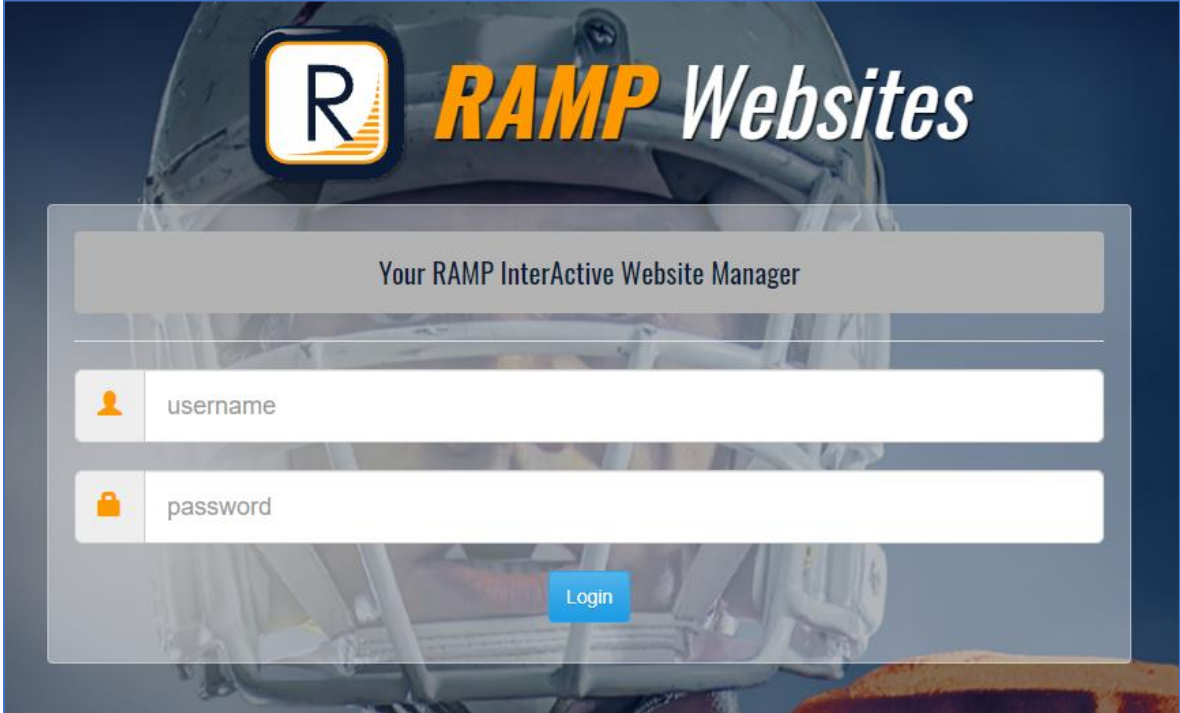


Ramp Team Desktop Dashboard

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.



Username 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.

