Ramp Guide for Managers

1. Go to https://admin.rampcms.com/login
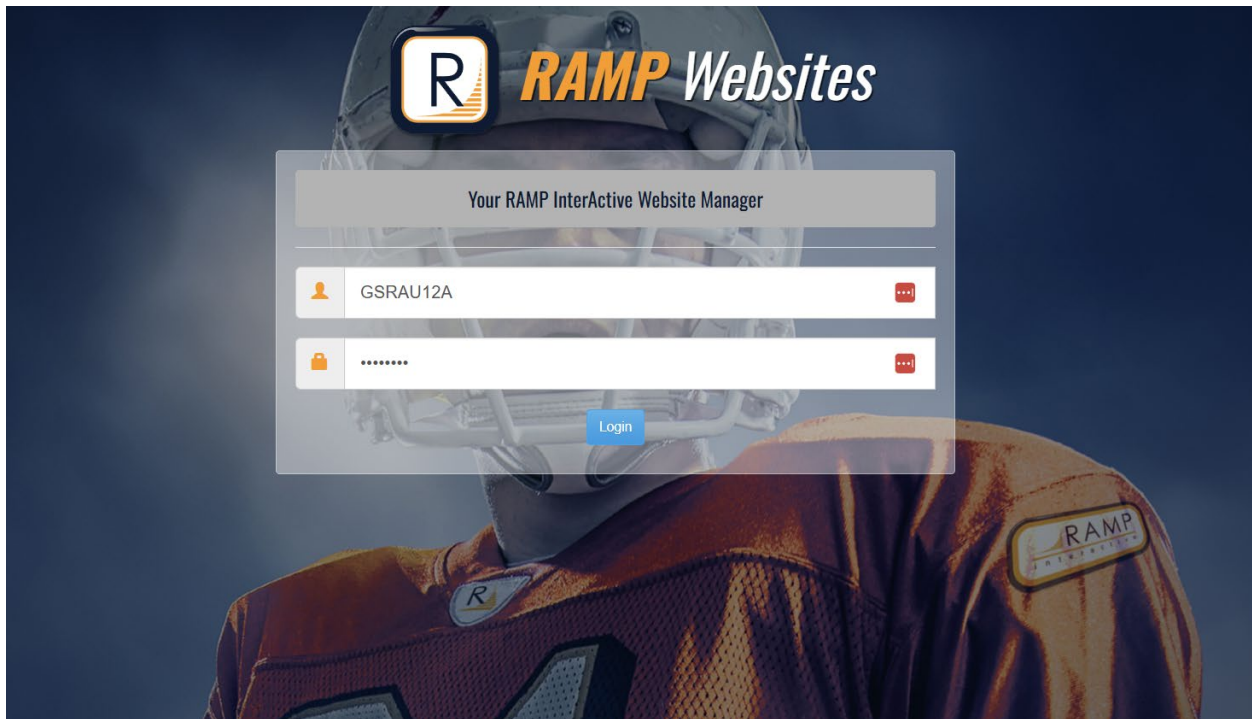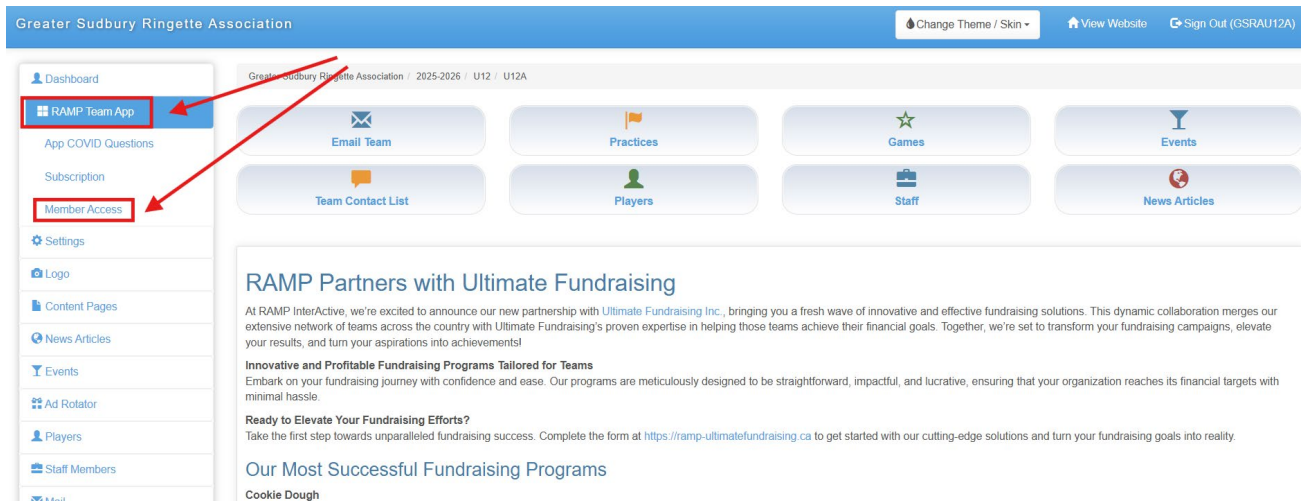2. Login with team credentials; these are emailed to you by the Registrar. If you don't receive your credentials, email sudburyringette.registrar@gmail.com

