

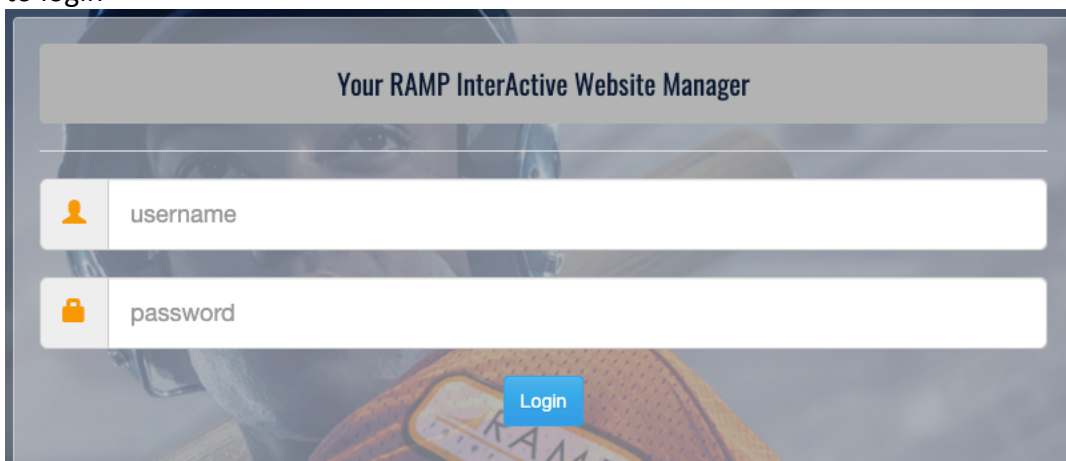
## RAMP Team Managers Guide (AA and Below Divisions)

This guide will provide team staff instructions to, print game sheets, enter game results, enter jersey numbers, communicate with your team!

Team Logins – all team head coaches and managers have been e-mailed username and passwords to be able to login to the team page. Teams who do not have a coach or manager listed will not have received this information.

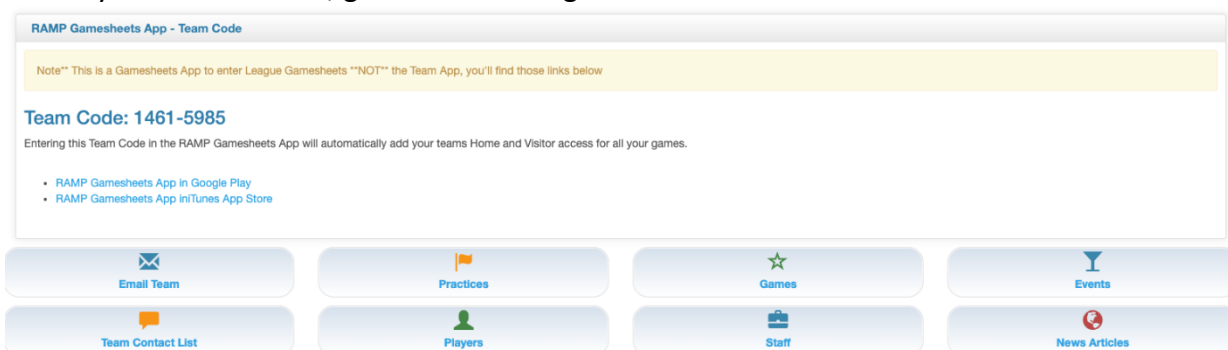
Team Login URL: <https://admin.rampcms.com/login>

1. Use the team login link (above) along with the username and password sent via e-mail to login



The screenshot shows a login interface titled "Your RAMP InterActive Website Manager". It features two input fields: one for "username" with a person icon and one for "password" with a lock icon. A blue "Login" button is positioned below the password field. The background is a blurred image of a person's face.

2. Once logged in, this will bring you to your team page, from here you will be able to access your teams roster, gamesheets and game results.

