

RAMP Website Div Manager Instructions

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Div Managers

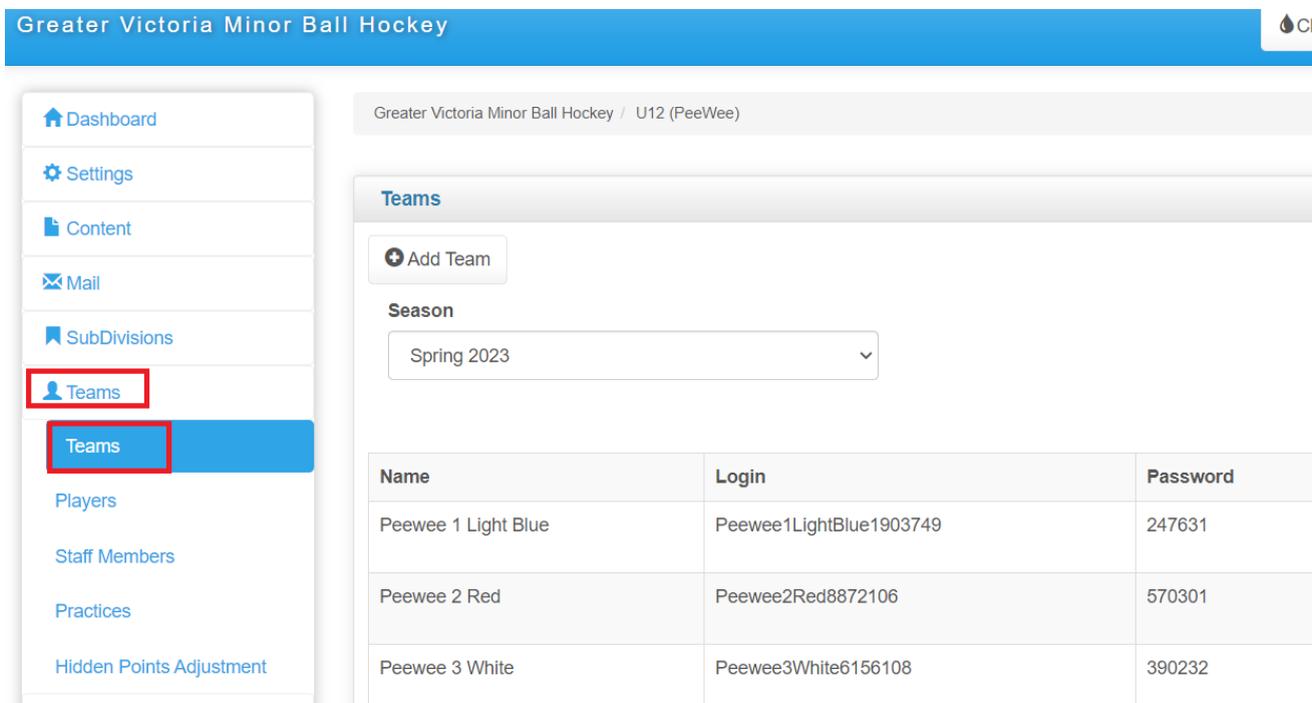
RAMP Website

Provide Coaches\Team Managers RAMP Website Credentials

Go to <https://admin.rampcms.com/login> and login with credentials provided by GVMBHA.

If you do NOT have your Team Credentials, please contact webadmin@gvmbha.com and they can provide you with your Div Coordinator login and password

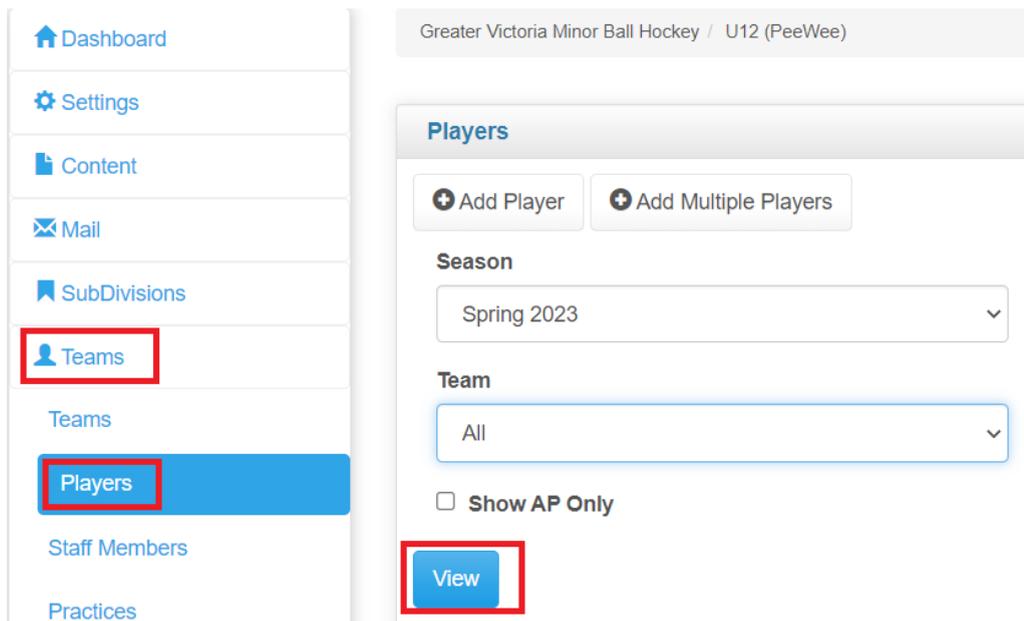
- Click Teams → Teams as shown below



- Copy and paste the Login and Password and email the coaches\team managers their credentials. They will log into the same website as you but see different options → <https://admin.rampcms.com/login>

