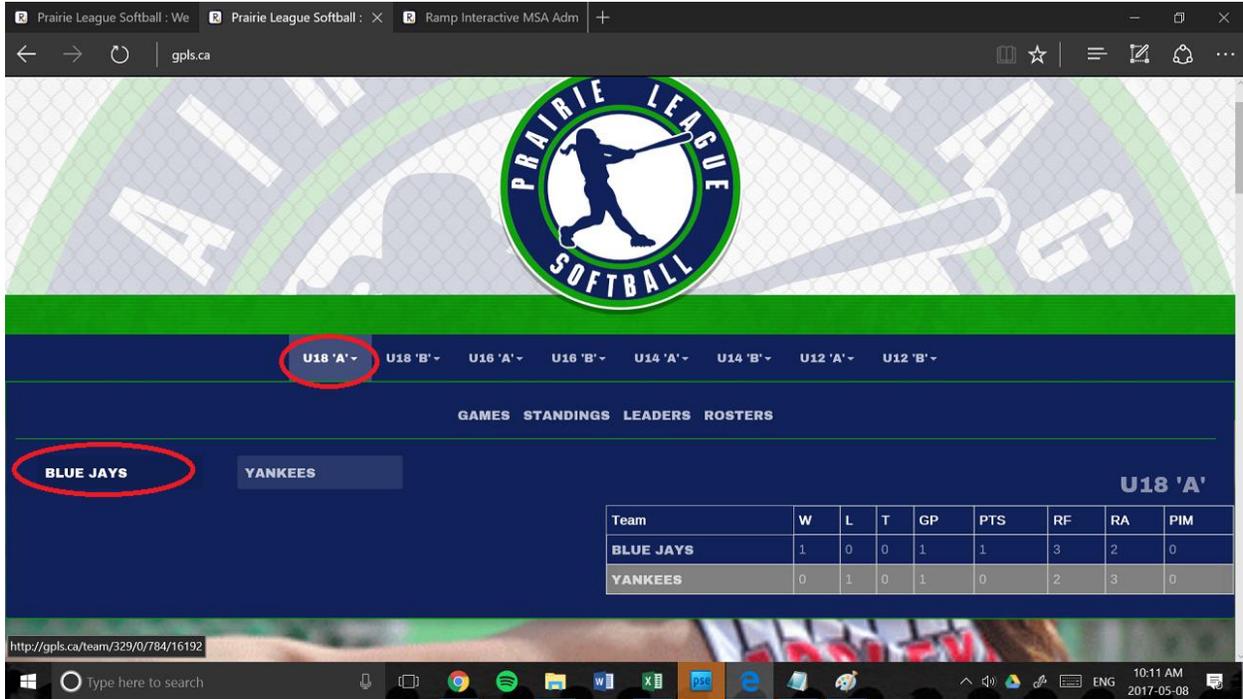
- Enter uniform number, last name, first name, and email address for every player
  - Email addresses for players are mandatory (typically email of parent/guardian(s)).