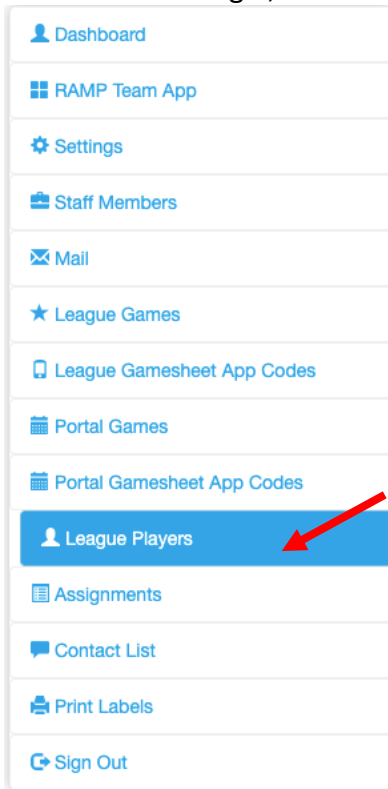


The screenshot displays the "RAMP Gamesheets App - Team Code" page. It includes a yellow note box stating: "Note\* This is a Gamesheets App to enter League Gamesheets \*\*NOT\*\* the Team App, you'll find those links below". Below this, the "Team Code: 1461-5985" is shown, followed by the instruction: "Entering this Team Code in the RAMP Gamesheets App will automatically add your teams Home and Visitor access for all your games." Two links are provided: "RAMP Gamesheets App in Google Play" and "RAMP Gamesheets App in iTunes App Store". At the bottom, there are eight blue buttons with icons and labels: "Email Team", "Practices", "Games", "Events", "Team Contact List", "Players", "Staff", and "News Articles".

Once logged in you will be able to complete the following tasks (next three sections below).

## Update Jersey Numbers

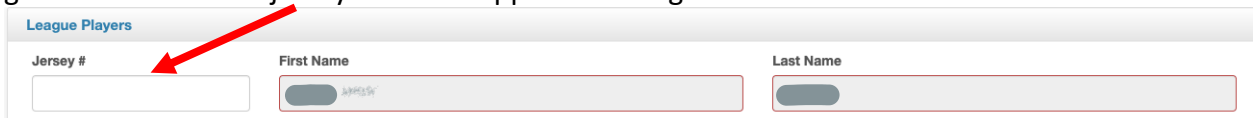
1. From the team login, click the League Players link in the left menu.



2. This will pull up a list of registered players to your team. Click the edit button next to each player on the team.



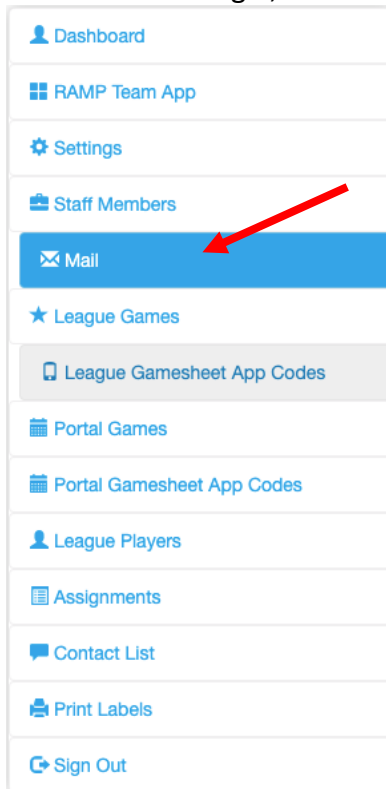
3. In the Jersey # box, enter the players Jersey. This should be done prior to the team's first game so the correct jersey numbers appear on the gamesheet.

A form titled 'League Players'. It has three input fields: 'Jersey #' (with a red arrow pointing to it), 'First Name' (with a placeholder 'JAMES'), and 'Last Name' (with a placeholder 'SMITH').

