

RAMP Ball Hockey Instructions

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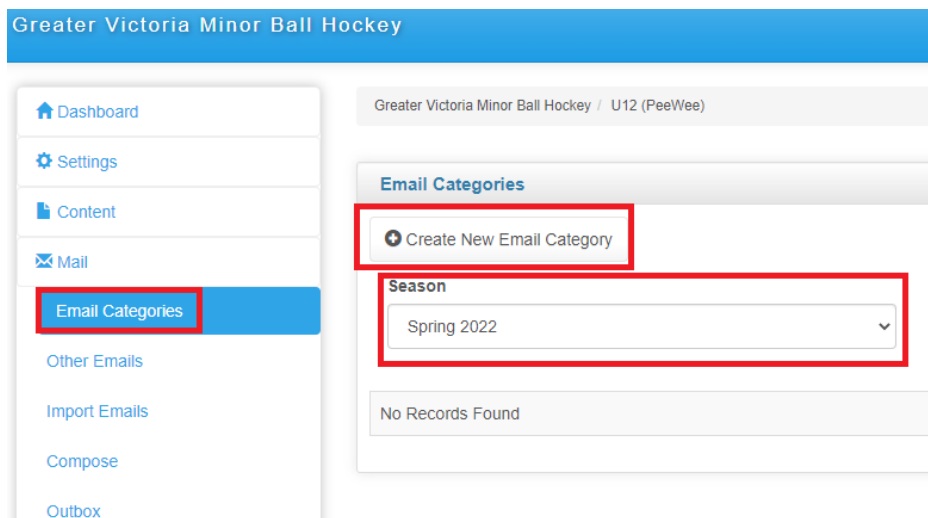
Div Managers

RAMP Website

Send Email to All Division Players

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

Select Mail → Email Categories → Make sure to select the current Season → Click Create New Email Categories



Enter a Category Name, ie All Player Email → Click Submit

Add Email Category

Season

Spring 2022 ▼

Category Name

All Player Email

Select the Green Emails button



Select Team at the top to select all Players | Select Team at the top to select all Staff → Click Save

<input checked="" type="checkbox"/>	U12 (PeeWee) PeeWee 5		Viv
<input checked="" type="checkbox"/>	U12 (PeeWee) PeeWee 5		Viv
<input checked="" type="checkbox"/>	U12 (PeeWee) PeeWee 5		We
<input checked="" type="checkbox"/>	U12 (PeeWee) PeeWee 5		We

Team Staff

<input checked="" type="checkbox"/>	Team	First
<input checked="" type="checkbox"/>	U12 (PeeWee) PeeWee 1	Aaron
<input checked="" type="checkbox"/>	U12 (PeeWee) PeeWee 1	Charles
<input checked="" type="checkbox"/>	U12 (PeeWee) PeeWee 1	Charles
<input checked="" type="checkbox"/>	U12 (PeeWee) PeeWee 2	Gilbert
<input checked="" type="checkbox"/>	U12 (PeeWee) PeeWee 2	Ian
<input checked="" type="checkbox"/>	U12 (PeeWee) PeeWee 3	Darrin
<input checked="" type="checkbox"/>	U12 (PeeWee) PeeWee 3	Roy
<input checked="" type="checkbox"/>	U12 (PeeWee) PeeWee 4	Chris
<input checked="" type="checkbox"/>	U12 (PeeWee) PeeWee 4	Justin
<input checked="" type="checkbox"/>	U12 (PeeWee) PeeWee 5	Doug
<input checked="" type="checkbox"/>	U12 (PeeWee) PeeWee 5	Kevin

