# **RAMP** Website

Commissioner & Manager Guide

## Login



## Login

► Enter the Username and Password that was provided. Then click on the blue Login button

#### RAMP InterActive Content Management System

	Please login with your Username and Password.
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	•••••
	Login

## Navigating the Dashboard - Entering Rosters

Start by clicking on the "Players" button. This will open a window with three columns. Click on either "Add Player" or "Add Multiple Players" to enter your teams roster. In the first column enter the Jersey Number of the player, in the next column enter their last name and in the third column enter the first name of the player. Continue until all your players are entered. When you are done, scroll to the bottom of the page and click on "Submit".



### Edit and Delete

If you need to make changes to your roster, on the line beside the players name you can click on the blue "Edit" button to make changes, or click on the red "Delete" button to clear the entry from your roster. At any time you can go back to the top of the page and add a single or multiple players.

#### Navigating the Dashboard -Entering Scores

#### Click on League Games

Verify Ø Gamesheet

Click on the green Gamesheet button beside the game you want to enter the score for.

A new window will open. Make sure you have the correct game number.

Click in "Game is Finished" box.

Two fields will have appeared with your team as the Home Score and your opponent as the Visitor Score. Enter the score from the gamesheet and scroll down to the bottom of the page and click on submit.



# Entering Gamesheet Scores and Statistics

- For all APHL games, enter the scores and the statistics. Having followed the steps up to this point, all you need to do is scroll down and fill in the fields with your information. Click on "Submit" once all your information is entered.
- Don't click on the "Verified" button. After your commissioner receives your scoresheet, they will review and click "Verified" to show that they have reviewed your entries.
- Reminder scoresheets and referee reports pertaining to suspendable infractions must be sent to your APHL division commissionaire immediately.

## Questions?

Call Lisa at 780-512-6046 or send an email to <u>lisabur@telus.net</u> if you require any further assistance.