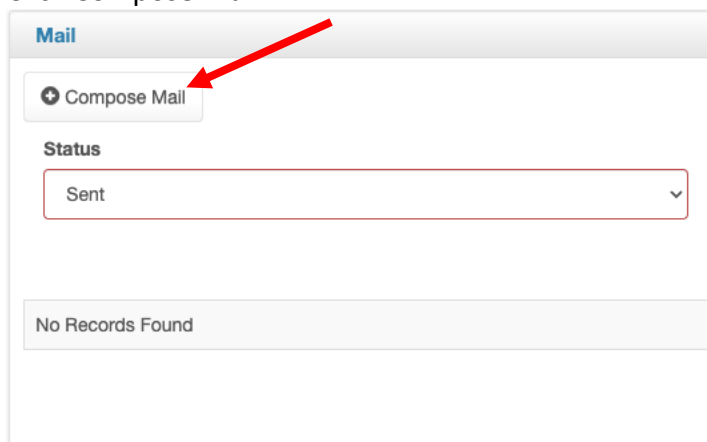
4. Click Submit, repeat step 2 and 3 for each player on the team.

## Team Communication (e-mail)

1. From the team login, select Mail from the left menu.



2. Click Compose Mail



3. Add a subject, type your message to the team and click send. This will send an e-mail to the address that was used to register the player to the team.

**Compose Mail**

Email Reply To

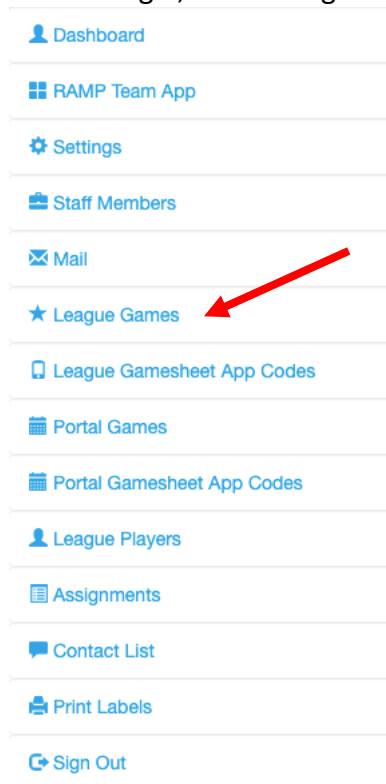
Subject

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

↩ ↪ Formats ▾ **B** *I* [List Icons] [E-Mail] [Link] [Image] [Table] [Print] [Eye]

## Print Game Sheets

1. From the team login, select League Games from the left menu.

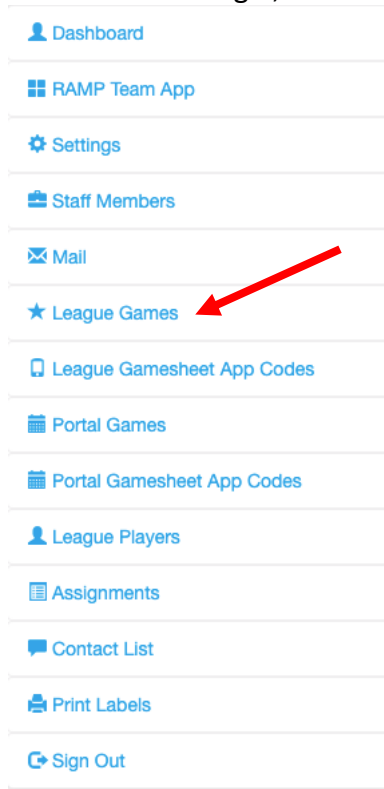


1. All scheduled games will appear on this page, click the blue printer button to print the gamesheet.




#	Date	Start Time	End Time	Home	Visitor	Field	Finished	Printed	
<input type="checkbox"/> 1304	05/13/2023	10:30 AM		VU 13AA Boys	CBFC U13AA Boys	Raymond Field Field	No		   

## Entering Game Results

1. From the team login, select League Games from the left menu.



2. Your team is responsible to enter the results for your teams home games (games where your team is listed as the home team in the schedule). For your teams home games you will have an additional button next to the game, a little green pencil, click this.

<input type="checkbox"/>	1311	05/27/2023	3:00 PM		CBFC U13AA Boys	UDFC U13 AA Boys	Open Hearth Park Steelmen's Memorial Full Field	No					RSVP's	Cancel
--------------------------	------	------------	---------	--	-----------------	------------------	---	----	--	---	---	---	--------	--------

There are three parts to this page: Final Score, Players who played in the game, discipline as well as uploading an image of the scoresheet.

