## 1. INSTALL RAMP ELECTRONIC GAME SHEET APP

The Head Coach (or designated Team Staff member), Scorekeeper(s), and Officials will need to download the RAMP GameSheets App onto their phone.

Each person who will be using the app will need to create an account on the App. This is the same account login/password as the RAMP TeamApp, if you have used this previously. This account must be your own unique account; you cannot share with someone else.

At the top of the home page of the App there is a link to a YouTube Tutorial (approx. 14 minutes).
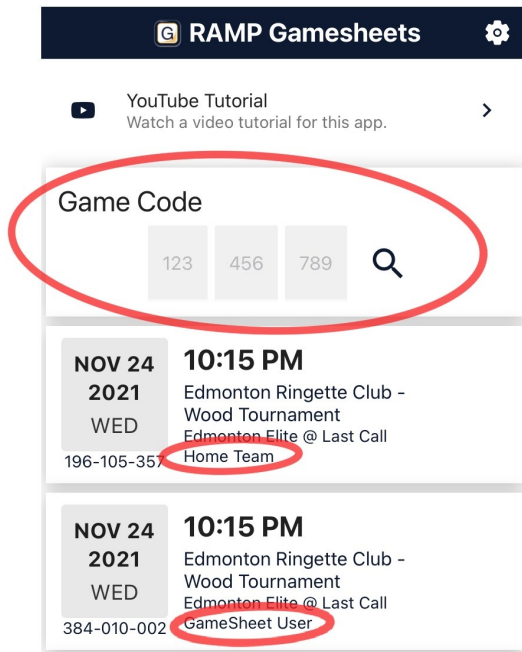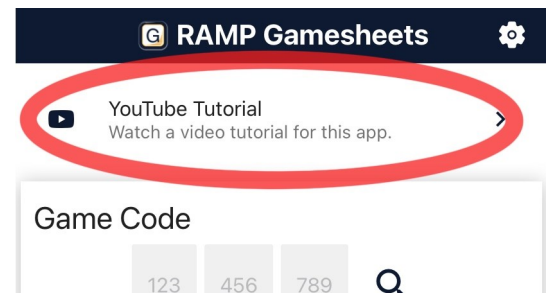
2. ADD THE GAME CODES TO YOUR PHONE

The Games Codes for your round robin games can be found on the RAMP Game Portal (the login you entered your team roster). On the left-hand side menu of the Dashboard, under "League Gamesheet App Codes". Officials Game Codes will be available at the tournament & in the ref room.

All codes are nine digits (###-###-###) and are unique for each game **AND ROLE (HOME/VISITOR/GAMESHEET/OFFICIAL)**.

Team Staff: Add the **HOME CODE** or **VISITOR CODE** depending on the game.

Scorekeepers: Add the **GAMESHEET CODE**

*Please note each CODE gives different access (Coaches cannot sign in via the Gamesheet code), so pay attention to which code is entered.

BEFORE THE GAME

Ensure you have access to data to access the GameSheet App, the GAMESHEET CODE can be added prior to arrival and will work offline if needed. The arena may have public WiFi, if you are experiencing connection issues during the game, flip the phone/tablet to airplane mode and sync data at breaks/when the game is completed. *Some scorekeepers have noted it is easier to use a tablet/ipad for data entry.

Add the GameSheet Code, it will appear as *GameSheet User* under the game.

Gamesheet entry paper sheets will be available from the control table.

DURING THE GAME

Use the paper scoresheet in the box to record information as the game progresses. There may not always be time to enter all the information in the app when it occurs. If your phone cannot maintain data or Wi-Fi connection, it may be necessary to change your phone to "Airplane" mode for the duration of the game.

On the game details page 🕐: turn on Live Scores

Officials will either check your device or the tournament tablet in the box to check the rosters.

To add a goal, click the 🏒 icon.

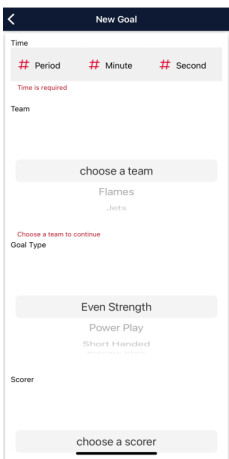|	
+ NEW GOAL Enter Period & Time (U16/U19—P 1,2,3 & 4) Select Team Goal type (optional) Scorer & Assists (if awarded) **TIP: Click between the lists to scroll down the page.** *New Goal screen: Time (# Period, # Minute, # Second), Time is required, Team, choose a team (Flames, Jets), Choose a team to continue, Goal Type (Even Strength, Power Play, Short Handed), Scorer, choose a scorer*	To add a penalty. Click on the ☝ icon. **+ NEW PENALTY** Enter Period & Time Select the offence, listed alphabetically Select Team Select player, coaches will show up first, then players by # Fill in if different player is serving, in the event of a goalie penalty or injury.

*Do not worry about goaltender times/stats or shots on goal or designating Game Winning Goal, these can be entered following the game if required.

NOTE: Teams are permitted one time out per game, and one additional time out for overtime (cross-over & placement games). Currently the app does not have this feature, so please mark on the sheet to ensure team does not exceed.

AFTER THE GAME

Ensure all goals & penalties are entered in the app and score is reflected correctly. If you have previously been on "Airplane mode", find a connection and click SYNC ALL to send data to the website. Click off Mark Game as Completed (red to green).

Hand in Gamesheet paper to the control desk, they will verify and upload a picture of the gamesheet to the website.

GOALIE & SHOT STATS
**if utilizing

Using the Shot Tracking Sheet, enter the Goalie Data.

To add, click the 0:0 Icon:

+ Goalie

Select Team, Select starting goalie. Record the time played (Minutes/second), total shots & total goals. If this goalie played the whole game, credit the goalie with Win, Loss or Tie. **SAVE**

If goalies were changed, repeat the steps with the second goalie. Credit the goalie that finished the game with Win, Loss or Tie. **SAVE**

Enter for all goalies on both teams.

Ensure all of the information is inputted.

Game data will upload next time the device has access to a Wi-Fi or internet connection if connection was lost.

Therefore, at the end of the game, establish a connection and click "SYNC ALL" on the phone or device. This allows the referees to access the game information. You are now **finished.**