



INSTRUCTIONS FOR **TEAMS** TO USE THE RAMP GAMESHEET APP



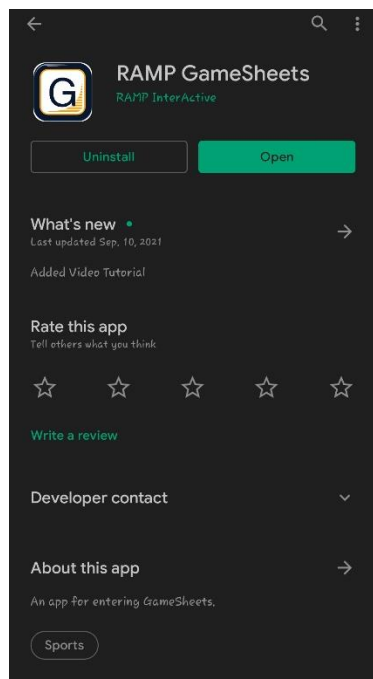
Team Coach/or designated staff member MUST download the RAMP Game sheet APP (free) on their smartphones.

Depending on your smartphone (android or tablet) you must go to the Google Play store or Apple app store.

The scheduler, schedules the game on RAMP Games Portal and MUST provide the code to the all other parties so that the electronic game sheet can be accessed and used during the game.

The 2 team coaches or designated staff member must go into the app to access the electronic game sheet at least 10 minutes prior to the start of the game to select their players and their staff that will be on the bench for that game. Once this has been done, the team coach or designated member must sign the game sheet.

For this process to work, the coach or staff member must download the RAMP Game Sheet App to their smart phone. This app works just like any other app. Once downloaded you will have to create a personal account so that you can access the app. This account is not tied to a team or an association. It is your personal account. Once created, your home screen will look like the following image below on the right.



The image to the left is taken using an Android device. When you go to the play store, you must look for the “RAMP GameSheets App”. The icon for the app is pictured here for you.

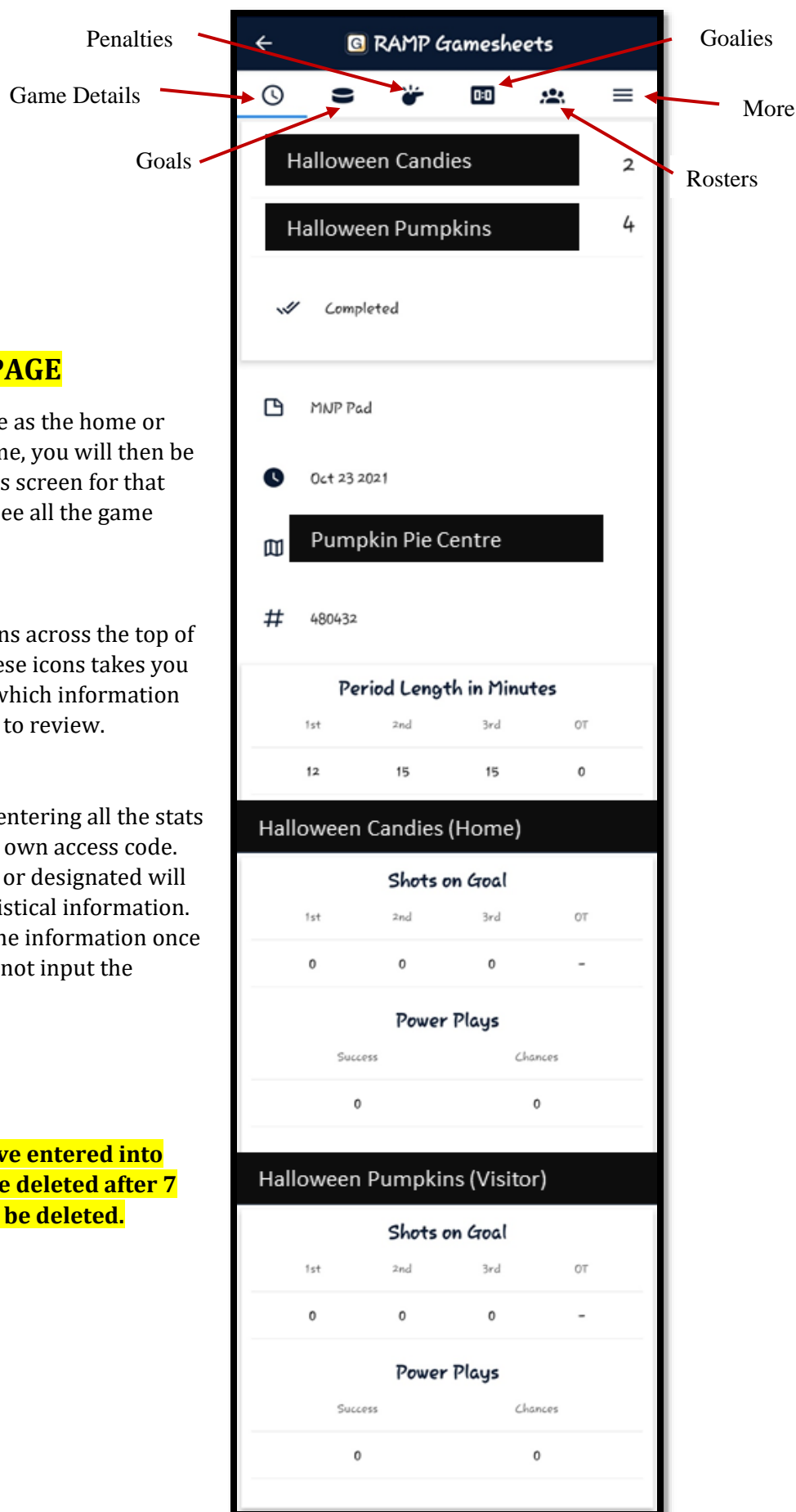
The image to the right is what you will see when you have downloaded the app and created your account.