3. Enter the final score of the game in the first two boxes.

**Gamesheet**

Back to Games

Season	Summer 2023
Game #	1501
Date	5/6/2023 9:00 AM to 10:30 AM
Home	U13 Girls AA - HCU 13AA Girls
Visitor	U13 Girls AA - South Shore United U13AA Girls
Location	Harbour East All Weather SF Field 2

- Enter your Roster & Save
- Live Scoring lets the public view the Gamesheet as the game is happening

**HCU 13AA Girls (Home) Score**

**South Shore United U13AA Girls (Visitor) Score**

☐ Live Scores

☐ Game is Finished

Players must be checked off and updated to Roster before Game can be completed.

**Extra Time or Penalty Shootout**

N/A

4. Scroll down to the roster section, check off all players for both teams that played in the game.

**Roster**

Add Player Update Roster

After you select your roster, don't forget to click Update Roster

**HCU 13AA Girls**

<input type="checkbox"/>	Last	First	AP	Trialist	Goals	Red Card
<input type="checkbox"/>			No	No		None
<input type="checkbox"/>			No	No		None

**South Shore United U13AA Girls**

<input type="checkbox"/>	Jersey	Last	First	AP	Trialist	Goals	Red Card
<input type="checkbox"/>				No	No		None
<input type="checkbox"/>				No	No		None

5. Enter the goals for any person who scored as well as any RED cards as noted on the scoresheet.

**Roster**

Add Player Update Roster

After you select your roster, don't forget to click Update Roster

**HCU 13AA Girls**

<input type="checkbox"/>	Jersey	Last	First	AP	Trialist	Goals	Red Card
<input type="checkbox"/>				No	No		None
<input type="checkbox"/>				No	No		None

**South Shore United U13AA Girls**

<input type="checkbox"/>	Jersey	Last	First	AP	Trialist	Goals	Red Card
<input type="checkbox"/>				No	No		None
<input type="checkbox"/>				No	No		None

6. If any players jersey number is missing, enter it in the jersey box (this does not update the jersey number for that person, just the game).

Roster

Add Player Update Roster

After you select your roster, don't forget to click Update Roster

### HCU 13AA Girls

<input type="checkbox"/>	Jersey	Last	First	AP	Trialist	Goals	Red Card
<input type="checkbox"/>				No	No		None
<input type="checkbox"/>				No	No		None

### South Shore United U13AA Girls

<input type="checkbox"/>	Jersey	Last	First	AP	Trialist	Goals	Red Card
<input type="checkbox"/>				No	No		None
<input type="checkbox"/>				No	No		None

7. Click Update Roster.

Roster

Add Player Update Roster

After you select your roster, don't forget to click Update Roster

### HCU 13AA Girls

<input type="checkbox"/>	Jersey	Last	First	AP	Trialist	Goals	Red Card
<input type="checkbox"/>				No	No		None
<input type="checkbox"/>				No	No		None

### South Shore United U13AA Girls

<input type="checkbox"/>	Jersey	Last	First	AP	Trialist	Goals	Red Card
<input type="checkbox"/>				No	No		None
<input type="checkbox"/>				No	No		None

8. If you have a call-up player click "Add Player" (after updating the roster)

Roster

Add Player Update Roster

After you select your roster, don't forget to click Update Roster

### HCU 13AA Girls

<input type="checkbox"/>	Jersey	Last	First	AP	Trialist	Goals	Red Card
<input type="checkbox"/>				No	No		None
<input type="checkbox"/>				No	No		None

### South Shore United U13AA Girls

<input type="checkbox"/>	Jersey	Last	First	AP	Trialist	Goals	Red Card
<input type="checkbox"/>				No	No		None
<input type="checkbox"/>				No	No		None

9. Select the team the player was called up to along with their Jersey number, First Name AND Last Name. Click Submit when completed.

Add Player

Team

choose

Jersey #

First Name

Last Name

☒ Affiliated (AP)

☐ Trialist

Submit

Close

10. Check off all team staff that were present at the match. If any of them received a RED card, enter it here as well. Select Update Staff when complete.