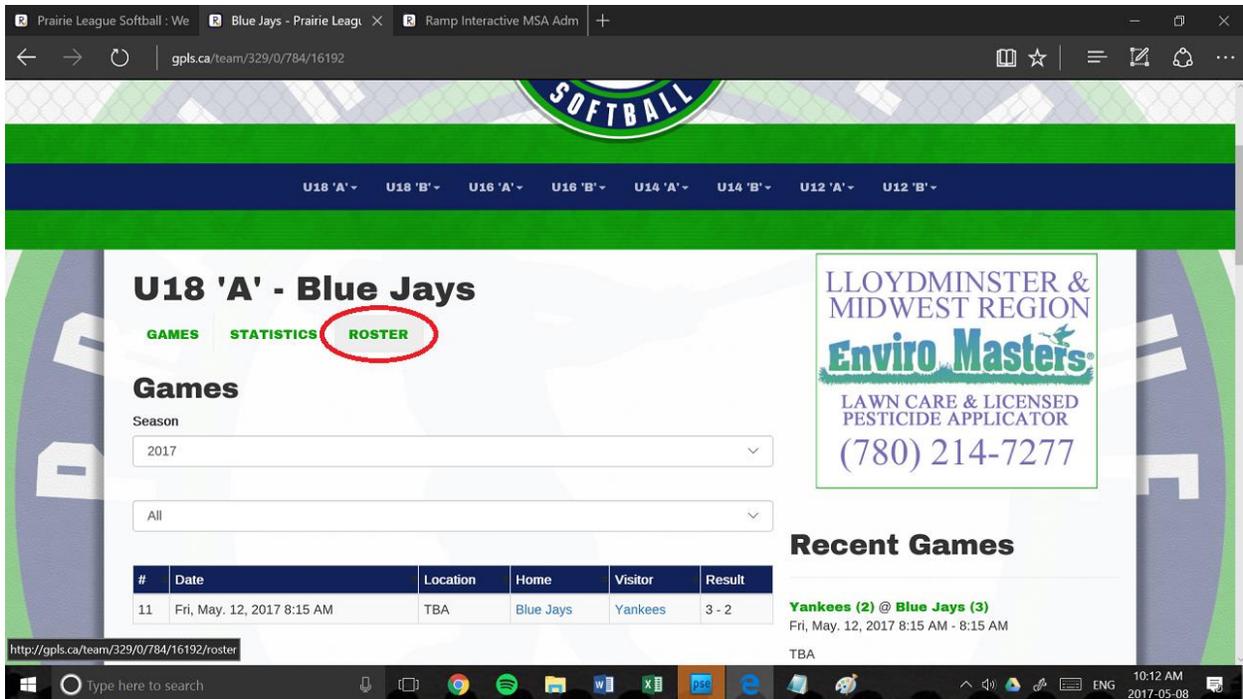
- After entering all players, scroll to the bottom and select “Submit”



- On a separate tab on your web browser, return to [www.gpls.ca](http://www.gpls.ca) and click your division and your team name



- Select the 'Roster' link



- Check that all your player information has been entered correctly

The screenshot shows a web browser window with the URL `gpls.ca/team/329/0/784/16192/roster`. The page title is "U18 'A' - Blue Jays". There are tabs for "Prairie League Softball", "Blue Jays - Prairie League", and "Ramp Interactive MSA Adm".

The page features a navigation bar with links for "U18 'A'", "U18 'B'", "U16 'A'", "U16 'B'", "U14 'A'", "U14 'B'", "U12 'A'", and "U12 'B'". Below this, there are tabs for "GAMES", "STATISTICS", and "ROSTER".

The "Roster" section contains a table with the following data:

	#	Name	Position
Blue Jays	20	Josh Donaldson	
Blue Jays	29	Devon Travis	

There is also an advertisement for "Enviro Masters" with the text "LLOYDMINSTER & MIDWEST REGION", "LAWN CARE & LICENSED PESTICIDE APPLICATOR", and "(780) 214-7277".

The "Recent Games" section shows "Yankoes (2) @ Blue Jays (3)" on "Fri, May. 12, 2017 8:15 AM - 8:15 AM".

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

The screenshot shows a web browser window with the URL `rampinteractive.com/msa/team/leagueplayers`. The page title is "Girls Prairie League Softball".

