Game Sheet and Score Upload Instructions

Step 1: As soon as you finish completing your Game Sheet, use your phone to take a picture of the Game Sheet for your records and you will also need to Upload it later on in Step 7.

To avoid financial penalties (fines) from SYSI or SASI, it is the Referee's responsibility to submit the Game Sheet no later than two business days after the game (before 5:00PM).

Note: The Game Sheet needs to be clear and legible (try to take a picture with the least amount of shadow). Game Sheet pictures need to be in JPEG or PDF format so that they can be uploaded to RAMP.
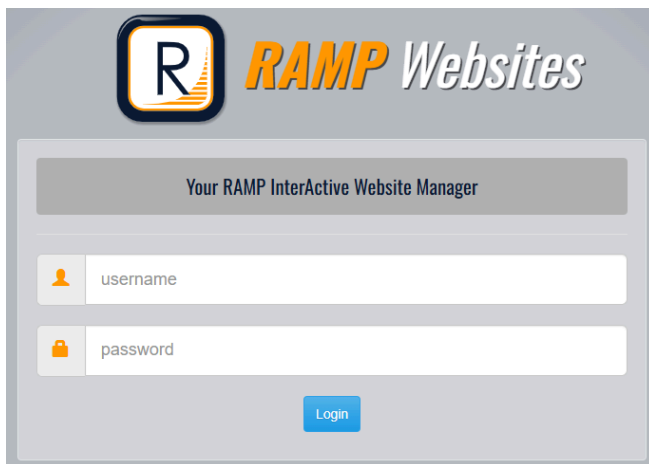
The easiest way to upload your Game Sheet is to Login (Step 2) by using your phone but you can also download the Game Sheet picture to your Desktop Computer and upload the Game Sheet to RAMP.

Step 2: Login into https://admin.rampcms.com/login

Note: You can also go to the SYSI or SASI website to login. After going to one of these websites, click on the ADMIN LOGIN link in the top left corner.

This page will appear.

Youth Soccer Game Sheet submission:
Username = youthgames   Password = SYSIgs26$

Adult Soccer Game Sheet submission:
Username = adultgames   Password = SASIgs26$

Click Login button
Note: These Usernames and Passwords should only be used by SDSARI referees and should not be shared with others. Referees using this access inappropriately will be disciplined.

:
Click on League Games
On your phone you may have to click on the three lines to open the menu
On Desktop, the menu shown below will appear on the left side of the screen.

: Searching for your game
This can be the most confusing step in the process so make sure to use your Game Sheet information.

This window will appear where you can search for your game.

Season – Outdoor or Indoor (depending on what season you are refereeing)
Division – In the top right corner of your Game Sheet you will see Category:
You need to match the Game Sheet Category with the same Division in the drop down menu.
Dates - Make the Start/End date the same date shown on your Game Sheet

For all the other search features: **Game Type, Team, Field** - Keep these as "ALL"

Click the View button

After you click the View button, a table of games on the day you selected will appear below the View button.

Note: If you do not see your game that you refereed in the table, you probably set the Division incorrectly and will need to find a similar match to what your Game Sheet says in the top right corner next to Category. There can be a lot of Divisions in the drop down menu so you will need to find the exact one. Once you find it, Click the View button again. Keep repeating Step 4 until you do see the game you refereed in the table.

Step 5:
Locate your game in the table
Click on Gamesheet (Green button) for your game

ID	#	Date	Start Time	Home	Visitor	Field	Completed	Uploaded	Team Verified	Club Verified	
1522560		07/13/2025	7:00 PM	Brazukada F.C.	Rec League Rejects	Kavia Auto Body	No	No			☑ Gamesheet
1522561		07/13/2025	7:00 PM	DRIFTERS FC	Due Birra Unito	Trail Appliance	No	No			☑ Gamesheet
1522562		07/13/2025	8:00 PM	Donald Duckers	Whisky Jacks Mens Turf	Trail Appliance	No	No			☑ Gamesheet

Step 6:
Enter the Final Score from the Game Sheet for the Home and Visitor teams
DO NOT CLICK ON GAME IS FINISHED – The Office will do that

Do not enter the scores for U11 games.

For example, if the Final Score was 2 - 1 for the Home Team, enter the Final Scores similar to what is shown below.

