Ramp Team Desktop Dashboard

The Ramp Team website https://admin.rampcms.com/login and allows users to update specifics for their team and pushes the content to the mobile app as well as the KGHA.ca website.
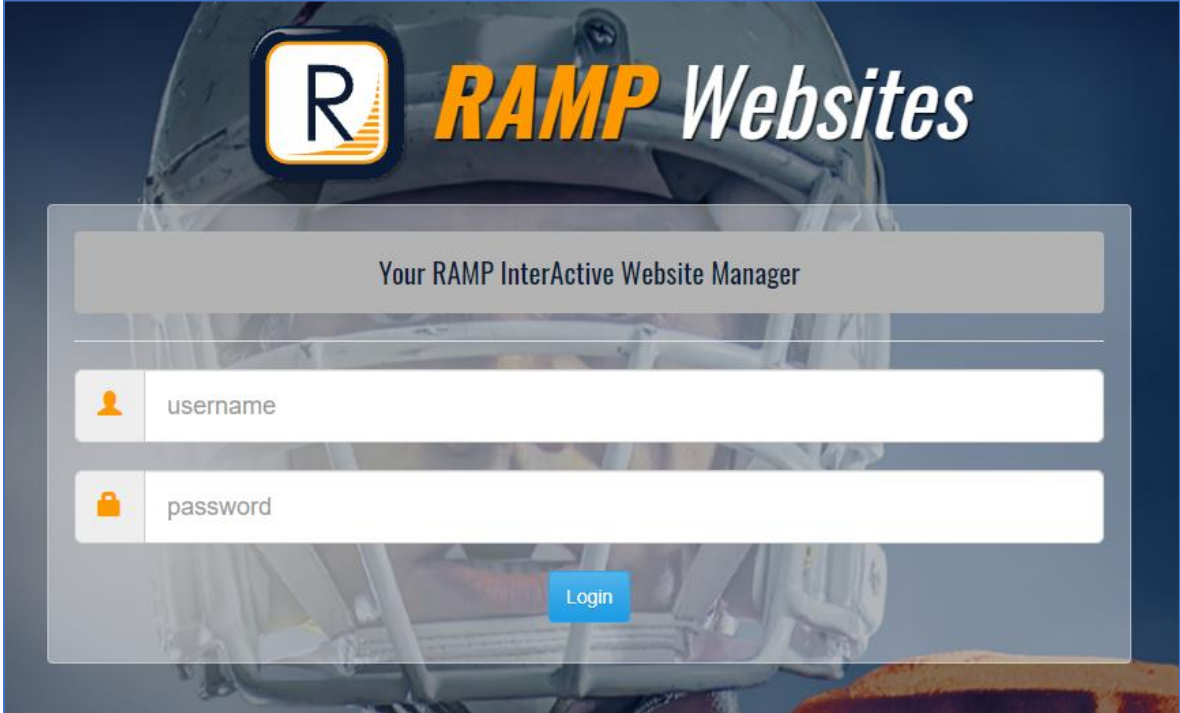
Usernames and initial passwords are available from the KGHA administrator. Each team will have one username and password to be used. The system is not capable of having multiple usernames associated to the same team.

Passwords can be reset by the KGHA administrator.

Once logged in, you will be brought to the team "Dashboard".