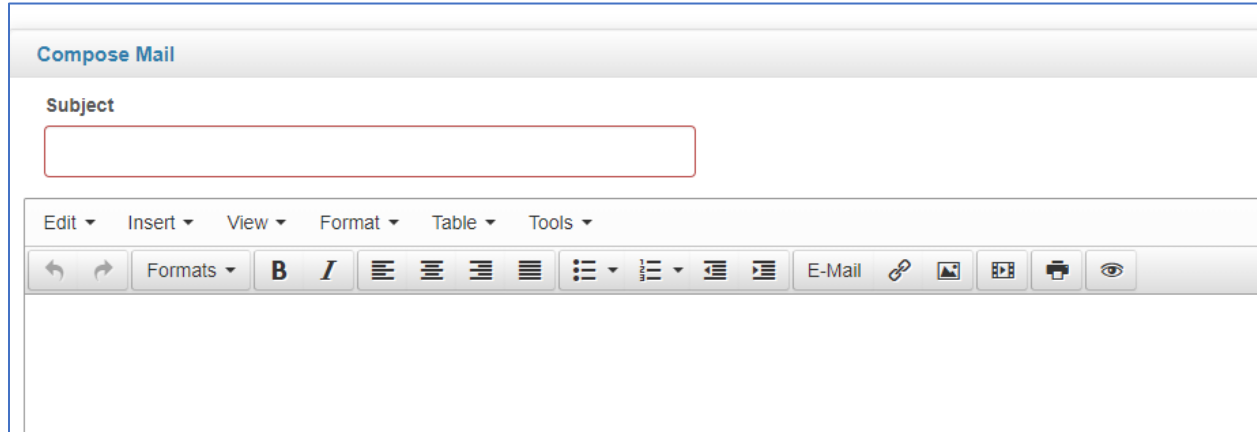
Quick Links



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](#).



Compose Mail

Subject

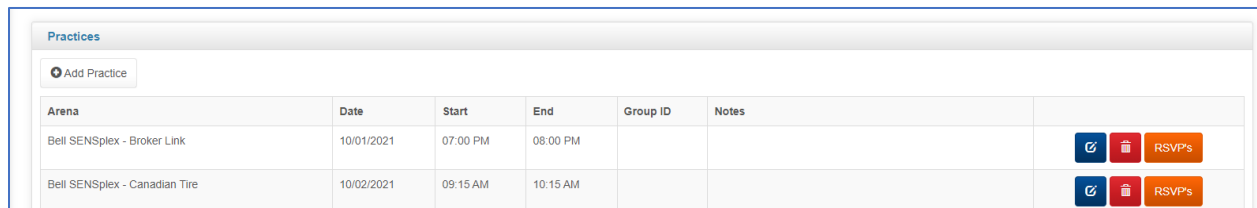
Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

↶ ↷ Formats ▾ **B** *I* [Text Alignment Icons] [List Icons] E-Mail [Link Icon] [Image Icon] [Video Icon] [Print Icon] [Preview Icon]

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.



Practices

Add Practice

Arena	Date	Start	End	Group ID	Notes	
Bell SENSplex - Broker Link	10/01/2021	07:00 PM	08:00 PM			[Edit] [Delete] [RSVPs]
Bell SENSplex - Canadian Tire	10/02/2021	09:15 AM	10:15 AM			[Edit] [Delete] [RSVPs]

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.

Practices

Recurring Practice

Start Date Start Time End Time

Arena

Send Email on Submit

Notes

Practices

Recurring Practice

Start Date Start Time End Time

Occurance Day of Week End Date

Arena

Notes

The Arena drop down 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 KGHA's 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.

Arena

- choose
- Enter Your Own Text**
- Barbara Ann Scott Arena
- Beckwith Recreation Complex
- Bell Centennial Arena

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.

Find Arena

Country: Canada | State/Prov: ON

City: Kanata

Arenas Fields Diamonds Pools Gyms

[View](#)

Arena

- choose
- choose
- Bell SENSplex - Broker Link
- Bell SENSplex - Canadian Tire
- Bell SENSplex - Mattamy
- Bell SENSplex - Milk Up
- Jack Charron Arena
- Kanata Recreation Complex - Rink A
- Kanata Recreation Complex - Rink B
- Mlacak Arena
- Scotiabank Place formerly Corel Centre**

[Close](#)

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.

[Add Game](#)

Quick Search

#	Date	Team	Opponent	Completed	
	10/12/2021	U15 B - Boissonneault	NGHA U15B Brydges - 2861	Yes	Gamesheet RSVP's Trash
1	10/22/2021	U15 B - Boissonneault	Timmins Kiwanis Falcons	No	Gamesheet RSVP's Trash

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.

Events			
Create New Event			
Name	Date	Group ID	
25th Cougars Friendship Festival	02/18/2022		Edit Delete RSVP's
Nepean Tournament	01/28/2022		Edit Delete RSVP's
Whitby Tournament	12/03/2021		Edit Delete RSVP's

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.