Note: Do not enter any Game Sheet information into the Roster Section

Step 7:
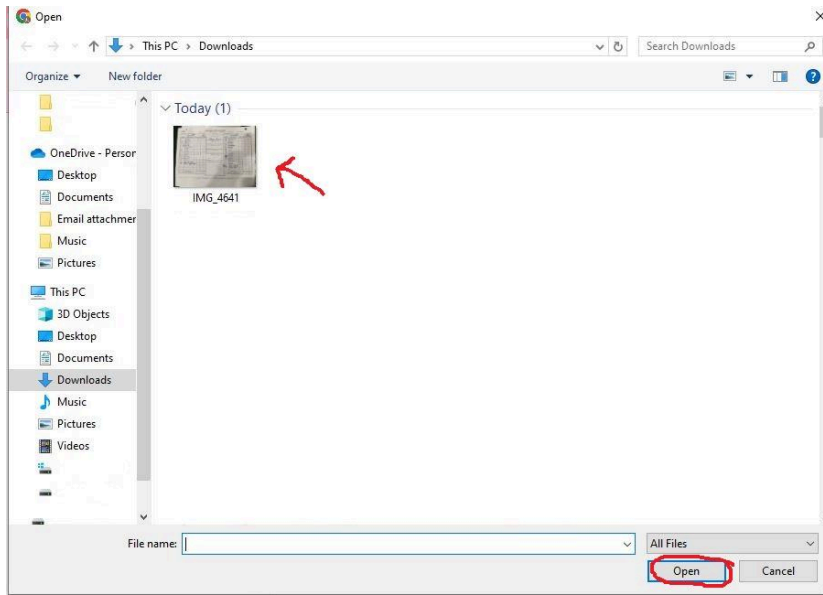Scroll down to Game Files
Click Choose File button

This will prompt you to find the picture you took of the Game Sheet on your phone or if you are using a Desktop computer, the picture that you downloaded from your phone.
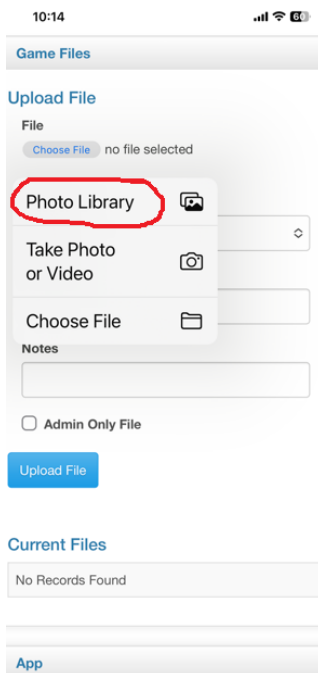
Desktop User:
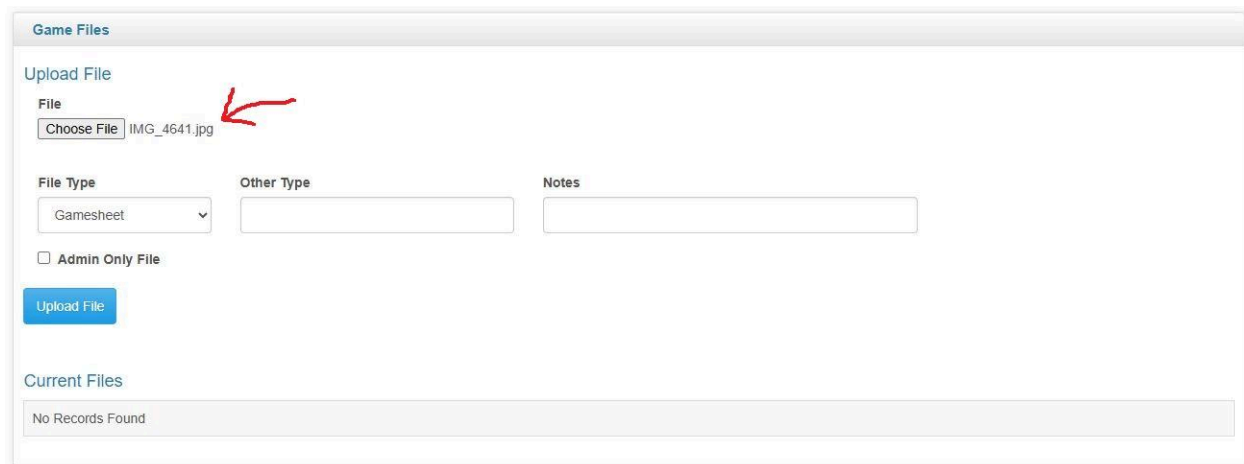Click on the Game Sheet picture
Click Open button

Phone User:

Every phone and Desktop Computer is different so you will have to navigate to where your pictures are saved.

Please ensure your Game Sheet is in JPEG or PDF format so that it will upload correctly.

