



Greater Victoria Minor Ball Hockey Association

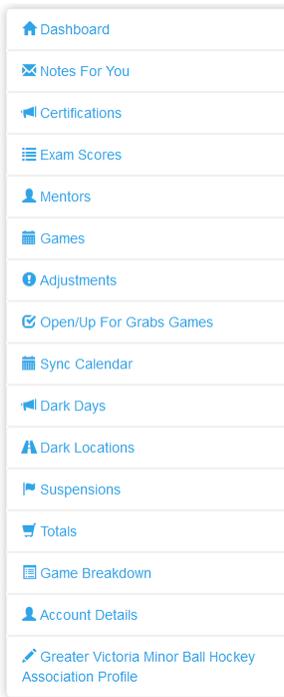
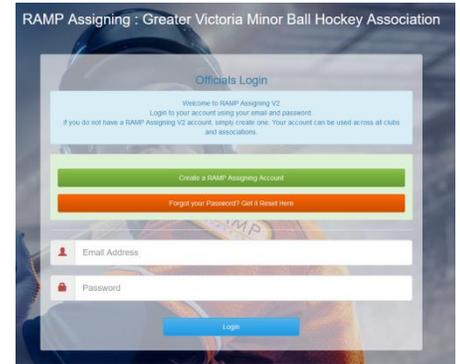
How to use RAMP Assigning – referee scheduling system

Here is some general information on how to use the ball hockey referee game assignment system. Please note – we do not currently use all the functions and updated instructions will be created should this change. So some items you can click on in the system may have blank or inaccurate information – this is just because we do not use it. While you can use your mobile device, some system functions display better on a desktop computer system.

LOG ON INFORMATION

Logon at: <http://victoriaminorball.rampassigning.com/> or download the RAMP Assigning app on your mobile device.

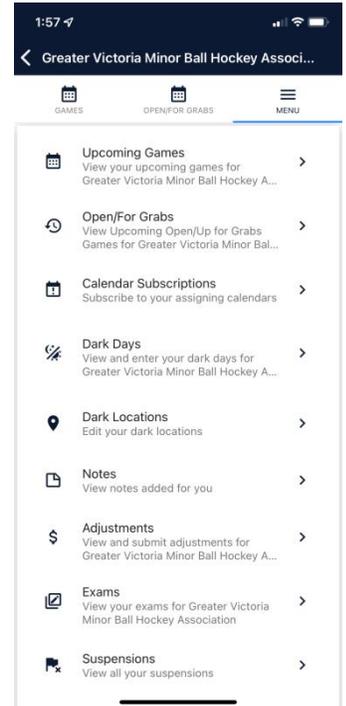
The main email you used to set up the account is your logon, plus your password created. Should you forget your password, you can click the orange *Forgot your Password? Get it Reset Here* button if using a desktop computer. If using a mobile device, click the orange **FORGOT PASSWORD** button.



ADDING DAYS OR TIMES YOU CANNOT WORK (DARK DAYS)

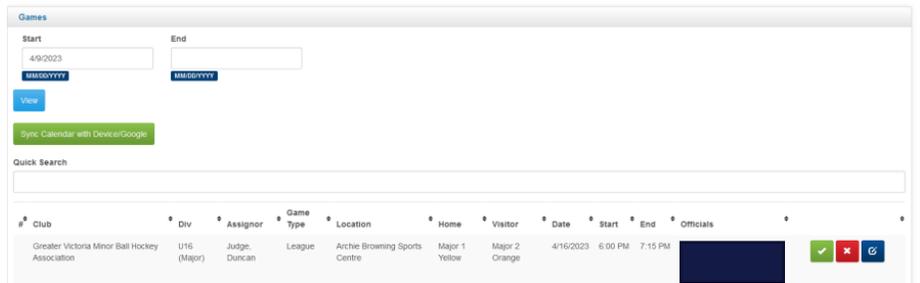
If you know you cannot take a referee shift at certain times or on certain days, log this in the system. This ensures you do not get scheduled a shift you cannot work. Make sure you mark yourself not available for any work or sports schedules, personal events, etc. You can log either a full day or a specific time range in a day. The system automatically will then not allow your name to be chosen for a shift if you have marked it as 'dark'.

To log a time you cannot work, click on the Dark Days option. You can then follow the screen prompts for the day(s) and time(s) you are not available. The reason field is for your own use.



YOUR SCHEDULE – GAMES (ACCEPTING AND/OR DECLINING)

Need to see the games you have been scheduled? You should receive an email for each game you are assigned. You can



either from that email click on the *Click Here to Submit a Response* button, or log on to your RAMP assigning account and click on Games.

For each game assigned, you must accept (green check mark) or decline (red x) Note: on mobile devices you must also hit save response for it to update.

You can modify the start and end dates as needed to see your entire schedule.

SYNC CALENDAR

You can add your ref schedule automatically to your online calendar system. Click on the desktop system click on Sync Calendar and then select either Live Sync (Non Google) for anything like iCalendar or Live Sync for Google Calendar if just using that program. Then follow the prompts/click websites as appropriate! On mobile devices, click on Calendar Subscription and then choose the appropriate option.

OPEN GAMES (GAMES STILL NEEDING A REF!)

You can also check out the open games option to see any games you are qualified for not yet assigned. On the desktop computer select *Open/Up For Grabs Games* or on your mobile device click on *Open/For Grabs*. You may have to adjust the date range and click view. From here, if available, you can click on the green Accept Assignment (desktop) or Grab open assignment (mobile device).

CONTACT US

Check this system often! If not able to make a shift, you must decline no later than 48 hours in advance, else the RAMP system may lock that game from being edited. As last minute changes may occur, you must let the Ref Scheduler know asap of any game(s) you cannot make. If able, provide the name of someone else able to take your shift.

Email or text the Ref Scheduler (Duncan Judge):

refereescheduler@gymbha.com | 250-589-5657

MORE INFORMATION

You can always find more details about reffing ball hockey on our [website](#) or by reading the [rules and regulations](#).