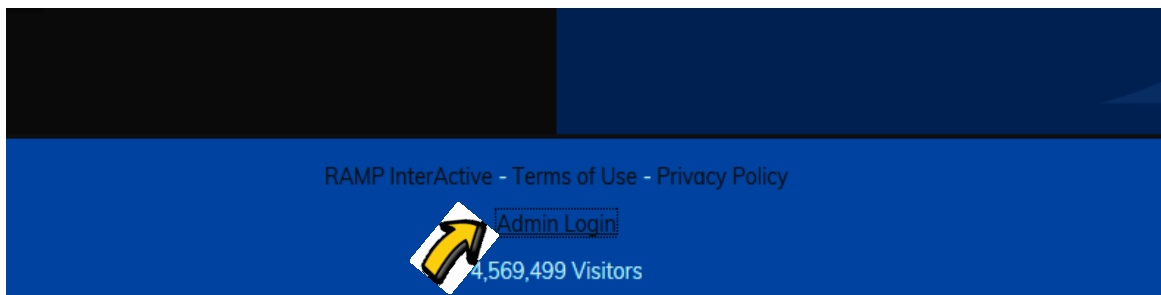




## Surrey Minor Ball Hockey Game sheet entry instructions

### 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](mailto:admin@smbha.org). This can either be achieved from the website by clicking the "Admin Login" found at the bottom of the webpage.



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

A screenshot of the login form for the RAMP InterActive Content Management System. The form has a light gray background. At the top, there is a light blue box with the text "Please login with your Username and Password." Below this are two input fields: the first has a red person icon and the second has a red padlock icon. At the bottom of the form is a blue button with the text "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.***



## Surrey Minor Ball Hockey Game sheet entry instructions

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:

The screenshot shows the 'League Games' section of a website. On the left is a sidebar with navigation links: Settings, Logo, Content Pages, News Articles, Events, Ad Rotator, Players, Staff Members, Mail, and League Games (highlighted). The main content area is titled 'League Games' and contains a 'Game Type' dropdown menu set to 'Regular Season' with a 'View' button below it. Below this is a 'Quick Search' bar. A table lists three games with columns for #, Date, Home, Visitor, Completed, and Verified. Each row has 'Verify' and 'Gamesheet' buttons. A red box highlights the 'Game Type' dropdown and the 'View' button. A red arrow points to the 'Quick Search' bar.

#	Date	Home	Visitor	Completed	Verified	
12	04/04/2017	PW9	PW2	No		<a href="#">Verify</a> <a href="#">Gamesheet</a>
36	04/08/2017	PW4	PW9	No		<a href="#">Verify</a> <a href="#">Gamesheet</a>
76	04/11/2017	PW9	PW6	No		<a href="#">Verify</a> <a href="#">Gamesheet</a>

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

(\*NOTE\* **Please DO NOT use the “Verify” icon for any purpose as this is for the sole use by our League Game Sheet Reviewers to verify games.**)

This screenshot is identical to the one above, showing the 'League Games' section. A red arrow points to the 'Gamesheet' button for game #12, which is the first row in the table.

#	Date	Home	Visitor	Completed	Verified	
12	04/04/2017	PW9	PW2	No		<a href="#">Verify</a> <a href="#">Gamesheet</a>
36	04/08/2017	PW4	PW9	No		<a href="#">Verify</a> <a href="#">Gamesheet</a>
76	04/11/2017	PW9	PW6	No		<a href="#">Verify</a> <a href="#">Gamesheet</a>



## Surrey Minor Ball Hockey Game sheet entry instructions

4. You **MUST** enter the Scores in the "Final Score" or "Game Score" tab first, if it hasn't been already saved. Your screen will look like one of the following:

**NOTE:** if a game ends in overtime, select the "Overtime" box. If it ends in a "Shootout", select the "Shootout" box. It's one or the other, not both.

5. Click the "Game is Finished" checkbox – **THIS MUST BE CLICKED IN ORDER FOR THE GAME TO SHOW IN THE STANDINGS.**
6. Click "Submit", if you forget to do this the entry will need to be re-entered. Therefore make sure you submit prior to continuing to enter the game sheet.
7. Enter the Roster in the "Roster" tab (**NOTE:** make sure to change jersey numbers of each player if necessary, **ONLY check off each player who played in the game**)



## Surrey Minor Ball Hockey Game sheet entry instructions

8. Click "Submit", 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 administrator ([admin@smbha.org](mailto:admin@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](mailto: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.

9. Enter the Goal details in the "Goals" tab for each goal scored (this includes the scorer, assists, type of goal [PP, SH etc.], period, and time). *You will be entering only the player's jersey number, therefore make sure the player's jersey numbers are correct in the Roster tab.* For overtime, use a number to represent the "period", i.e. 3 for first overtime, 4 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)

**\*\* EN:** this will automatically be checked if the goal type selected is "EN". DO NOT check this box



## Surrey Minor Ball Hockey Game sheet entry instructions

10. Click "Save Goals".

**NOTE:** If you make a mistake when entering the Goal breakdown, you can change it and click save goals again.

11. Enter any penalties in the "Penalties" tab.

First, enter the number of penalties for the Home team and for the Visiting Team. Click **"Update # of Rows"**. This will add rows for the entry of player penalties.

Secondly, complete each penalty row by putting in the period of the penalty ("P" column), jersey number of the player who received the penalty ("#" column, leave this blank if the penalty is a bench penalty), # 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 as would be the case in a **\*\*Bench\*\*** penalty. Continue completing the row by selecting the appropriate "Offence" from the list (all ball hockey penalties are provided, if the game sheet penalty is not listed, please email admin@smbha.org) then time the penalty occurred ("Min" and "Sec" columns). The penalty duration is automatic based on the "Offence" selected, therefore please be sure to select the correct penalty from the drop down list.



## Surrey Minor Ball Hockey Game sheet entry instructions

12. Click **"Save Penalties"**.

**NOTE:** *If you make a mistake when entering the Penalty breakdown, you can change it by back to the penalties tab, making the changes and clicking save penalties again.*

13. Enter the Goalie information in the "Goalies" tab.

Similar to the "Goals" screen, enter the jersey number of the goalie(s) who played during the game, time played ("Min" and "Sec" columns, only put the actual time the goalie played, e.g. 30 min played. But, if goalie was pulled with 2 min remaining in the game then enter 28 min), "GA" (goals against, *this would exclude empty net goals*), "Shots" (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), and "WLT" (Win, Loss, Tie). If the goalie did not allow a goal, check off the "SO" box to identify it as a "shutout".

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

14. Click **"Save Goalies"**

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

15. Enter the game Officials information on the "Officials" tab. If you are able to read who the officials were for the game, enter this on this tab. Simply enter Name and Position in the appropriate fields and press "Submit".



## Surrey Minor Ball Hockey Game sheet entry instructions

16. Upload game sheets on the "Files" tab. For **AWAY games with other Associations** (such as Surrey versus Metro), this tab 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 – "Game sheet" and click "Submit" 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.**

17. When finished, 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:

[admin@smbha.org](mailto:admin@smbha.org) or [stats@smbha.org](mailto:stats@smbha.org)