This is the main landing page within the website. From here you will find quick links, the left-hand menu on your team site, as well as can view the website and your changes.
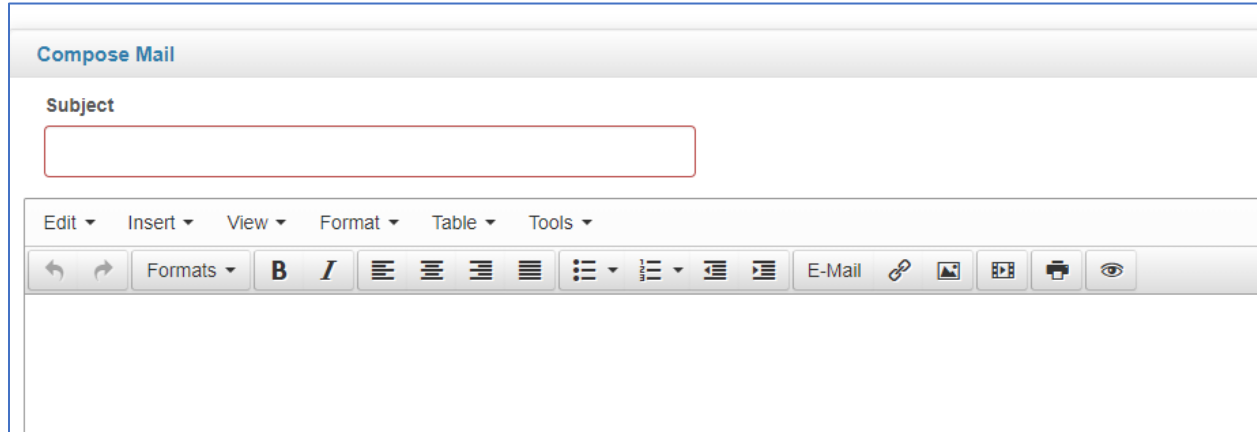
Quick Links

At the top of the screen, there is a series of quick links the user can use.

Email Team

Allows you to compose an email directly from the desktop. Emails to teams are received from "Team name" – Kanata Girls Hockey Association – mailer@rampmx.com, but if a reply is sent from a recipient, it is automatically sent back to the manager or the person listing in the settings.

Practices

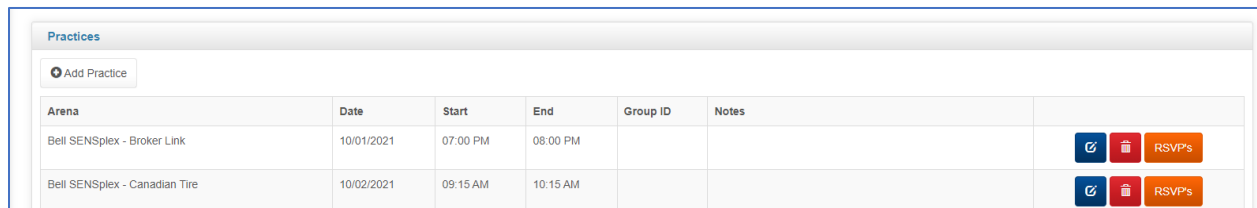Allows the user to add in practices for the team as well as view any practices from the season.

Users can edit, delete, or view RSVPs to the practice, as well as the individual responses to the Health Check on the app.

Add Practice

Allows user to add a single or recurring practice to the team schedule. Recurring practices need to be exact or can be modified later. By selecting the recurring practices check box, additional criteria appear to allow you to select the occurrence day of the week and the date you would like the practices to cease.

The Arena dropdown includes all of the arenas the KGHA currently has contracts for; however, if you cannot find your arena or you have booked a practice at an arena outside of KGHAs contracts, you can select "Find Locations Not in the List" and a pop up box appears to find the arena.

You also can "Enter Your Own Text" in the drop down.

If you cannot find your specific arena, you can email RAMP support with the address and arena name and they will add it for you. It takes about 1 business day.

Games

The Games button only brings up non-league games. Therefore, if you add a game in here, it should be only exhibition or tournament games. Games registered in this part of the website will not generate a Game Sheet code to be used with the Game Sheet Ramp app. This means you need to use a paper game sheet and upload a picture of it to the results.

Games are not verified by the other team when entered here either. Games added here will appear on the schedule for your team.

Events

The Events button brings you to the event page. This page allows you to view all team events and create a new event.

Like the Practices webpage, you can edit, delete, or view RSVPs and Health Check responses from the page.

Create New Event

Users can create an event, either recurring or single time. You can choose from an All Day, Important, or if you want to Send Email on Submit, notifying all your team at one time.