This will be the home page screen of the app each time you open it.

You will be entering the official game code in the boxed you see there and then tap on the search icon for the game to show up



***** Each game will have its own unique code. *****



GAME DETAILS TAB/PAGE

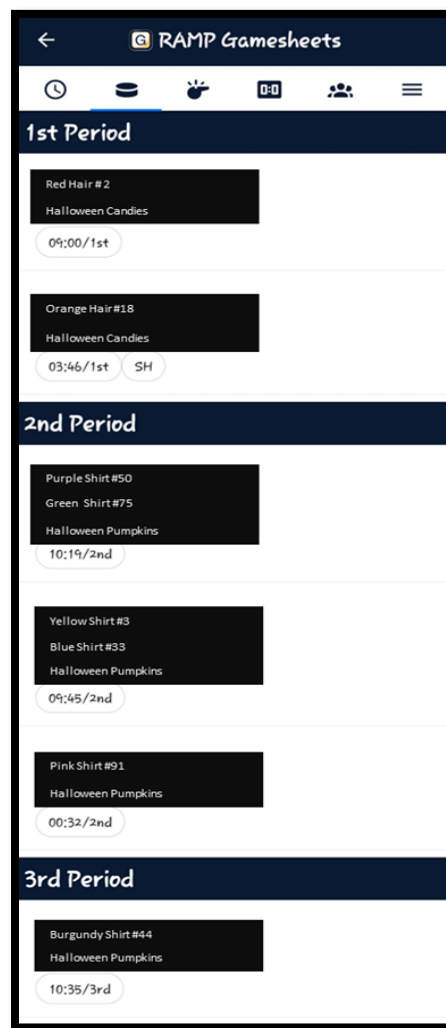
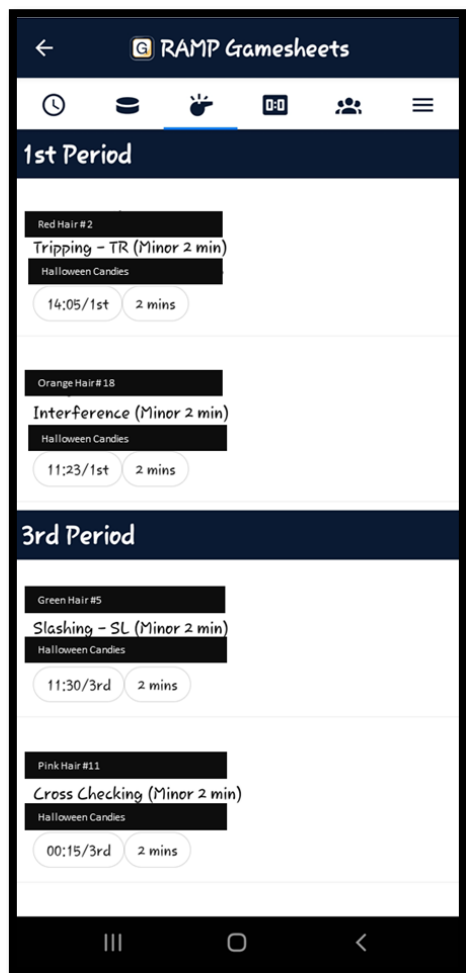
1. Upon entering your code as the home or visiting team for the game, you will then be taken to the game details screen for that specific game. You will see all the game details here.
2. You will also see the icons across the top of your screen: Each of these icons takes you to a different screen in which information will be available for you to review.
3. The timekeeper will be entering all the stats for the game using their own access code. You as the team coach / or designated will not be entering any statistical information. You will be able to see the information once it is entered but you cannot input the information yourself.