3. In the left-hand menu, select Ramp Team App. Then, click "Member Access".


4. Scroll halfway down the page and add your email under the heading "Team Mgr Email"; the app will send you an email when someone requests to be part of your team.
5. To send a Ramp Team app invite to your team's parents, click the "Send App Email Invite" under the Email Invite heading. This email goes the primary parent email that was used during registration.

a. Let your parents know that the registration account holder will receive this email. If this is a parent's first time accessing the Ramp Team app, they will have to register a new account using the same email they use for registrations (or they can choose to use a different one, but this would mean that the manager would have to add the new email manually on the app).

b. Also, let parents know that additional people can be added manually to Ramp by the manager (e.g., another parent, a guardian, a grandparent, a caregiver, etc).

Features of Ramp CMS

1. Dashboard – the main landing page for the website. You can quickly access menu items to send emails, add games, add practices, add events, view your team contact list, view your player list, view your bench staff, and add news articles.
2. Ramp Team App
    a. This is the section where you can grant member access to the Ramp Team app
    b. There is a section for "Subscription" – the GSRA manages the subscriptions, so please do not cancel a subscription or purchase more time. If you need your Ramp Team app longer than the expiry date, please contact the registrar at sudburyringette.registrar@gmail.com to coordinate an extension for app access
3. Settings
    a. Add your email so that any responses to team emails sent through the platform are sent to your email. This email will also be used to send Ramp notification (e.g., when someone asks to join your team app)
    b. You can also change your Ramp CMS login and password here.
4. Logo
    a. Add a team logo or image to your Ramp app. You'll see in the image below, this team added the GSRA logo to their team, which shows up as the background on events in the Ramp Team app.
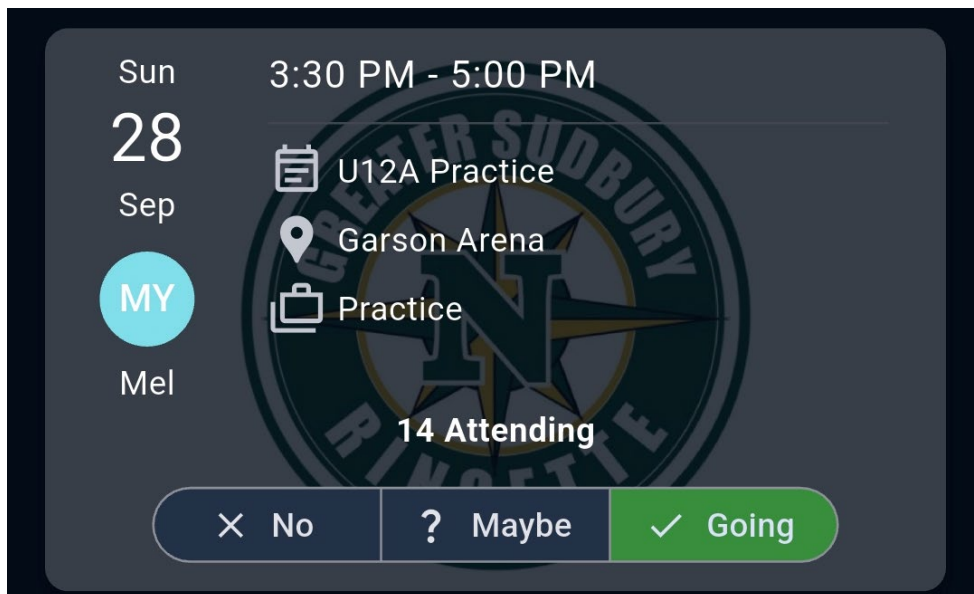