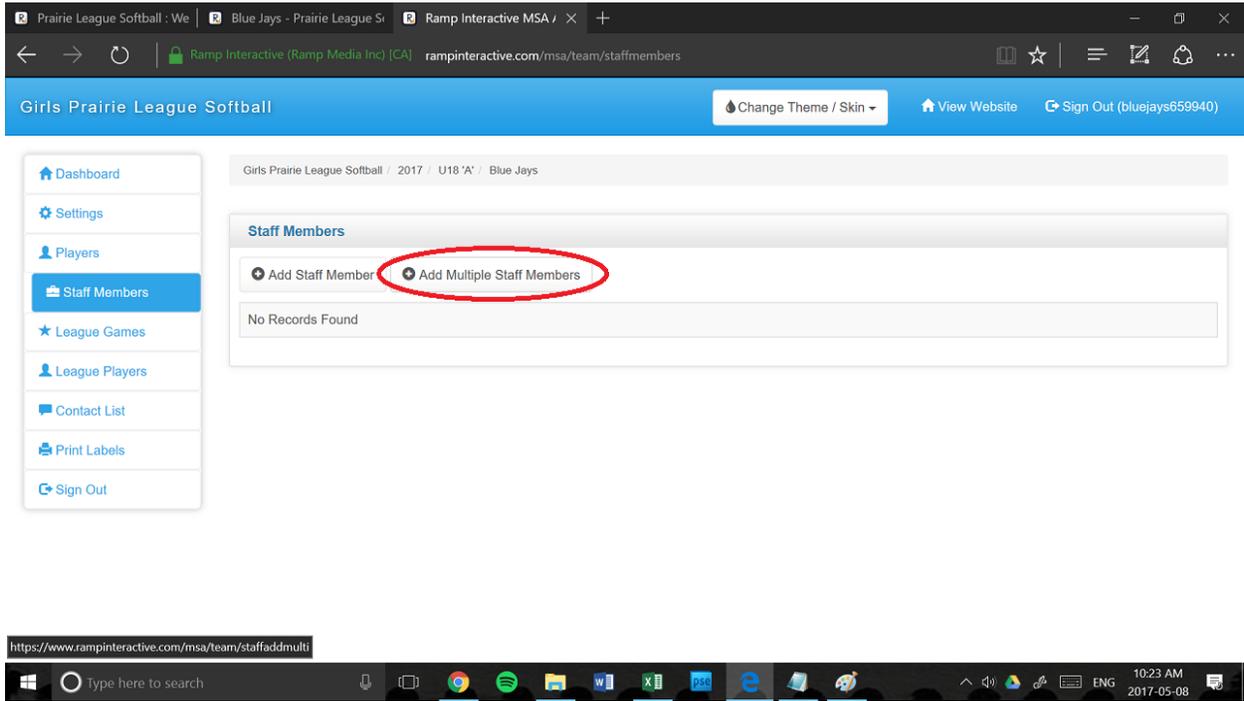
The left sidebar contains a menu with the following items: "Dashboard", "Settings", "Players", "Staff Members" (circled in red), "League Games", "League Players", "Contact List", "Print Labels", and "Sign Out".

The main content area shows the "League Players" section with a table containing the following data:

