RAMP Website Div Manager Instructions

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Div Managers

RAMP Website

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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 <u>webadmin@gvmbha.com</u> and they can provide you with your Div Coordinator login and password

• Click Teams \rightarrow Teams as shown below

eater Victoria Minor B	all Hockey		
A Dashboard	Greater Victoria Minor Ball Hockey /	U12 (PeeWee)	
🌣 Settings	Teama		
Content	leams		
Mail	Add Team		
SubDivisions	Season Spring 2023	~	
L Teams			
Teams			
Players	Name	Login	Password
T layers	Peewee 1 Light Blue	Peewee1LightBlue1903749	247631
Staff Members			
Practices	Peewee 2 Red	Peewee2Red8872106	570301
Hidden Points Adjustment	Peewee 3 White	Peewee3White6156108	390232

 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 \rightarrow Players \rightarrow 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

Dashboard	Greater Victoria Minor Ball Hockey / U12 (PeeWee)
Settings	Blavera
Content	Flayers
Mail	Add Player Add Multiple Players
SubDivisions	Spring 2023
L Teams	Team
Teams	All ~
Players	Show AP Only
Staff Members	View
Practices	

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 → <u>https://www.rampregistrations.com/login?v3=c7b8174672</u>

† Dashboard	Greater Victoria Minor Ball Hockey	U12 (PeeWee)		
Settings	Staff Members			
Content	Stall Members			
Mail	Add Staff Member	Add Multiple Staff Members		
SubDivisions	Season		Team	
1 Teams				
Teams	View			
Players				
	Team	Last		First
Staff Members	Designed A Market Diver	D		Energia

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

Dashboard	Greater Victoria Minor Ball Hockey / U12 (PeeWee)
Settings	Email Categories
Content	Create New Email Category
Mail	Season
Email Categories	Spring 2023 V
other Emails	
	No Records Found
ipose	

- Outbox
- Create your Category Name → Click Submit

Add Email Category

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- Click Emails

Email Categories		
• Create New Email Category		
Season		
Spring 2023	~	
Name		
PeeWee 1 (Pink)		🧭 Emails 🦉 💼

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

✓ U12 (PeeWee) Peewee 6 Yellow

Team Staff Team ~ U12 (PeeWee) Peewee 1 Light Blue U12 (PeeWee) Peewee 1 Light Blue < U12 (PeeWee) Peewee 1 Light Blue U12 (PeeWee) Peewee 1 Light Blue U12 (PeeWee) Peewee 2 Red ✓ U12 (PeeWee) Peewee 2 Red U12 (PeeWee) Peewee 2 Red U12 (PeeWee) Peewee 2 Red U12 (PeeWee) Peewee 3 White U12 (PeeWee) Peewee 3 White U12 (PeeWee) Peewee 3 White U12 (PeeWee) Peewee 4 Green U12 (PeeWee) Peewee 4 Green ~ U12 (PeeWee) Peewee 5 Royal Blue U12 (PeeWee) Peewee 5 Royal Blue U12 (PeeWee) Peewee 6 Yellow U12 (PeeWee) Peewee 6 Yellow ✓ U12 (PeeWee) Peewee 6 Yellow ~

Other Emails

Email
webadmin@gvmbha.com

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

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reater Victoria Minor	Ball Hockey & Change Theme / Sk	in - 🕈 View Website
A Dashboard	Greater Victoria Minor Ball Hockey / U12 (PeeWee)	
Settings	Compose Mail	
Content	Season Email Category	
Mail	Spring 2023 V PeeWee 1 (Pink)	~
Email Categories	Subject	
Other Emails	Welcome To Ball Hockey	
Import Emails	Edit • Insert • View • Format • Table • Tools •	
Compose	Formats * B I 臣 王 王 臣 洪 * 洪 * 亞 臣 E-Mail & 国 ● ③	
Outbox	Hello GVMBHA families,	
 A.S.D.M.M. 		