5. Content Pages
    a. You can add additional content pages to your teams website on the main GSRA website. For example, U16A added the following to their team page:
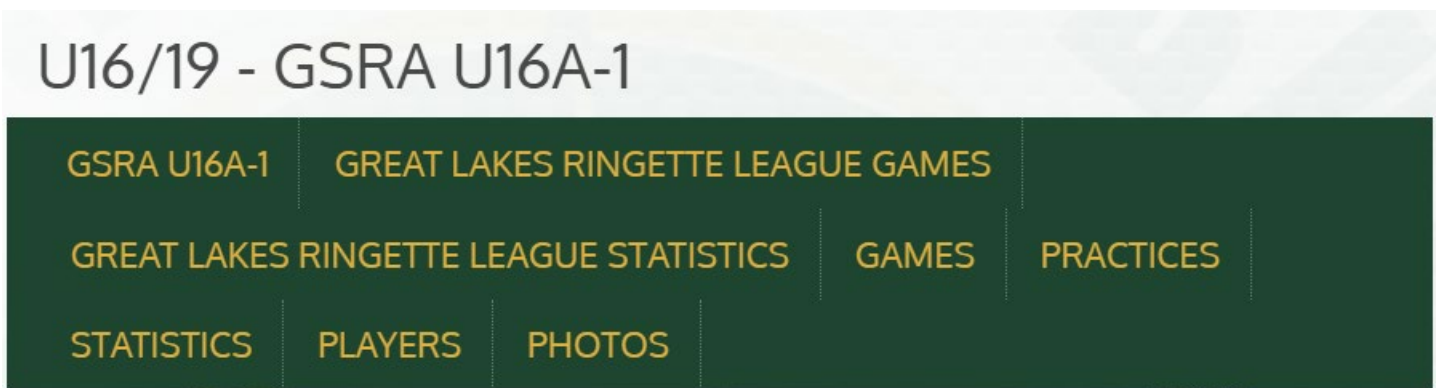
    b. You could also add a page for sponsors to thank sponsors.
6. News Articles
    a. You can add news articles to your site that also get carried across into your Ramp Team app. It could be communication for a fundraising event or another longer piece of information that you want to share with the team. These news articles will also appear on the website, so be conscious of what you post.
7. Events
    a. You can add events on the website; but you can also do this directly in the app. In the app, select the Teams option on the bottom menu, then select

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⚡ **Quick Actions**

📅
Create Event

📅
Calendar

📊
Polls

✉
Send Email

🛡 **Team Management**

👤+
Add Team Member
Add a new team member   ›

🖥
Manage App Users
Manage app user access   ›

👪
Add App Users
Add new app users for this team   ›

8. Ad Rotator
    a. Add sponsor logos on an ad rotator right on the teams webpage on the GSRA website!
9. Players
    a. You can edit player information here; add jersey numbers
10. Staff Members
    a. View the official staff roster; all staff should be on this roster if they are going to be on the bench at tournaments; if someone is missing, contact the Registrar.
11. Mail
    a. You can send emails to the entire team through this option.
12. Games
    a. Add games here; but you can also do this directly in the app!
13. Practices
    a. Add practices; but you can also do this directly in the app!
14. Assignments
    a. If someone is responsible for bringing something to a team event, you can add an assignment for players or their parents. (e.g., bring player handbooks to dryland training tonight!)
15. League Tie In
    a. This is for teams that are registered in sanctioned leagues.
16. Contact List
    a. This provides all contact information for all players and their contacts
17. Print Labels
    a. You can have the roster set up to be printed on labels; excellent idea for paper game sheets used in House League games.