**Surrey Minor Ball Hockey Game sheet entry instructions**

To Enter a Game sheet:

1. Login into the RAMP admin MSA system using the login information provided, if you do not have this information email admin@smbha.org. This can either be achieved from the website by clicking the "Admin Login" found at the bottom of the webpage.

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Admin Login

4,569,499 Visitors
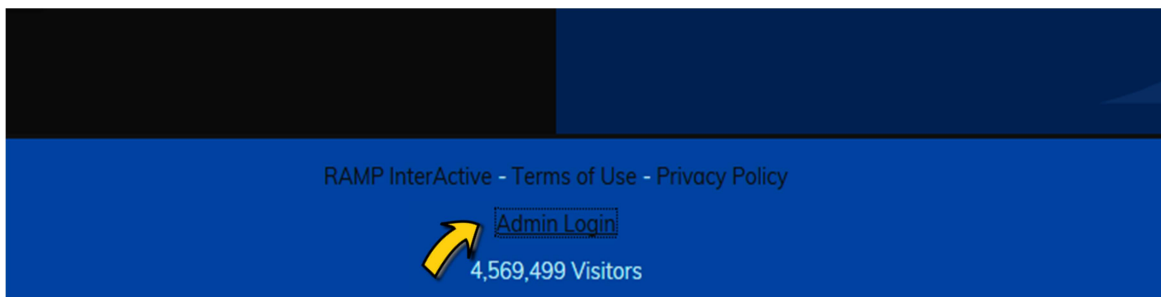
Alternatively, go directly to the RAMP admin MSA login webpage using this link: https://www.rampinteractive.com/msa/login

In the webpage you are redirected to, enter your Login and Password information and press "Login":

RAMP InterActive Content Management System

Please login with your Username and Password.

Login

2. Select "★ League Games" from the Side Menu (**NOTE** DO NOT SELECT "☆ Games") to view the available games to update. **NOTE**, you will only have **48 hours** from the start of the game to enter the game sheet. *If the game is at a City of Surrey arena, it is the responsibility of the* **Surrey HOME team** *to enter the game sheet. On the other hand, if the game is outside of the City of Surrey,* **then it is the responsibility of the SURREY team to enter the game sheet and UPLOAD a copy of the game sheet**.

You can either use the "Game Type" to filter by game type (Exhibition, Regular or Playoff games from the drop down menu and click "View" to view the available games), just scroll to find the game or use the Quick Search by putting in the game number:

3. Click the "Gamesheet" button beside the game you wish to enter information for.

   (*NOTE* Please <u>DO NOT</u> use the "Verify" icon for any purpose as this is for the sole use by our League Game Sheet Reviewers to verify games.)

4. **You MUST first enter the scores in the top section.** As you finish each section, scroll down to the next section. Your top section screen should look the following:

NOTE: In the PLAYOFFS, if a game ends in overtime, select the "Overtime". If it ends in a "Shootout", select the "Shootout".

5. **Click the "Game is Finished" checkbox – THIS MUST BE CLICKED IN ORDER FOR THE GAME TO SHOW IN THE STANDINGS.**

6. Ignore the "Game Clock" section as this is for LIVE SCORE purposes only, which we do not use.

7. In the "Shots on Goal" section, enter the number of shots on goal in each period by each team, click "Update Shots" when done:

8. For the next section, "Power Plays", record the number of power play (on game sheet these would be shown with a mark in the "PP" box on the goal line) goals the team scored in the **Success** box and the total number of penalties the other team had in the **Chances** box. Click the "Update Power Plays" when done:

Power Plays

	Success	Chances
PW7 Knights	1	5
PW5 Warriors	0	5

Update Power Plays

9. Enter the Roster in the "Roster" section (**NOTE**: make sure to change jersey numbers of each player if necessary, **ONLY check off each player who played in the game**)

Roster

Add Player   Update Roster
After you select your roster, don't forget to click Update Roster

PW7 Knights

	Jersey	Last	First	Suspended	AP	+/-
☑	3			☐	No	
☑	4			☐	No	
☑	5			☐	No	
☑	6			☐	No	
☑	7			☐	No	
☑	8			☐	No	
☑	9			☐	No	
☑	10			☐	No	
☑	11			☐	No	
☑	12			☐	No	

PW5 Warriors

	Jersey	Last	First	Suspended	AP	+/-
☐				☐	No	
☐				☐	No	
☑	1			☐	No	
☑	3			☐	No	
☑	5			☐	No	
☑	6			☐	No	
☑	7			☐	No	
☑	8			☐	No	
☑	9			☐	No	
☑	10			☐	No	

10. Click "Update Roster", Note: the rosters **MUST** be saved before continuing to enter the balance of the game sheet information. If you click away from this page before saving, all changes will be lost – please be sure to save!

NOTE: Inform the 2nd Vice President (2vicepresident@smbha.org) of players that are on the game sheet who are **not** on the team's roster. These should only be players designated with an "AP" in front of their name. Also suspended players should be noted on the game sheet and this should be reflected on this roster listing by checking the "Suspended" box beside the player.