Event

Event Name

Arena

[Find Locations Not in List](#)

Recurring Event

Start Date Start Time

End Date End Time

All Day

Occurance Day of Week

Important

Send Email on Submit

Summary

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	Kz	Ma	kas	
	B	Pz	Cc	pbx	
	Gr	J	Tr	jol	
	Gr	Me	Tr	me	
	Mt	St	As	stt	
	Mt	Rj	A	rr	
	Mc	K	St	ke	
11	Mor	Ve	f	m sh	6
12	Bl	B	PI	Bri kas De	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

Height (ft)

Height (inch)

Weight (lbs)

Shoots

Rank (C/A)

Hometown

Affiliated (AP) Rookie Hide from Public

Send Team RAMP App Invite

Bio

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.

	First Name	Last Name	Position	Email
1	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Title	Sponsors
FLIPGIVE	

Adding a News Article

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

News Articles

Title Date

Important
This will change the Article Icon to Red on you home page.

Hide Date
This will hide the article date on the website.

Achived

Send Email on Submit

Summary

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

Upload Image/Document

Select the find file button.

Insert/edit image ✕

General **Advanced**


Source 

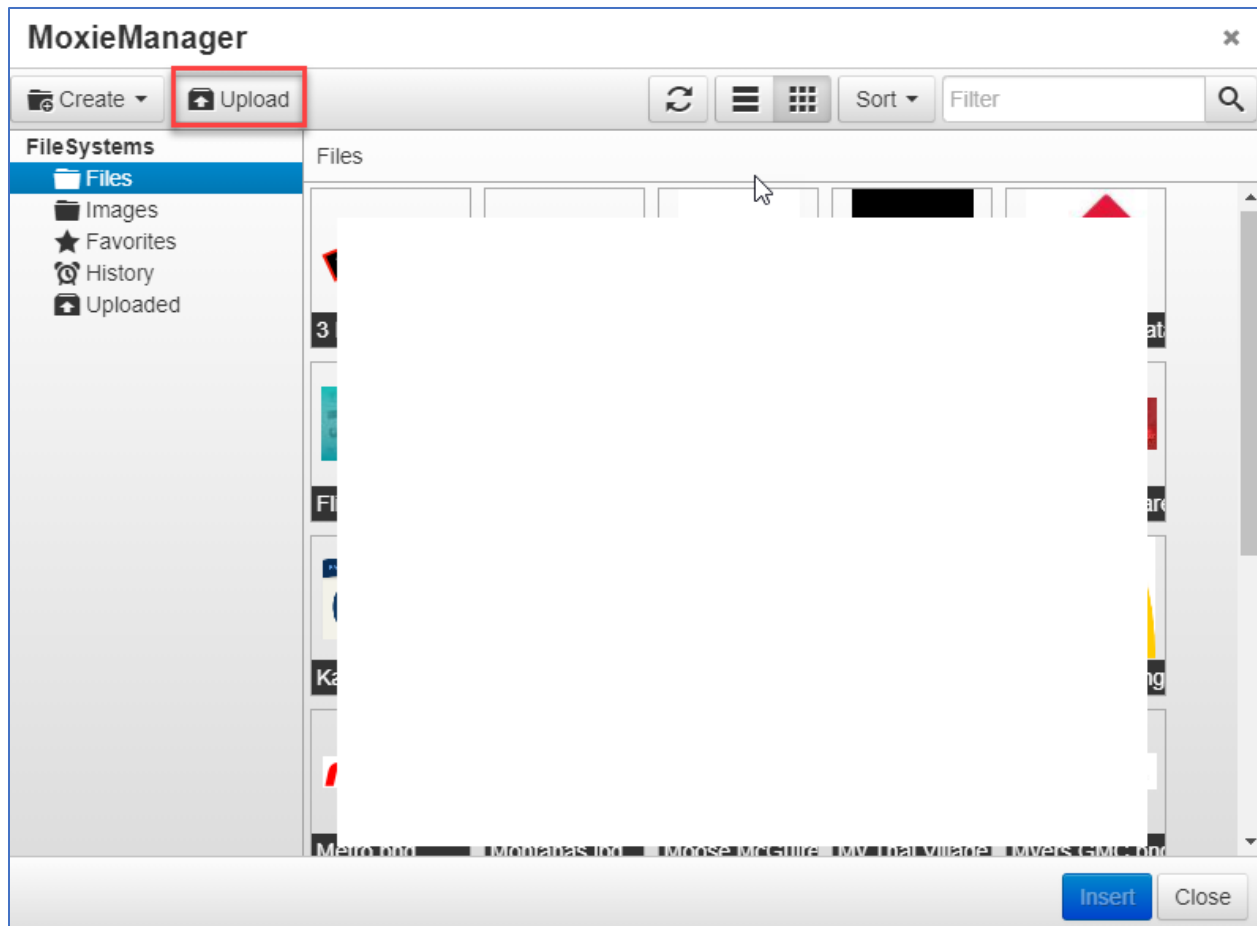
Image description

Dimensions x Constrain proportions

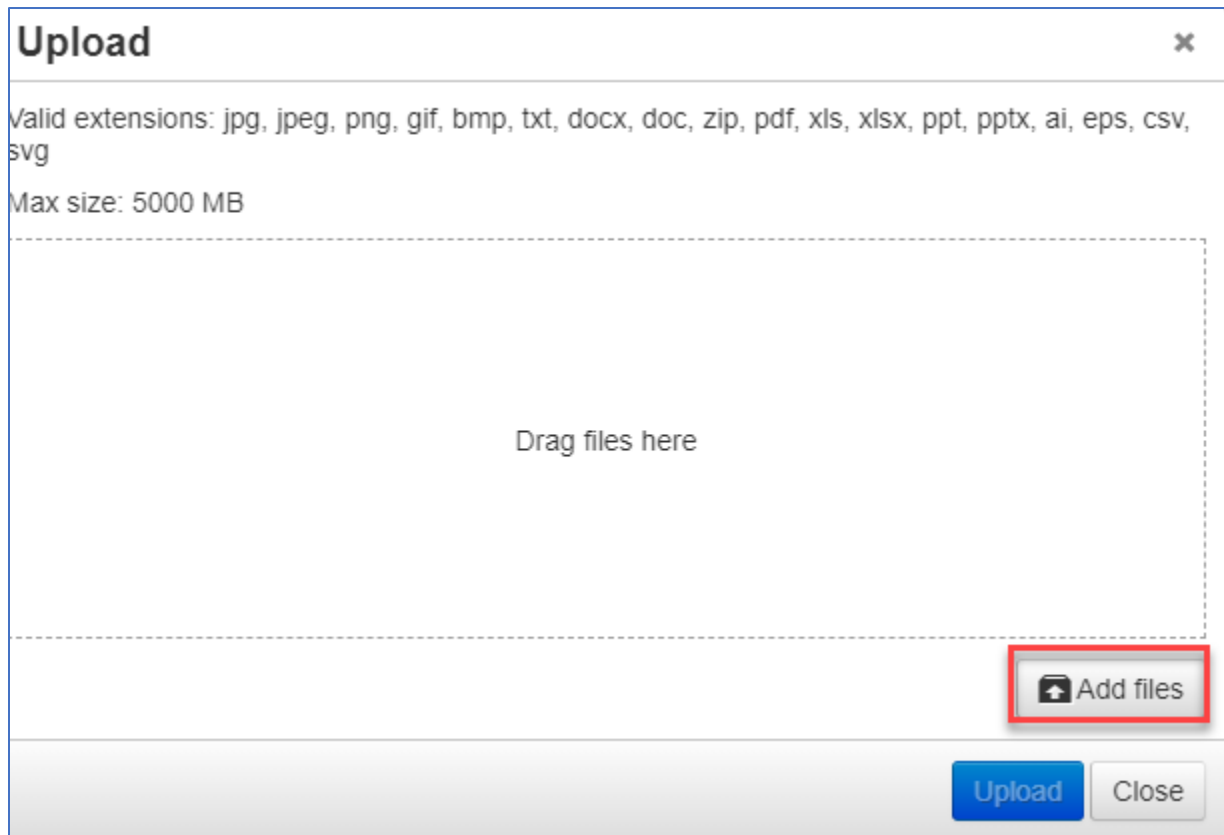
Ok Cancel

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.



