

PICKUP (AP) PLAYER REQUEST ON THE RAMP GAMES PORTAL

How to submit and approve a request

HOW TO SUBMIT A PLAYER PICKUP (AP) REQUEST

All Pickup player request must now be completed via the RAMP Games Portal. The steps below will walk you through the process on how to do this as well as how to approve a player pick up request that was submitted to your team.

If there are any questions on the process, please feel free to reach out to games@owha.on.ca for clarification and assistance.

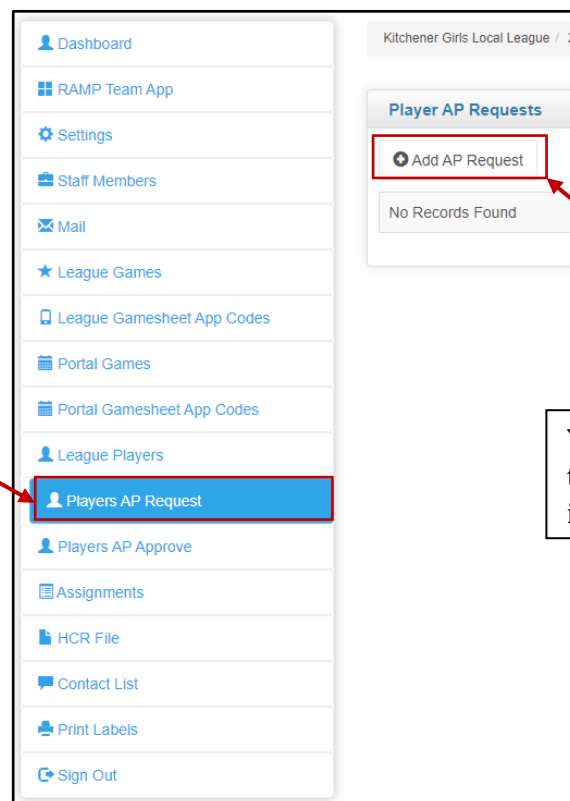
STEP ONE:

You will need to log into the RAMP Games Portal via your unique team login access. Your association registrar or main admin will be able to provide you with your unique team login.

Once you have logged in you will see the following screen.

From the left side of the screen, you will see tabs.

Click on the tab 'PLAYERS AP REQUEST'. This is the tab that you will need to request a Pickup player.



The screenshot shows the RAMP Games Portal interface. On the left is a sidebar menu with various navigation options. The 'Players AP Request' option is highlighted with a red box. On the right, the main content area shows the 'Player AP Requests' section for 'Kitchener Girls Local League / 20...'. A red box highlights the 'Add AP Request' button, and a red arrow points from the 'Players AP Request' tab in the sidebar to this button.

You will then need to click on the "ADD AP REQUEST" and fill in the information needed.

STEP TWO:

Please read the information below as it will walk you through the process of what needs to be entered to request a Pickup Player.

The form is titled "Player AP Request" and contains the following fields and sections:

- Association Admins:** A dropdown menu with "choose" selected. Callout: "You must select the OWHA Association that you wish to pick up the player **FROM**."
- Team:** A dropdown menu with "Select a Team" selected. Callout: "Once an association is selected, under the Teams drop down, you will then have to select the specific team that you are requesting the player **FROM**."
- First Name:** A text input field. Callout: "You must enter the First and Last Name of the player you wish to pick up."
- Last Name:** A text input field. Callout: "You must enter the First and Last Name of the player you wish to pick up."
- Start Date:** A date input field. Callout: "The date fields are mandatory, and you will need to put the date of the game in which the player is needed for. The end date can be no more than 4 days from the start date."
- End Date:** A date input field. Callout: "The date fields are mandatory, and you will need to put the date of the game in which the player is needed for. The end date can be no more than 4 days from the start date."
- Note:** A text area with a placeholder "*Max of 4 days". Callout: "The Notes section is not mandatory, but you are welcome to enter any information you wish to share with the team in which you are requesting the pickup player from."
- Buttons:** "Submit" (blue) and "Cancel" (grey). Callout: "Once all the details are entered, you must click on the submit button to submit your request."

A player can only be picked up for a maximum of 4 days for each request.

If this player is needed beyond the 4 days, you must submit another Player Pick up Request via the process outlined above.