For AP players, the Technical Director of Coaching (coach@smbha.org) must be contacted to determine if the player was an AP (Affiliate Player) authorized to be added to the team roster – once authorization is confirmed, the AP player will be added by the team or administrator. AP players must be identified on the game sheet with an "AP" in front of the player's name.
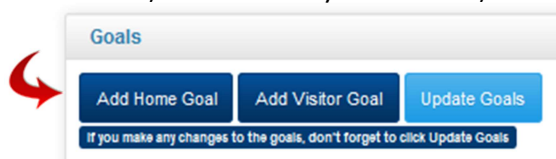
11. Enter the Goal details in the "Goals" section. For the home team, click the "Add Home Goal". A popup window will appear, for each goal scored enter the goal type (see below for definition of goal types), period, minute and second the goal was scored, jersey number of player that scored the goal, and jerseys of up to two players that assisted on the goal. ***You will be entering only the player's jersey number, therefore make sure the player's jersey numbers are correct in the Roster tab***. After each goal, click either "Add Goal" if you are done adding goals or "Add Goal & Add Another" if you have more goals to enter. For overtime, use a number to represent the "period", i.e. 4 for first overtime, 5 for second overtime. For shootouts, only enter the penalty shot that won the game; for period, again use a number to represent the shootout – for example, if the format is two overtime periods and then the shootout, the period would be 5.

Glossary is as follows:
Type of goal: EV – Even Strength Goal (majority would fall in to this type); PP – Power Play Goal; SH – Shorthanded Goal; PS – Penalty Shot Goal; EN – Empty Net Goal)

The following Popup window appears:

Result should look like the following:

NOTE: *If you make a mistake when entering the Goal breakdown, you can change it and click "Update Goals".*

12. Enter any penalties in the "Penalties" section in the same fashion as entering goals.

The following Popup window appears:

Complete each penalty by putting in the period of the penalty, minute and second when the penalty was given, jersey number of the player who received the penalty ("#" box, leave this blank if the penalty is a bench penalty), jersey number of the player who served the penalty ("Serv. #" column) – this will usually be the same as the offending player but in certain cases will be a different player; such would be the case in a **Bench** penalty. Continue completing the penalties by clicking "Add Penalty & Add Another", click "Add Penalty" if done or click "Close" (all ball hockey penalties are provided, if the game sheet penalty is not listed, please email 2vicepresident@smbha.org). The penalty duration is automatic based on the "Offence" selected, therefore please be sure to select the correct penalty from the drop down list.

Result should look like the following:

NOTE: *If you make a mistake when entering the Penalties, you can change it and click "Update Penalties".*

13. Enter the Goalie information in the "Goalies" section, similar to the "Goals" and "Penalties" section:

The following Popup window appears:

Enter the Jersey # of the goalie(s) who played during the game, Goals Against (goals against, *this would exclude empty net goals*), Shots Against (total shots on net, if for some reason the game sheet does not show shots on net use 15 shots for Peanut, Pup and Peewee games and 25 shots for Minor, Major and Junior games), time played ("Minutes Played" and "Seconds Played" boxes, only put the actual time the goalie played, e.g. 30 min played, if the goalie was pulled with 2 min remaining in the game then enter 28 min), and WLT Stat (Win, Loss, Tie). If the goalie did not allow a goal, check off the "Shutout" box to identify it as a "shutout".

If there were multiple goalies during the game, enter the stats appropriate for each goalie that played.

Result should look like the following:

NOTE: *If you make a mistake when entering the Goalie breakdown, you can change it by editing this screen and clicking save Update Goalies.*

14. Enter the game Officials information on the "Officials" section. If you are able to read who the officials were for the game, leave this section blank. Simply enter Name and Position in the appropriate fields and press "Update Officials".

15. Scroll down past the Game Stars section if you are updating a game played outside of Surrey and need to upload game sheets on the "Game Files" section. For **AWAY games with other Associations** (such as Surrey versus Metro), this section provides the means to upload your game sheet into the game sheet file. Scan the game sheet (or take pictures), save it to your computer and use the "Browse" button to select the file to upload. Select the type – "Gamesheet" and click "Upload File" to upload the file.

PLEASE UPLOAD YOUR GAME SHEET HERE FOR ALL AWAY GAMES BETWEEN A SURREY TEAM AND OTHER ASSOCIATION (DELTA, METRO, RICHMOND, TRICITY, ETC.), THIS MUST BE ADDED IN ORDER TO VERIFY YOUR GAME.

16. When finished, scroll back to the top of the web page and click the "League Games" on the side menu to return to the overall schedule.

AGAIN PLEASE NOTE: Once back at the overall schedule, do not use the "VERIFY" icon as this feature will be used by the League representative to signify the game sheet has been verified.

Any questions regarding game sheet entry or issues with a game sheet please email:

2vicepresident@smbha.org or stats@smbha.org