Like the Practices webpage, if you select "Recurring Event" the occurrence day of the week option will also appear.

Team Contact List

This webpage allows the user to Export & Download all contact information for staff and players into an Excel spreadsheet.

Contact List

Export & Download

#	Last	First	Position	Email	Phone
	Biz	Kε	Ma	kas	
	B	Pε	Cc	pbc	
	Gr	J	Trε	jol	
	Grε	Mε	Trε	me	
	Mε	St	As	stε	
	Mc	Rչ	A	rr	
	Mc	Kι	Stε	ke	
11	Mor	Ve	F	rm sh	6
12	Bi	B	Pl	Bri kas	61 61

Players

This webpage allows you to view, edit, delete, add, or add multiple players to the team.

Selecting the edit button allows you to update any information pertaining to the player, as well as check them off as rookie, affiliated player (AP), or send the RAMP invite. The set up is the same for adding a new player.

Players

Jersey #	First Name	Last Name

Email | DOB | Position

MM/DD/YYYY

Height (ft) | Height (inch) | Weight (lbs) | Shoots

Rank (C/A) | Hometown
(default)

☐ Affiliated (AP)   ☐ Rookie   ☐ Hide from Public

☑ Send Team RAMP App Invite

Bio

Submit   Cancel

All players have been defaulted to be hidden from the public on the main website. This has been done at an association level.

Optional contacts can be added to the player, such as parents, grandparents, stepparents. These contacts can then use the app as well.

Staff

Like the Players webpage, the Staff webpage allows users to view, edit, delete, add, or add multiple staff members.

An invite will be sent to added staff members if the invitation box is selected below the list of staff.

News Articles

Users can edit, delete, or add news articles to their team page.

Editing a page will allow the user to archive a news story and it will no longer appear on the website.

News archives can be specific to the team but will be viewable on the KGHA website by anyone who selects the team page.

Adding a News Article

To create a news article, the template needs to be completed and select submit.

If you need or want to add files or images, these need to be uploaded first.

Upload Image/Document
Select the find file button.

A new popup window will appear.