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

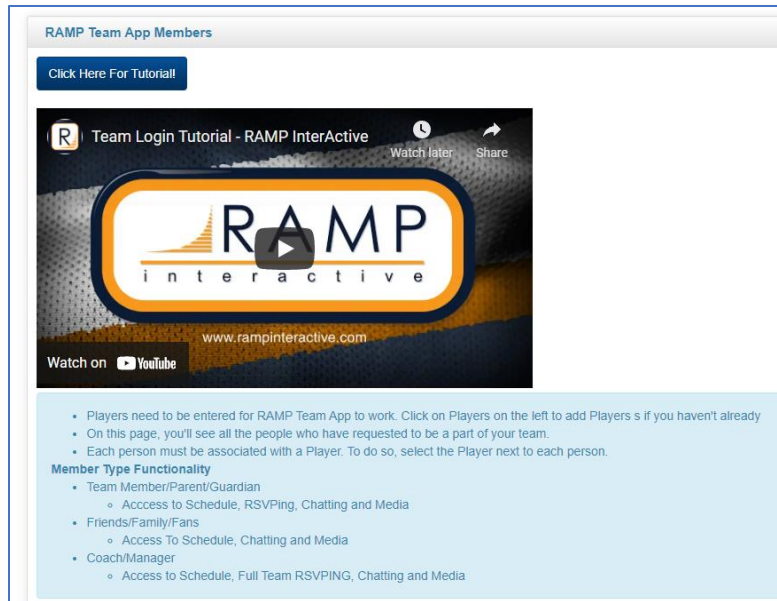
The questions have been pre-populated by the association. There is nothing left you need to do for this section.

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.

Team Mgr Email

Email

ka

We'll email this email address when somebody requests to join your team

Save Email

Email Invite

Did something go wrong and the team invite email not get sent out?
Click this button to resend the RAMP Team App Invite Email to your players and staff members. Of course, they'll need to have at least 1 email address before they can get an email.

Send App Email Invite

Members

To give someone access to your team in the app, you must select "Yes" for approved AND you **must associate them to a player or staff member** on your team - even if they are only a FAN. An app user must be associated to/following a player/staff member.
Once you're done with the approval, click the save button at the bottom.

Account Email	Account Name	Relationship	Type	Approved	Player Access	
kat	Ka	Staff	Coach/Mgr	Yes		
kat	Ka	Player	Team Member/Parent	Yes		
wl	B	Player	Team Member/Parent	Yes	#91 Bl	

Settings

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

Settings

- The email reply to is an email address that is set as the return address for all the emails sent out by the system (i.e. Game, Practices, News, Events, etc)
- The email address is also used for RAMP Team App notifications, ie: when somebody requests to join your team.
- If you want to change your password, enter it twice below, otherwise just leave it blank for no change.