****NOTE****

The game codes that you have entered into the app will automatically be deleted after 7 days. They cannot manually be deleted.

GOALS TAB/PAGE

This page will walk you through the goals that were scored in the periods by both teams. As per the image to the right, this page outlines the player that scored, the team they are rostered to and the time of the goal.

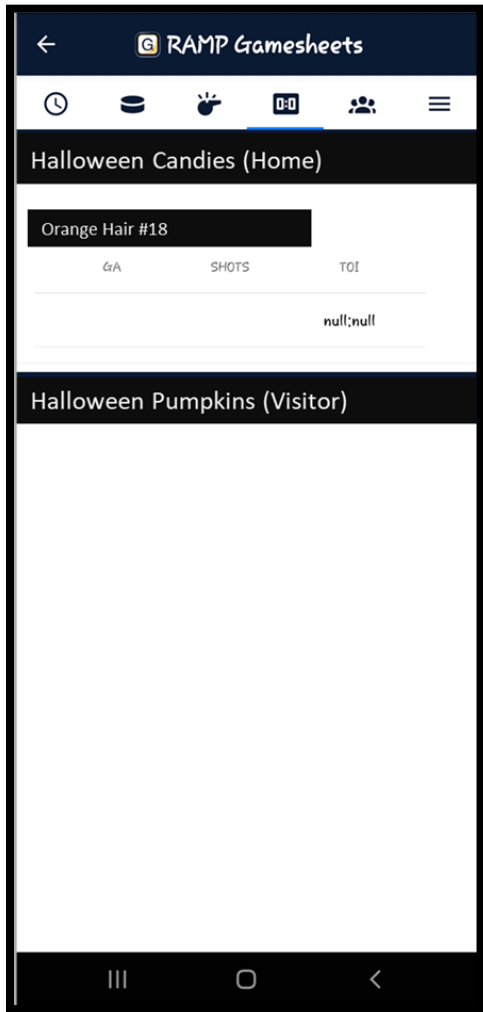


PENALTIES TAB/PAGE

This page lets you view the penalties of this game.

Please note that if your team receives a suspendable penalty you MUST report it to the EFHL Discipline Directors via email.

Please send the details of the game: Date, Time, Location and team names along with the name of the player/ staff who received the penalty and the type of penalty they received. This email must be sent within 24 hours following the end.