Select Upload.
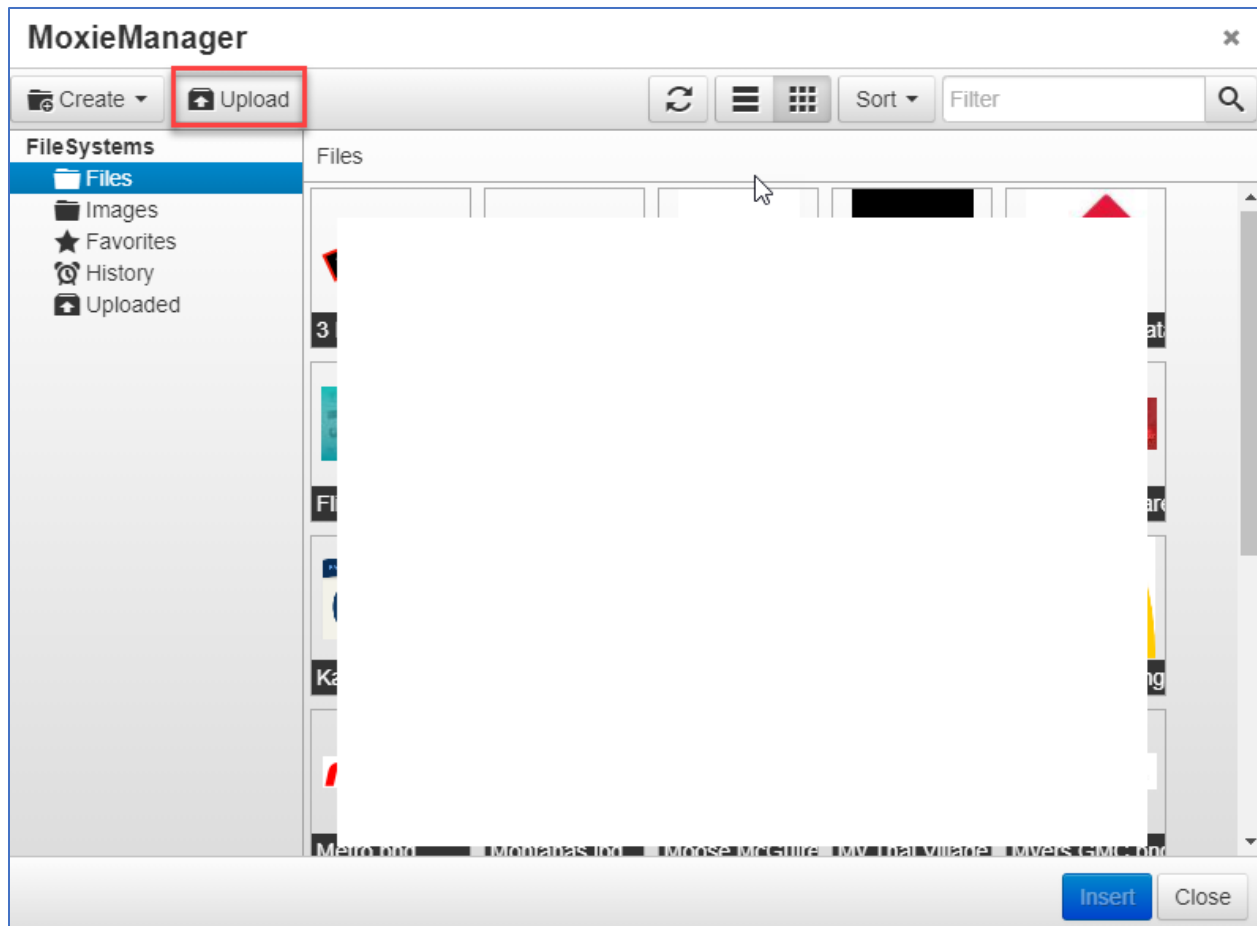
Select Add files from the new popup window. You can add as many files as you wish if it does not exceed 5000 MB.

Upload ✕

Valid extensions: jpg, jpeg, png, gif, bmp, txt, docx, doc, zip, pdf, xls, xlsx, ppt, pptx, ai, eps, csv, svg