Email Reply To

ka

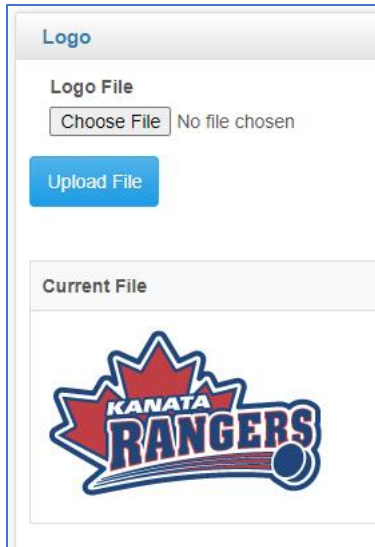
New Password

Confirm Password

Submit

Logo

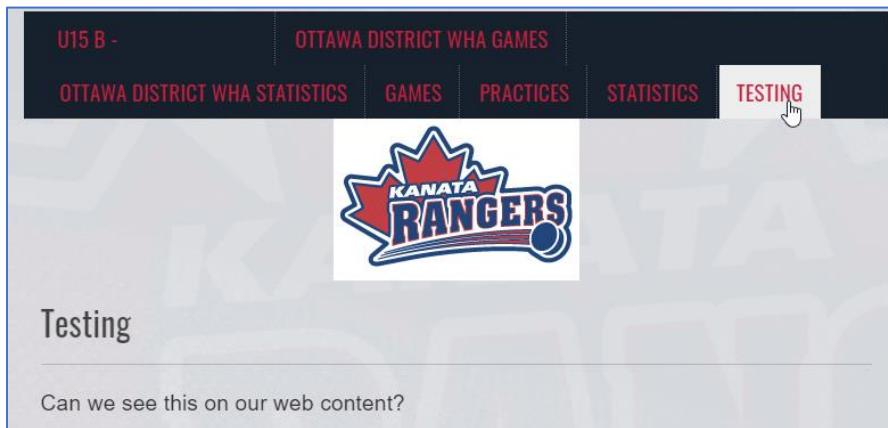
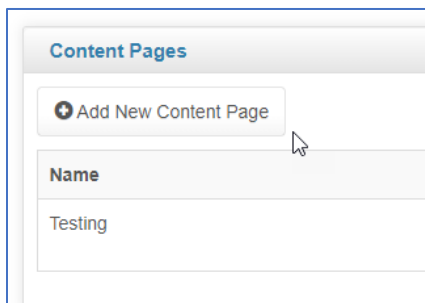
Allows user to upload a logo file of choice to be applied to the team. The logo will be appearing on your team app. You can delete previous logos from this webpage.



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 [QuickLinks 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.

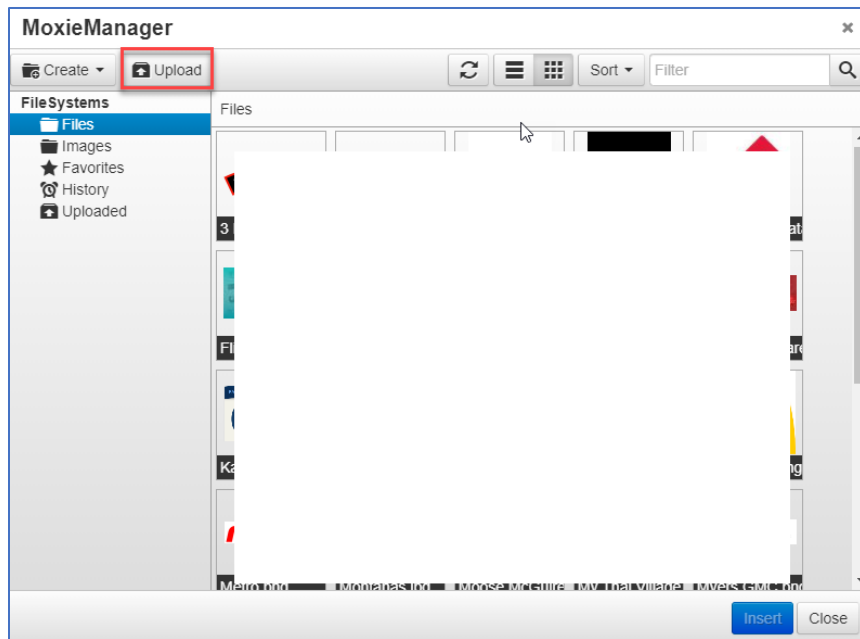
Advertisements		
Create New Advertisement		
Name	Display Order	
T1	0	Deactivate Edit Delete
3	1	Deactivate Edit Delete
B	2	Deactivate Edit Delete