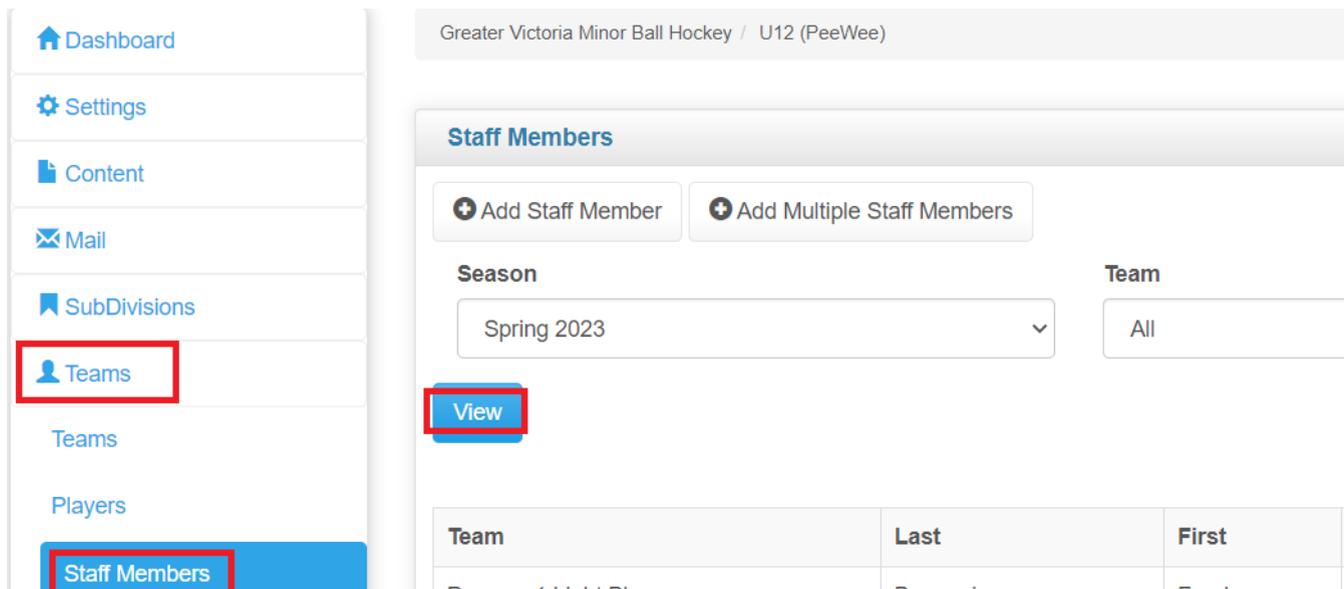
How to Access Team Rosters & Jersey Numbers

Select Teams → Players → Click the View button to see all or select a Team from the drop down and click the View button to see just that team



How to Access Team Staff (coaches\team manager info)

- Select Teams → Staff Members → Click the View button to see all or select a Team from the drop down and click the View button to see just that team
- Do NOT add Staff. Staff need to register in the RAMP registration website and be assigned by the webadmin → <https://www.rampregistrations.com/login?v3=c7b8174672>



Email Division or Individual Teams

- Go to <https://admin.rampcms.com/login> and login with credentials provided by GVMBHA.
- Click Mail → Email Categories
- Create new Email Category

Greater Victoria Minor Ball Hockey / U12 (PeeWee)

Email Categories

[+ Create New Email Category](#)

Season

Spring 2023

No Records Found

-
- Create your Category Name → Click Submit

Add Email Category

Season

Spring 2023

Category Name

PeeWee 1 (Pink)

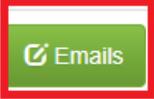
-
- Click Emails

Email Categories

[+ Create New Email Category](#)

Season

Spring 2023

Name	
PeeWee 1 (Pink)	  

-
- Select all the Players and Staff you would like to be part of that Category → Click Save at the bottom

<input checked="" type="checkbox"/>	U12 (PeeWee) Peewee 6 Yellow
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Team Staff

<input type="checkbox"/>	Team
<input checked="" type="checkbox"/>	U12 (PeeWee) Peewee 1 Light Blue
<input checked="" type="checkbox"/>	U12 (PeeWee) Peewee 1 Light Blue
<input type="checkbox"/>	U12 (PeeWee) Peewee 1 Light Blue
<input type="checkbox"/>	U12 (PeeWee) Peewee 1 Light Blue
<input type="checkbox"/>	U12 (PeeWee) Peewee 2 Red
<input checked="" type="checkbox"/>	U12 (PeeWee) Peewee 2 Red
<input type="checkbox"/>	U12 (PeeWee) Peewee 2 Red
<input type="checkbox"/>	U12 (PeeWee) Peewee 2 Red
<input type="checkbox"/>	U12 (PeeWee) Peewee 3 White
<input type="checkbox"/>	U12 (PeeWee) Peewee 3 White
<input type="checkbox"/>	U12 (PeeWee) Peewee 3 White
<input type="checkbox"/>	U12 (PeeWee) Peewee 4 Green
<input checked="" type="checkbox"/>	U12 (PeeWee) Peewee 4 Green
<input type="checkbox"/>	U12 (PeeWee) Peewee 5 Royal Blue
<input type="checkbox"/>	U12 (PeeWee) Peewee 5 Royal Blue
<input type="checkbox"/>	U12 (PeeWee) Peewee 6 Yellow
<input checked="" type="checkbox"/>	U12 (PeeWee) Peewee 6 Yellow
<input checked="" type="checkbox"/>	U12 (PeeWee) Peewee 6 Yellow

Other Emails

<input type="checkbox"/>	Email
<input type="checkbox"/>	webadmin@gymbha.com

- Compose → Select the Category → Enter the subject & body of the email → Click Submit at the bottom