Max size: 5000 MB

Drag files here

⬆ Add files

Upload   Close
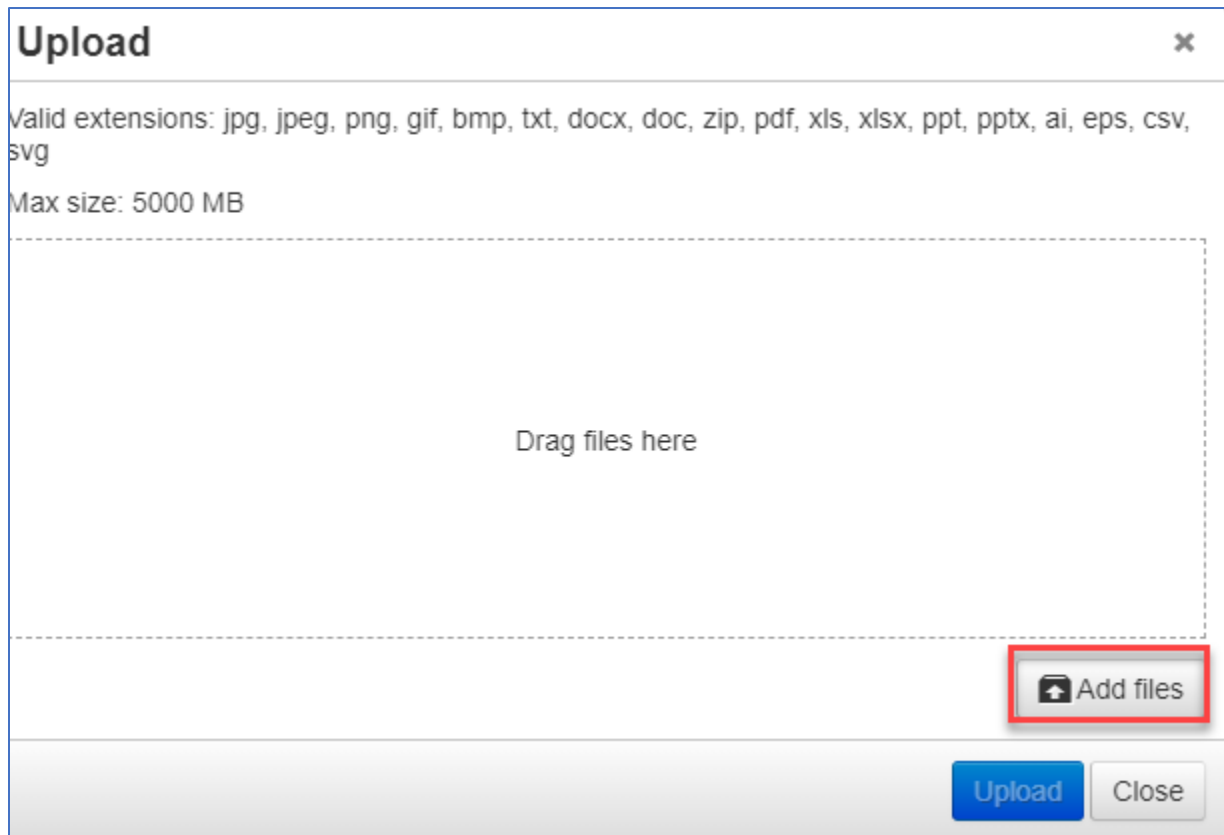
Select Upload and your files are ready to use.

Only your team will be able to use these uploaded files.

Left-Hand Menu

The left-hand menu has all the options you will need to get you through a full season.

Dashboard

This is the main landing page from when you first logged in.

RAMP Team App

This is to allow you to have the Team App. The association has already done this for you and there is nothing you need to do to maintain access to your app.

App COVID Questions

The questions have been pre-populated by the association. There is nothing left you need to do for this section.

Subscription

The league has subscribed for the entire association. There is nothing left to do to maintain your access to your app.

Member Access

A tutorial video is available from the RAMP developers.
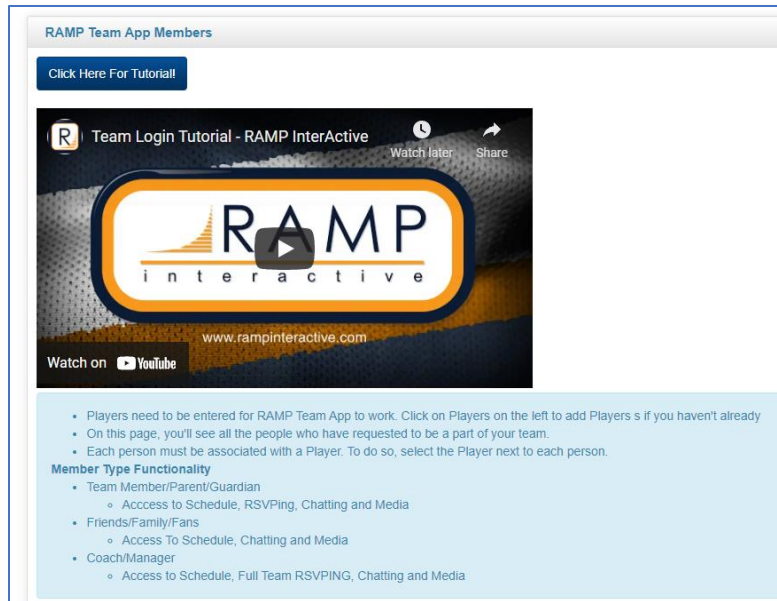
The Team Manager email address will be included here automatically from the roster to approve anyone that is trying to access the team app info.

Team managers can also send out an app email invite to resend the initial email to the team if it failed the first time.