Home Staff			Away Staff				
<input type="checkbox"/>	Last	First	Red Card	<input type="checkbox"/>	Last	First	Red Card
<input type="checkbox"/>	████	████	None	<input type="checkbox"/>	████	████	None
<input type="checkbox"/>	████	████	None	<input type="checkbox"/>	████	████	None
<input type="checkbox"/>	████	████	None	<input type="checkbox"/>	████	████	None
<input type="checkbox"/>	████	████	None	<input type="checkbox"/>	████	████	None

11. Adding Yellow Cards – Click either the home or away team whom received card(s) in the match. Select the Team, Card type, player Jersey Number (note need to ensure the jersey number is correct for the player in the roster section). Enter the Half the card was received in as well as the time (if known).

### Add Misconduct

**Team**  

HCU 13AA Girls

**Offence**  

choose

#

**Half**

**Minute**

**Second**

Add Misconduct

Add Misconduct & Add Another

Close

12. When Finished click either Add Misconduct or Add Misconduct & Add another if there is another to be added.



13. The next step is to upload an image of the gamesheet. Select the file, leave the file type as game sheet and select upload file.

**Game Files**

**Upload File**

**File**  

Choose File

 No file chosen

**File Type**  

Gamesheet

**Other Type**

☐ **Admin Only File**

Upload File

14. The last step is to scroll back to the top of the page and select “Game is Finished.” IF THIS BOX IS NOT CHECKED IT WILL NOT RECORD THE GAME IN THE STANDINGS

**Gamesheet**

Back to Games


Season	Summer 2023
Game #	1501
Date	5/6/2023 9:00 AM to 10:30 AM
Home	U13 Girls AA - HCU 13AA Girls
Visitor	U13 Girls AA - South Shore United U13AA Girls
Location	Harbour East All Weather SF Field 2

- Enter your Roster & Save
- Live Scoring lets the public view the Gamesheet as the game is happening

**HCU 13AA Girls (Home) Score**

**South Shore United U13AA Girls (Visitor) Score**

☐ **Live Scores**

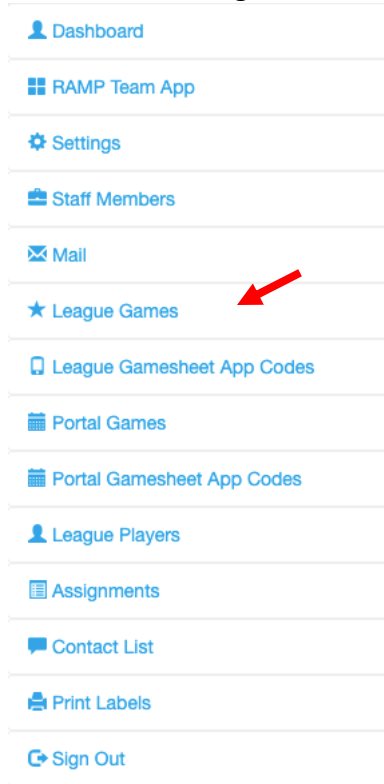
☐ **Game is Finished** 

Players must be checked off and updated to Roster before Game can be completed.

## Game Verification

The visiting team has the ability to verify the results from the game were entered accurately.

1. From the team login, select League Games in the left menu.



2. Click the Orange checkbox next to the game.

#	Date	Start Time	End Time	Home	Visitor	Field	Finished	Verified	
<input type="checkbox"/>	1304	05/13/2023	10:30 AM	VU 13AA Boys	CBFC U13AA Boys	Raymond Field Field	No		

3. If the entered game results are ok, change the Verification Status to “Verified” and click Update Verification Status.

### Gamesheet Verification

**Verification Status**

Verified

Update Verification Status

4. If There is an error in the results, either final score, players missing as having played in the game or cards (note goal scorers will not be updated after the fact). Change the Verification Status to “There are Errors” and click Update Verification Status.

**Gamesheet Verification**

**Verification Status**

There are Errors

Update Verification Status

5. In the notes section below please indicate any corrections (keeping in mind player goal scorers will not be corrected after the fact). Click Save Note when completed.

### Score

CBFC U13AA Boys (No Score Entered) @ VU 13AA Boys(No Score Entered)

### Notes

No Records Found

Your Note

Save Note