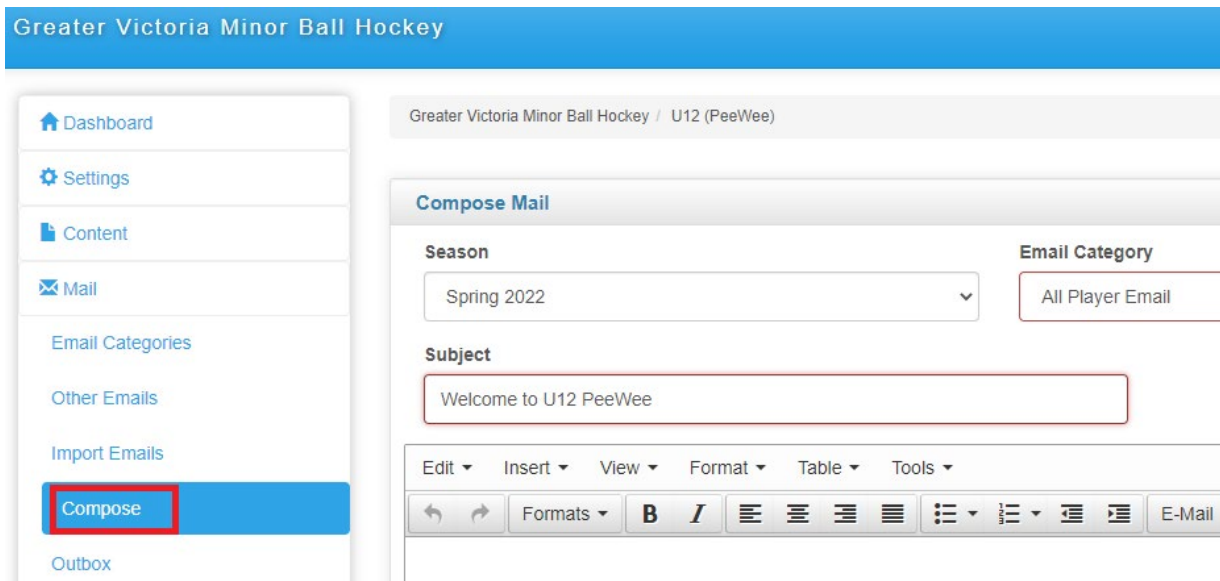
Other Emails

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

Save

Cancel

Now that your Players and Staff have been selected → Click Compose → Type your Subject → Enter the body of the email you want to send and Click Submit at bottom