You can add, update, or delete members and parents of your team from this section. Parents need to have a player or staff member associated with them.

Coach/Mgr means the user will have App Manager access and see health check statuses of the team for each event.

Team Member/Parent means the user has full use of the app but cannot see the statuses of other members health check.

Fan means the user can see the schedule, interact with the chat, but they cannot RSVP or complete a health check.

Settings

This webpage simply allows the user to update the email reply to when an email is sent out from the desktop website.


Logo

Allows user to upload a logo file of choice to be applied to the team. The logo will be appearing on your team app. You can delete previous logos from this webpage.
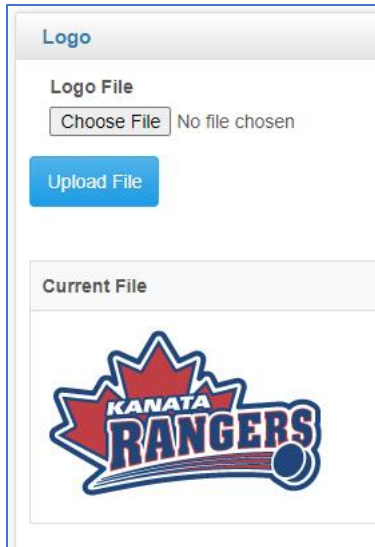
Content Pages

The Content Pages allow you to create content for your page and add it in a custom menu item on the team webpage.

As you create new content, you can either add it to your custom menu item or create an additional menu item for your page.
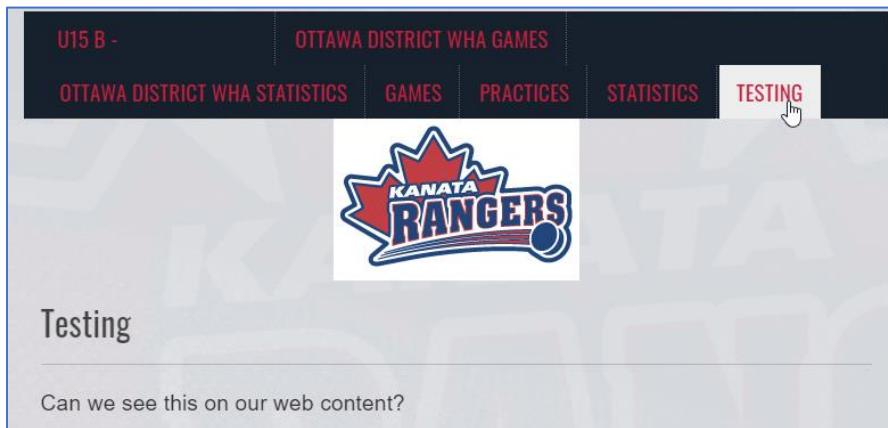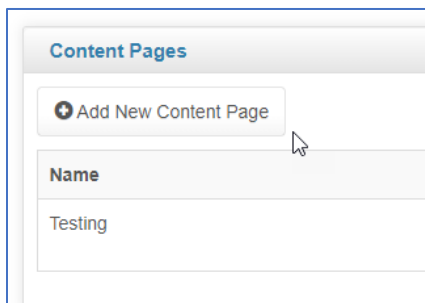
News Articles

Same as above in Quick Links section

Events

Same as above in Quick Links section

Ad Rotator

This webpage will allow you to add your own ads from your own sponsors directly to the team page.

Order of the ads can be updated at any time, deleted, or deactivated to be activated again at another time.

Create New Advertisement

The URL of the sponsor can be added directly into the ad, allowing anyone viewing the ad to click it and be brought to the webpage.