Create New Advertisement

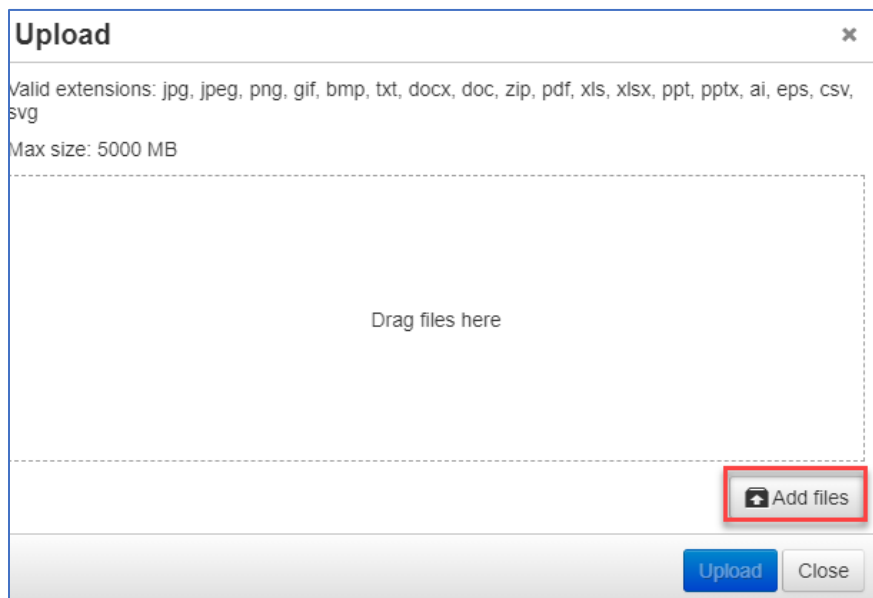
Advertisements	
Name	URL
<input type="text"/>	<input type="text"/>
<small>Enter the full URL (including http:// or https://). This is an optional field.</small>	
<p>When uploading new images, we suggest placing them in the Images directory, click on "Images" in the left popup pane. You can create directories to upload images into, but do NOT create a directory named "Ads" to place images in or AdBlockers will prevent the images from loading. The optimum advertisement size should be 300 pixels wide by 250 pixels high.</p>	
File	
<input type="text"/>	
Pick an Image	
<input checked="" type="checkbox"/> Active	
Submit Cancel	

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 [QuickLinks section](#)

Staff Members

Same as above in [QuickLinks 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.

Subject	Date	Sent	
CO	10/20/2021 11:46 AM	Yes	
Ga	10/20/2021 06:10 AM	Yes	
Toi	10/18/2021 11:56 AM	Yes	
Prz	10/14/2021 04:14 PM	Yes	
CU Sr	10/06/2021 12:27 PM	Yes	





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.

#	Date	Home	Visitor	Arena	Finished	Verified	
	10/26/2021	Kanata Rangers #1755	Nepean Wildcats #2864	Kanata Recreation Complex - Rink B	No		
	10/31/2021	Kanata Rangers #1755	Gloucester Cumberland Stars #2485	CARDELREC Recreation Complex A	No		
	11/07/2021	Kanata Rangers #1755	Ottawa Ice #2034	Kanata Recreation Complex - Rink A	No		
	11/19/2021	Kanata Rangers #1755	Dynamite de Gatineau	Bell SENSplex - Milk Up	No		
	11/20/2021	Kanata Rangers #1755	Nepean Wildcats #2861	CARDELREC Recreation Complex A	No		
	11/24/2021	Kanata Rangers #1755	Goulbourn Rockets #4943	CARDELREC Recreation Complex B	No		
	12/01/2021	Ottawa Ice #2034	Kanata Rangers #1755	Sandy Hill Arena	No		

League Players

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

League Players			
<input type="button" value="Add Player"/>		<input type="button" value="Add Multiple Players"/>	
#	Last	First	
11	Mc	V	 
12	B	B	 

Additional players can be added.