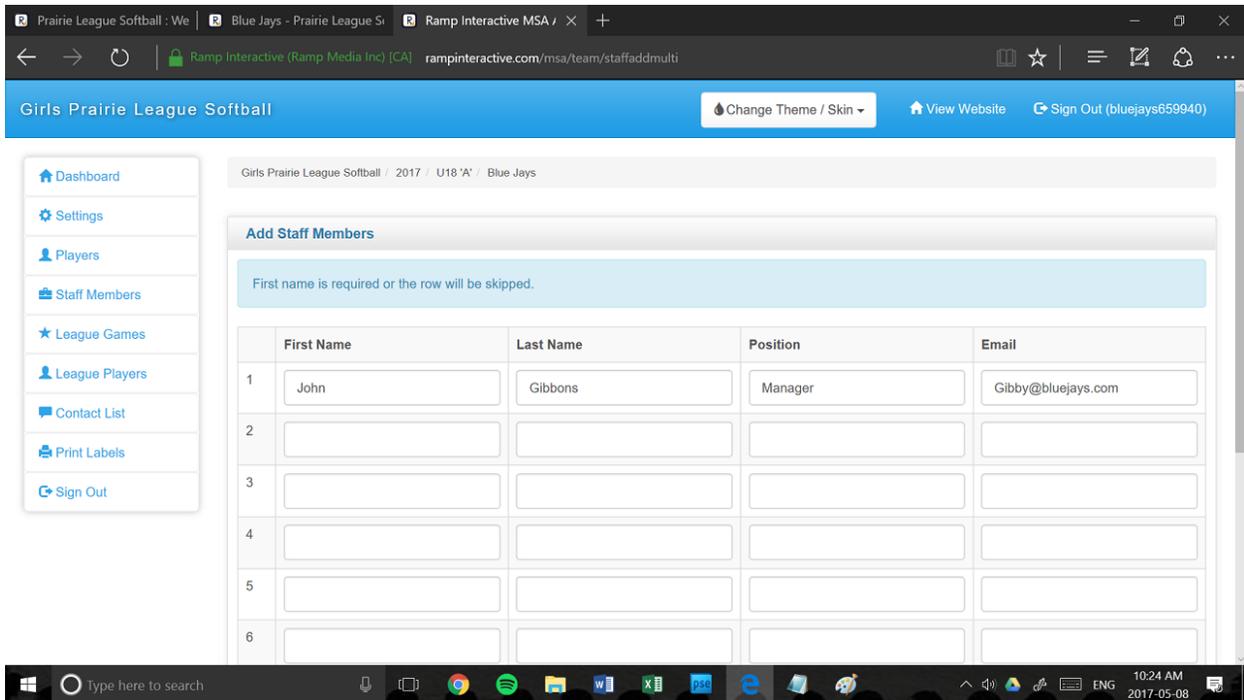
#	Last	First	
20	Donaldson	Josh	 
29	Travis	Devon	 

The browser address bar shows `https://www.rampinteractive.com/msa/team/staffmembers`.

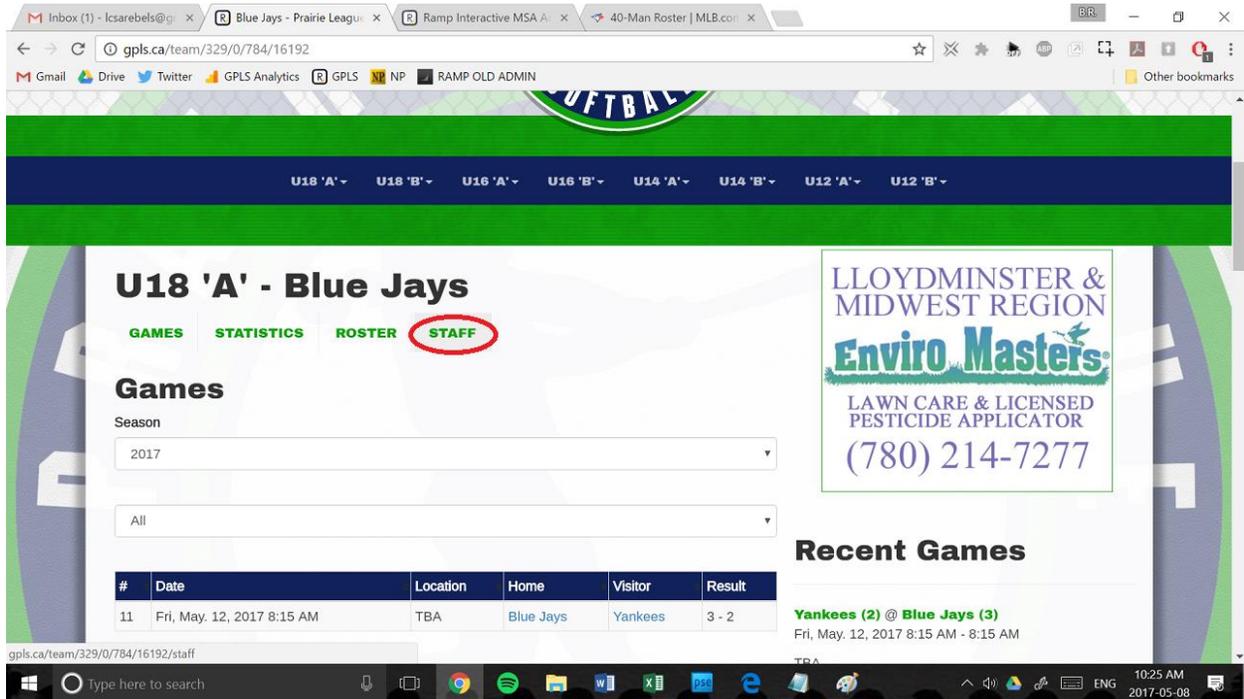
- Select “Add Multiple Staff Members”