Select Pick an Image and the file popup will appear to pick the image you want to have associated with the ad. If the logo is not within the team files, you can upload them directly.
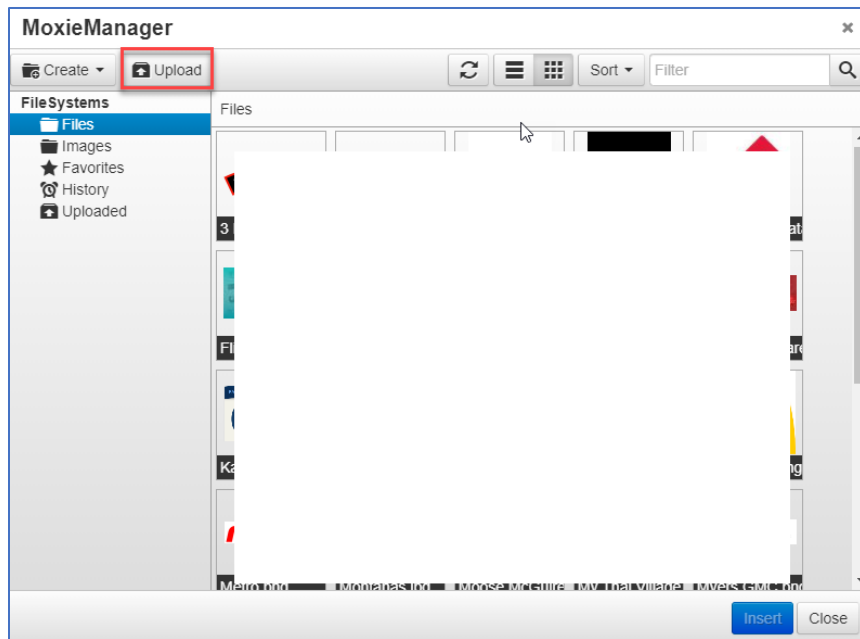
Select Add files from the new popup window. You can add as many files as you wish if it does not exceed 5000 MB.
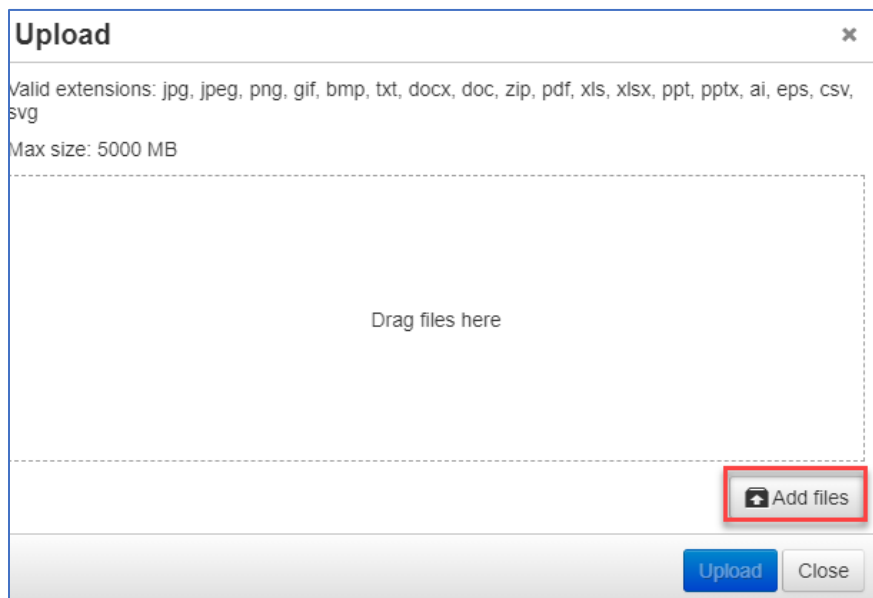
Select Upload and your files are ready to use.

Players
Same as above in [Quick Links section](#)

Staff Members
Same as above in [Quick Links section](#)

Mail

Allows user to see all mail sent directly from website as well as compose a new email.

There is filter to see which emails sent vs unsent.

League Games

This is where you will find all your league games. If you have completed the League Tie In, as games are added to your league from other teams and included you as an opponent, the league games will be automatically added to the list.

League Players

All players within your roster are included in this list automatically once the roster is approved.

Additional players can be added.