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

League Players			
Jersey #	First Name	Last Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email	DOB	Position	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Height (ft)	Height (inch)	Weight (lbs)	Shoots
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rank (C/A)	Hometown		
<input type="text" value="(default)"/>	<input type="text"/>		
<input type="checkbox"/> Affiliated (AP)	<input type="checkbox"/> Rookie	<input type="checkbox"/> Injured	
<input type="checkbox"/> Suspended	<input type="checkbox"/> Reserve	<input type="checkbox"/> Import	
<input type="checkbox"/> Hide from Public	<input type="checkbox"/> Committed		
Bio	<input type="text"/>		

Games

Same as above in [QuickLinks section](#)

Practices

Same as above in [QuickLinks 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.

Assignments
<p>Team Assignments are an App Only feature, they are items for a specific game/event/practice which you assign to a player. An example could be "Bring Snacks" (for a specific Event).</p> <p>Once you create and assign these items, they will appear in the RAMP Team App for that specific event.</p>
<input type="button" value="Add Assignment"/>
No Records Found

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.

Assignments

Assignment Name

When

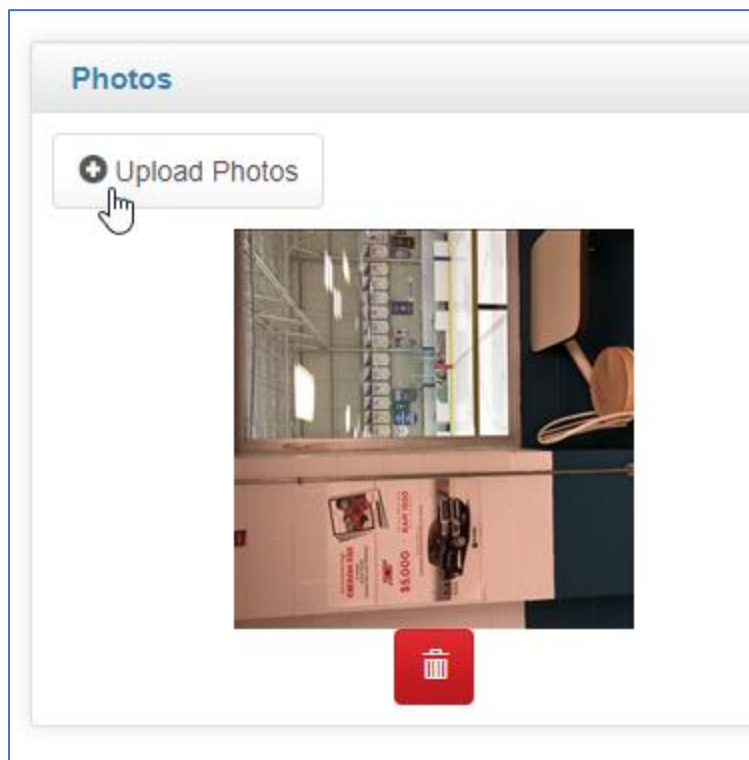
All ▾

Who

Unassigned ▾

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.

League Tie In

You can tie in your team site with your league's website, by doing so your league schedule will appear on your team's website.
If you enter a login and password matching your league login, you'll be able to enter gamesheets as well within this login.

League
Ottawa District WHA

Team
2021-2022 - Under 15 (U15) - Under 15 (U15) B - Kanata Rangers #1755

League Login
Kane

League Password
40

League
Metro Ottawa GHL

Team
choose

League Login
Kan:


League Password
40:

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

Under 15 (U15) - U15 B

U15 B - OTTAWA DISTRICT WHA GAMES

OTTAWA DISTRICT WHA STATISTICS GAMES PRACTICES STATISTICS



League Games

Season: 2021-2022

All

Month: All Months

#	Date	Location	Home	Visitor
	Tue, Oct. 26, 2021 8:30 PM	Kanata Recreation Complex - Rink B	Kanata Rangers #1755	Nepean Wildcats #2864
	Sun, Oct. 31, 2021 10:00 AM	CARDELREC Recreation Complex A	Kanata Rangers #1755	Gloucester Cumberland Stars #2485
	Sun, Nov. 07, 2021 8:00 PM	Kanata Recreation Complex - Rink A	Kanata Rangers #1755	Ottawa Ice #2034

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 [QuickLinks 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.