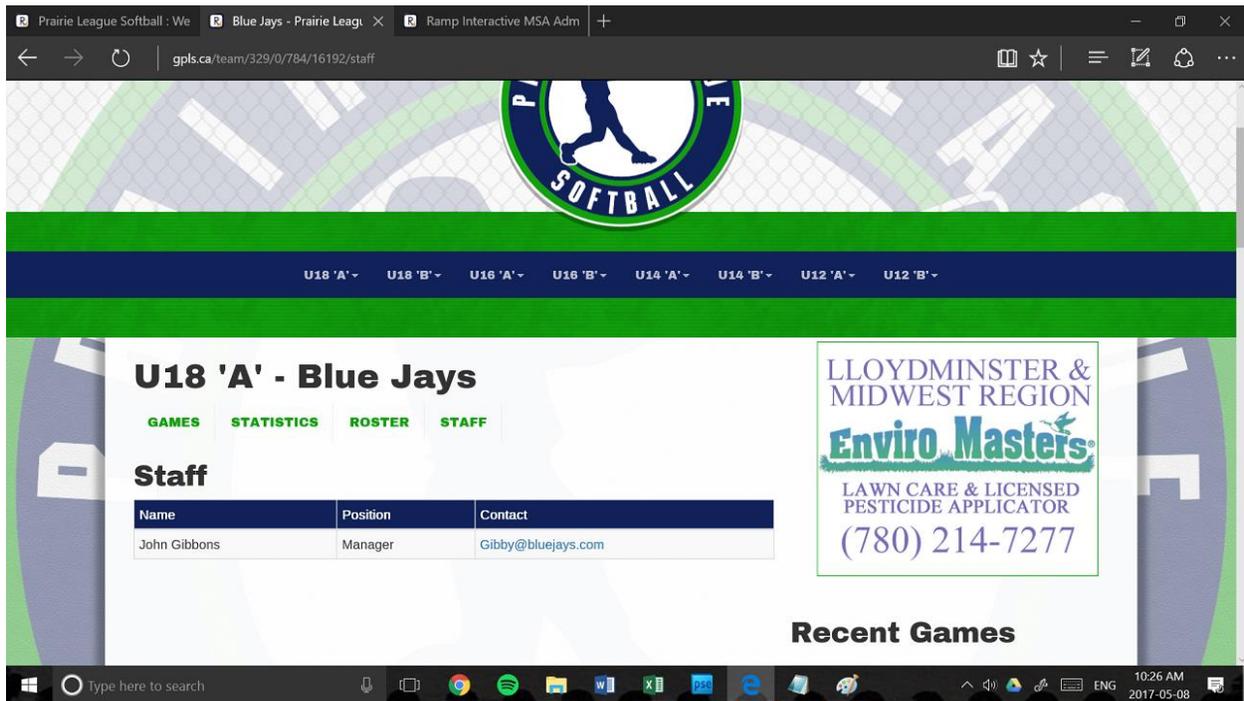
- Enter first name, last name, position, and email for each staff member (you may enter as many staff members as you like but must include person(s) who are the head coach and primary contact person for the team).
- After all Staff members are added, scroll to bottom of page and select “Submit”



- Return to your team’s page on [www.gpls.ca](http://www.gpls.ca) and refresh the page.
- Select “Staff”



- Confirm that all staff members have been added correctly



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