Players can also have details related to them added to this list, including suspended, affiliated, rookie, injured, etc.

Games
Same as above in [Quick Links section](#)

Practices
Same as above in [Quick Links section](#)

Assignments
This is a function only used with the app. This will allow you to add assignments to each event and it will appear in the app under the specific event.

Add Assignment

The assignment needs to be given a name, i.e. bring snacks, den mom, timekeeper. The "When" is a dropdown that has all team events prepopulated in. The "Who" has all players and staff prepopulated in the dropdown.
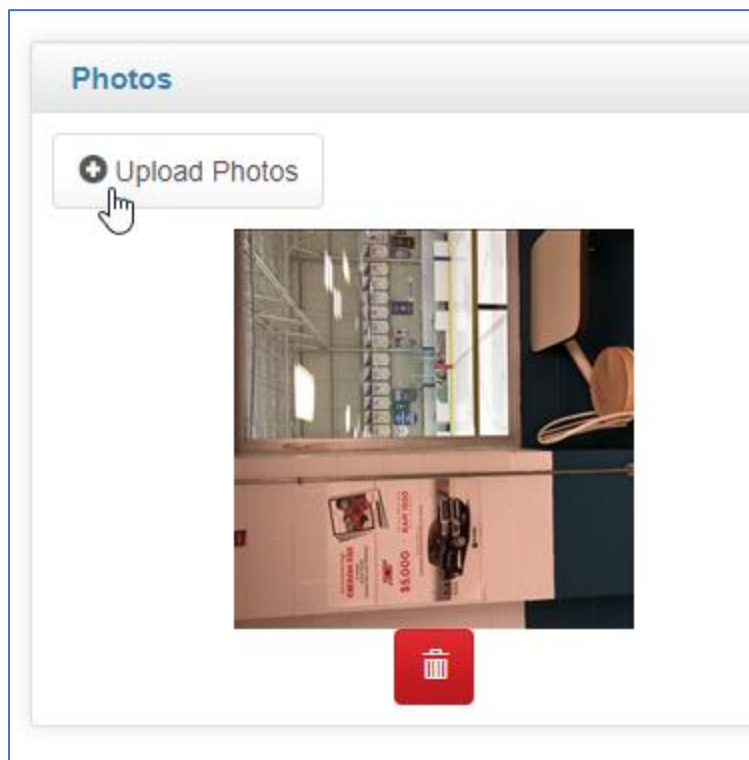

Photos

Allows team photos to be added to the website. Adding a photo to this link will produce a menu item listed as photos and all photos are made public. If a player or individual has not approved their photo to be made public online.

League Tie In

This allows a team to "tie in" with a league. Once this process is completed, any games or scores entered the ODWHA or MOGHL leagues will be pushed directly into the team schedule or results.

Teams need to select the league they are tying in with, their own team name (if not prepopulated) and the League Login and Password provided by the OWHA.

When this is completed, the team website will showcase the games and stats from these games.

League Tie Ins

This is like the single League Tie In, but it is a multi-league tie in.

HCR File

The HCR file would be your official roster from the OWHA. You can upload a copy if you have one and have it on your website.

Contact List

Same as above in Quick Links section

Print Labels

This allows you to create team game sheet labels, used mostly for tournaments, on the Avery 2x4" shipping labels.

Prior to printing the label, you can edit the info on the label, and it will save and download a PDF version of your sheet for printing.

Labels have room for the team name and 22 names 17 players and five coaches or 18 players and four coaches.

Imports

Allows the user to import non-league games in one action. A template is available at the top of the page and the instructions for the import load. It needs to be followed in the format explained to work. You save the file as a .csv file and then upload the file. The webpage will confirm the information is correct before the final upload.

Quick View and Changes

At any time while making changes, you can select the "View Website" in the top right corner and a new tab will appear with the team website available to view.

If anyone wants to change the way they view the back-end dashboard page, selecting the "Change Theme / Skin" will allow for colour changes from a pre-selected combinations.