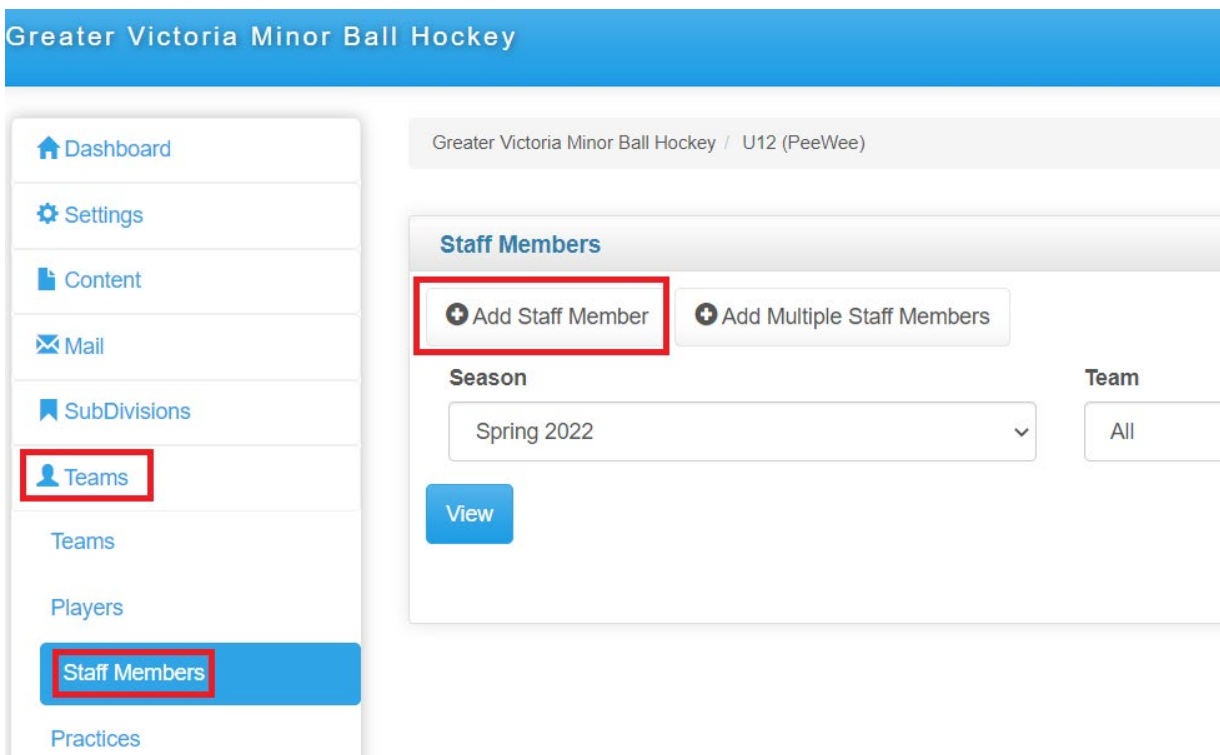


RAMP Website

Add Team Managers & Coaches to Teams

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

Select Teams → Staff Members → Add Staff Member



- Select the Team
- Enter the First Name
- Enter the Last Name

- Enter the Position (ie, Team Manager, Head Coach, Assistant Coach)
- Enter the email address (this needs to be the same email they use to login into RAMP)
- Enter phone number (OPTIONAL)
- Click Submit

Staff Members

Season

Team

First Name Last Name

Position Email Phone

Hide on Website Hide Contact Info on Website

Send Team RAMP App Invite

Team Managers

RAMP APP

Add Jersey Numbers

Select Teams at the bottom → Select your team → Select Rosters from the top → Select each player and make sure they are assigned a Jersey number → If they are not click Edit Team Member → Assign the jersey number → Scroll to the bottom and click Save Team Member

Health Check and RSVP

Health check or COVID questions check is available 48 hours before a game and must be completed before game time. Also helpful to RSVP so the coaching staff can see the player availability for the upcoming game.

Select Teams at the bottom → Select your team → Click Schedule at the top → Select the upcoming game → Click Health Check → Click Sign Here → Sign and Submit Health Check

To RSVP → Simply click the RSVP button and select No\Maybe\Yes

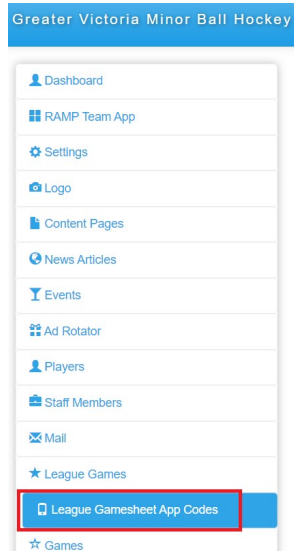
RAMP Website

League GameSheet App Codes

Log into <https://admin.rampcms.com/login> → Click League Gamesheet App Codes in the left hand column

Home Team - Make note of the **Gamesheet Code** and the **Home Code**

Visiting Team - Make note of the **Visitor Code**



RAMP Gamesheets App

Visiting Team

Open the RAMP GameSheets App

Enter the **Visitor Game Code**

Enter your email\first name\last name\cell number

Select the Visiting players\staff

When you select the Visiting Staff you may get an error "Something went wrong" you can disregard that error and select them anyways

Sign it

Hamburger lines in the top left --> Exit Game

Home Team

Open the RAMP GameSheets App

Enter the **Home Game Code**

Enter your email\first name\last name\cell number

Select the Home players\staff

When you select the Home Staff you may get an error "Something went wrong" you can disregard that error and select them anyways