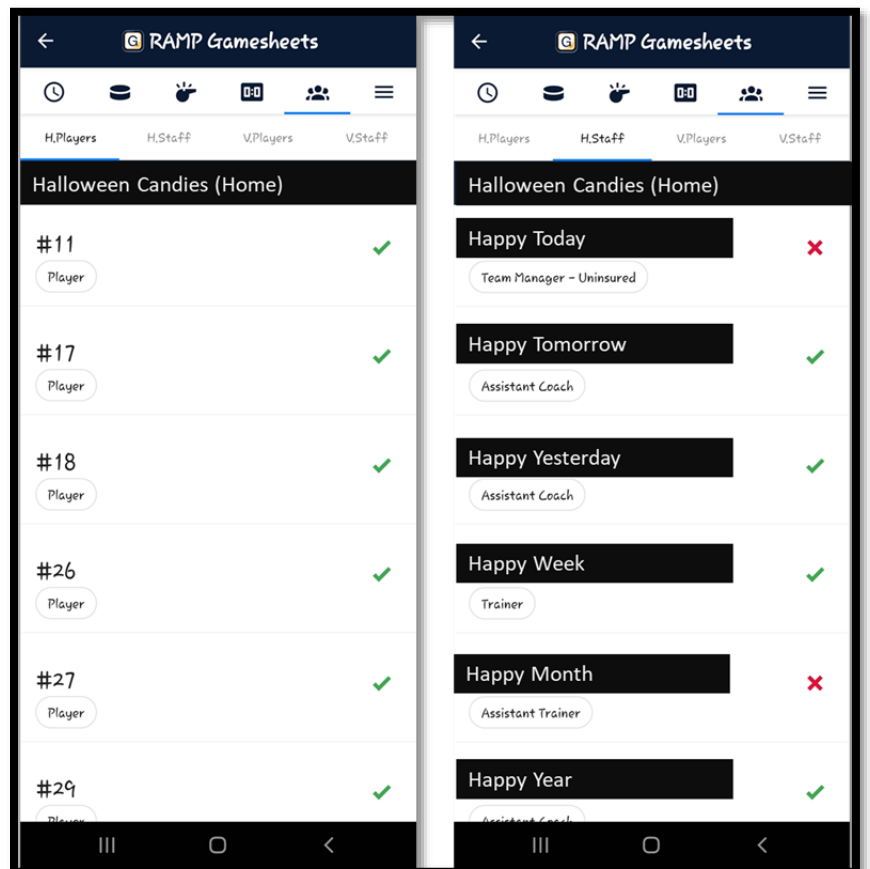


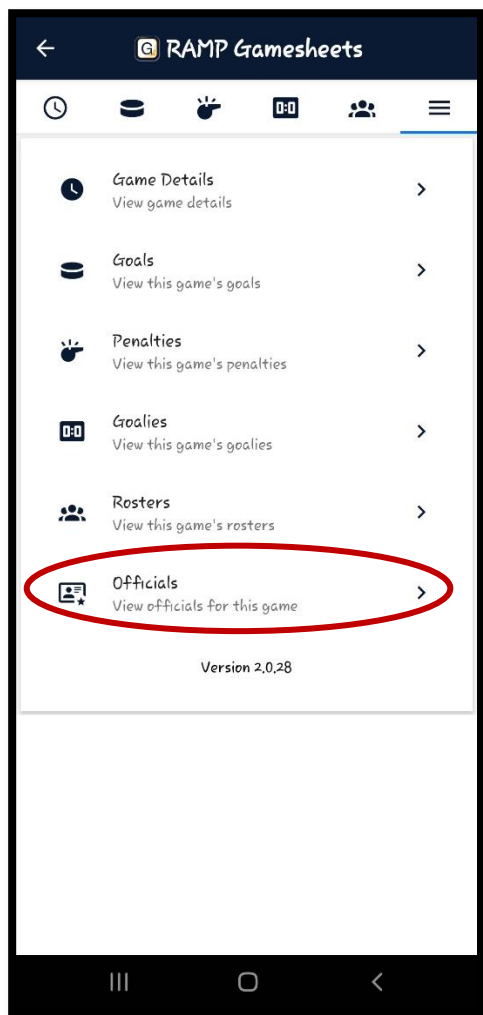
GOALIES TAB/PAGE

The "Goalies" tab will provide you with information regarding Goalies for each of the team. It is not mandatory for the teams to enter information in this tab but if they choose to enter information.

ROSTERS TAB/PAGE

Here team Coaches or designated individual must select the Players and Staff that will be behind participating in the specific game. The toggles can be used to do this. Only the Home team can make changes to the Home team roster. Only the Visiting team can make changes to the Visiting team roster.