Step 8:
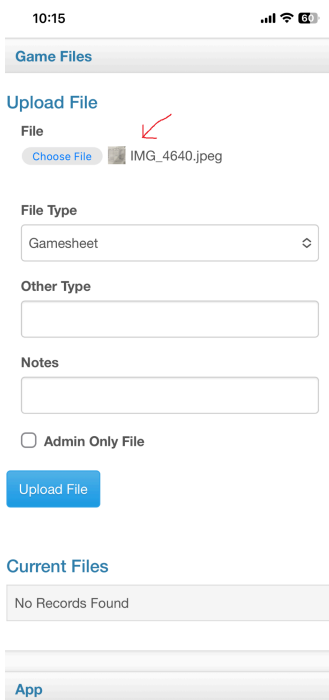
If your picture is in an acceptable format and uploads to RAMP you will see something like this:

Desktop User:

Phone User:

:
Click Upload File button
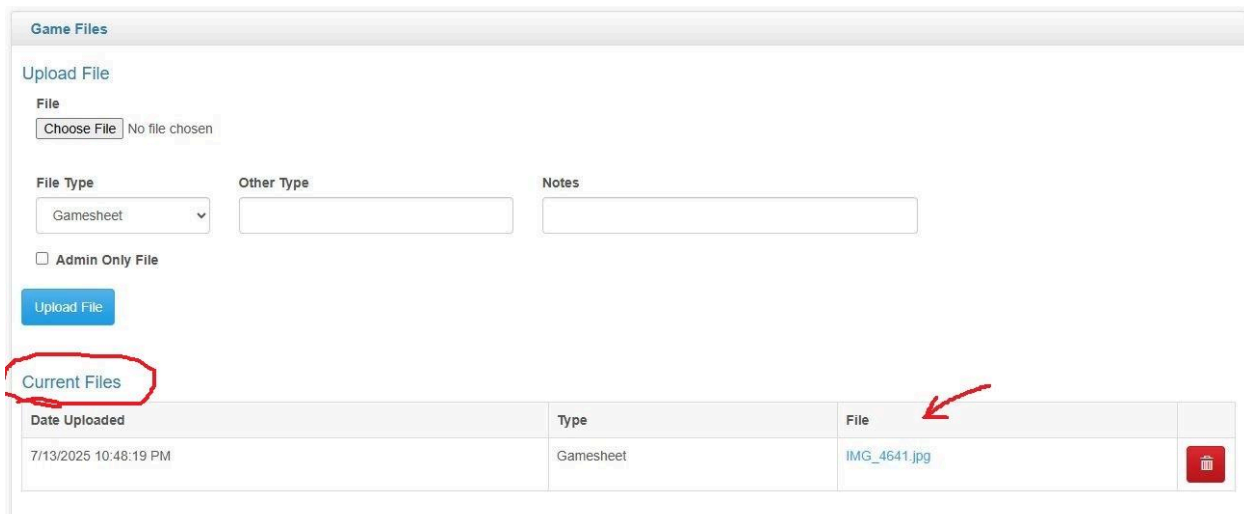

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Double check that your Game Sheet was uploaded.
To do this, scroll back down to the Game Files and look for your uploaded Game Sheet in the
Current Files table. It should look similar to this:

Desktop User:

Phone User:

Step 11:
In Step 10 you confirmed that the Game Sheet was uploaded correctly so now in Step 11 you should confirm the Scores were uploaded correctly.

To do this, scroll back up to the top of the page and re-complete Steps 3 and 4. Once you Click View in Step 4, you should see something similar to this where the Final Scores are next to the Team Names in the table.

ID	#	Date	Start Time	Home	Visitor	Field	Completed	Uploaded	Team Verified	Club Verified	
1522560		07/13/2025	7:00 PM	Brazukada F.C.	Rec League Rejects	Kavia Auto Body	No	No			Gamesheet
1522561		07/13/2025	7:00 PM	DRIFTERS FC (2)	Due Birra Unito (1)	Trail Appliance	No	Yes			Gamesheet
1522562		07/13/2025	8:00 PM	Donald Duckers (3)	Whisky Jacks Mens Turf (1)	Trail Appliance	No	Yes			Gamesheet

Step 12:
If you have confirmed that the Game Sheet is in RAMP and the scores appear as shown on Step 11, you have successfully completed a Game Sheet and Score Upload. Scroll back up to the top of the page and click League Games (Step 3). This is where you can start the whole Game Sheet submission process over again if you have further games to upload Game Sheets and scores for or you can close the browser window and leave.