Sign it

Hamburger lines in the top left --> Exit Game

Score Keeper

Open the RAMP GameSheets App

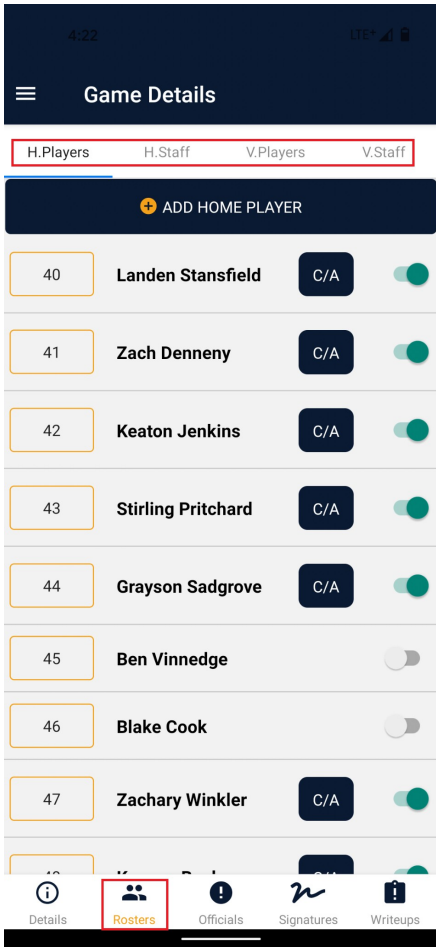
Enter the **GameSheet Code**

Game Page → Make sure to select Live Scores

Updating Rosters

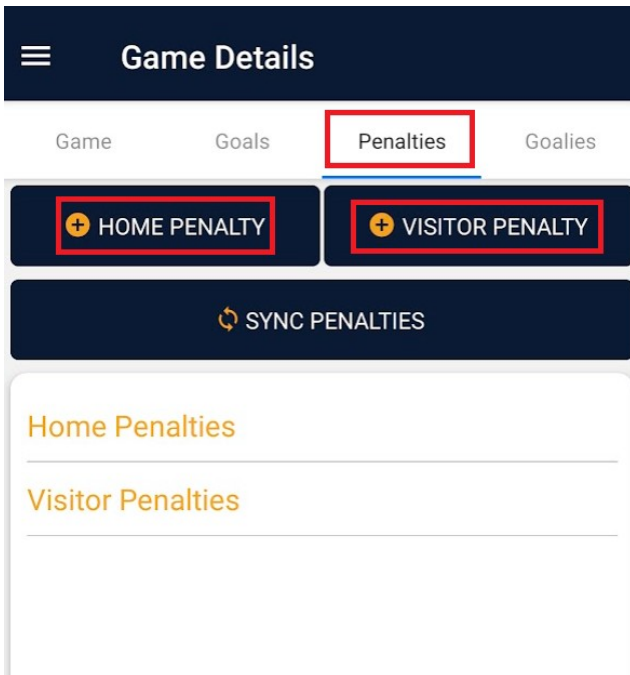
If the scorekeeper needs to update the Home or Visitor Player or Staff Rosters → Click Rosters at the bottom → Select H.Players\H.Staff or V.Players\V.Staff and mark them present or absent.

If you need to add a player or staff, select the appropriate H.Players\H.Staff or V.Players\V.Staff and then use the Add button right underneath the H.Players\H.Staff\V.Players\V.Staff



Assigning Penalties

Select Penalties across the top → Select Home Penalty or Visitor Penalty



Enter the Period \ Minute \ Seconds of the time of the penalty

Select the Offence from the drop down (in this example Cross Checking)
Select the player (in this example 41 Leon Erickson)

Birth Years 2009/2010 (PeeWee) 3

Add Penalty

Period*	Minute*	Second*
1	18	42

OPTIONAL: If you are tracking Penalty On time. All 3 fields are required.

Period On	Minute On	Second On

Cross Checking (4) ▼

41 Leon Erickson ▼

Optional Player Served ▼

CANCEL SUBMIT

The more data you can enter the better as the website will track players stats and game stats
Once the game is finished → Mark Game As Completed



Game Details

Game

Goals

Penalties

Goalies

Thursday June 17 6:00 pm
Naden Arena

Game went to Shootout (SO)

Game went to Overtime (OT)

Live Scores

MARK GAME AS COMPLETED

Home Team Code
903-808-462

Visiting Team Code
641-176-150

Official Code
421-651-354

Period Length in Minutes

1st 2nd 3rd OT

0

Details



Rosters



Officials



Signatures



Writeups