MORE TAB/PAGE

The three lines on the page will enable you to access additional information pertaining to the game.

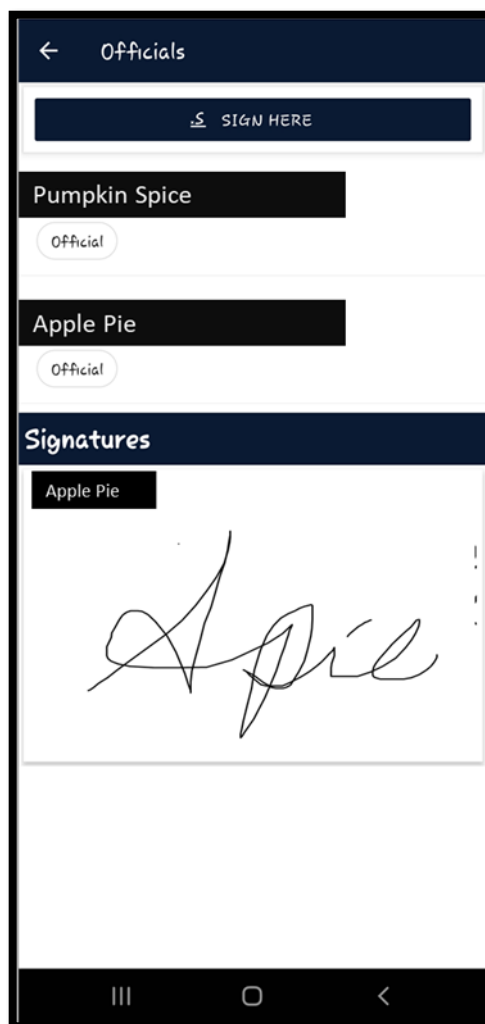
You will be able to see the officials of the game. Their signatures will not show until they have had the opportunity to review the game sheet and verify that all information is accurate.

SEE BELOW IMAGE FOR DETAILS.

OFFICIALS TAB/PAGE

This page will show you the names of all the officials for the specific games. This information was entered by the timekeeper. The official must sign off on the game sheet once they have reviewed the game details for accuracy.

To sign off on the game sheet, select the "Sign Here" tab at the top of this page, you can then use your fingers to sign or initial the game sheet.



ADDING A PICK-UP PLAYER.

Teams can add a pick up player for the game by following the instructions below:

1. Select the Roster Tab, once there at the top of the screen you will see a tab to “ADD PLAYER”
By selecting this you will be able to enter the information for that player, including Name, position and Jersey #. You will also be able to choose some additional information pertaining to this player.
2. Once the data is entered, please select “SAVE”. This is ensure the data is saved.

SUSPENSION TO A PLAYER ON THE TEAM.

When a player receives a suspension in a game, and the information is entered by the timekeeper, this information will be tracked by the RAMP system. The team must report that a suspension was issued to a member of the team by emailing the Discipline Directors for the division with the required information. The Discipline Directors will process the suspension and record it on the system.

In the next game for the team, the member will appear on the player list on the app however, beside their name it will show “SUSPENDED”. This will show up for the number of games that the member has to serve. Once all games have been served, the member can return to activities and “SUSPENDED” will not longer appear beside their name.

When a player is serving games, no action is required when using electronic game sheets. If the suspension was issued at a game in which paper game sheets were used, we ask that the team please notify us of the games being served by the player if they are serving the games when electronic game sheets are being used.

Any data entered in the app will automatically upload as soon as you have a wifi or internet connection.

If you are at a facility in which wifi access is limited, we advise that you enter the code for the game before you get to the facility. This way all the details will be downloaded to the device for you so that entering information is easier. On ice game officials do not have to carry their devices with them while they are skating. If they choose, they can leave their devices in the timekeeper box for put away until they are ready to review the details. Officials will be able to review the game details following the game.

Any changes to the information that was entered via the app that was incorrect must be reported to the RHL Governor via **governorinchief@rockieshockeyleague.com** Please ensure that you send along the details so that the matter can be looked into.

Thank you for your hard work, commitment, and dedication to the success of the RHL.