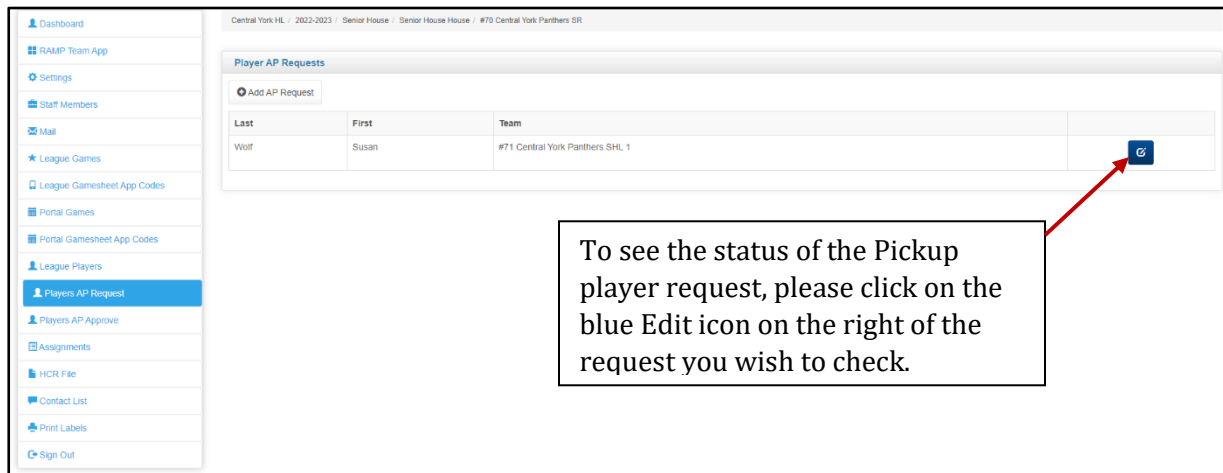
REMINDER: OWHA Player Pick up Eligibility Rules must be followed.

Once your request has been submitted, all the staff that are assigned to the team roster of the team you are requesting the player from will receive an email notification to advise them that there is a Pickup player request pending.

Only one staff member from the team needs to log into the RAMP Game portal to approve the request.

Once the request has been approved, the team requesting the player will then receive an email to advise them that the request has been processed. The requesting team can now log into the RAMP Games Portal, and they will see the status of that request.


Once the requesting team is logged in, they will tap on the AP Player Request tab, they will then see the request sitting on their platform.



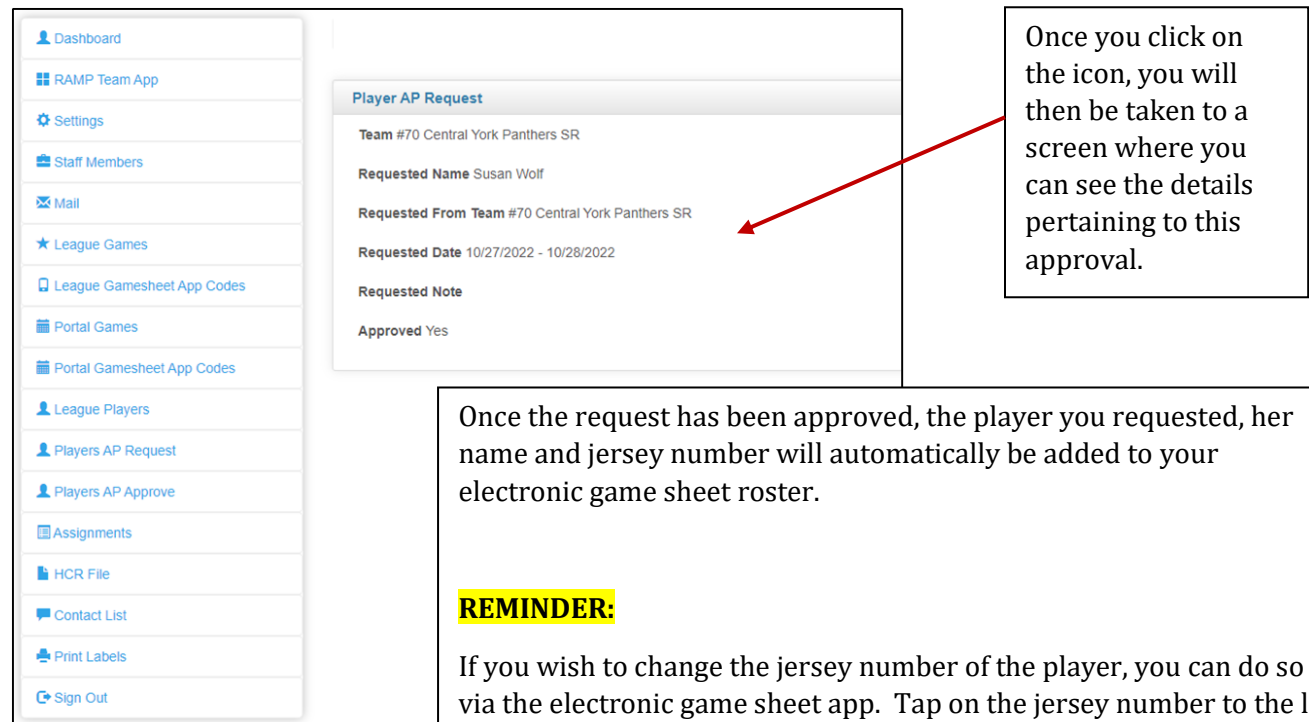
Central York HL 2022-2023 Senior House Senior House House #70 Central York Panthers SR

Player AP Requests

+ Add AP Request

Last	First	Team	
Wolf	Susan	#71 Central York Panthers SHL 1	

To see the status of the Pickup player request, please click on the blue Edit icon on the right of the request you wish to check.



Dashboard

RAMP Team App

Settings

Staff Members

Mail

League Games

League Gamesheet App Codes

Portal Games

Portal Gamesheet App Codes

League Players

Players AP Request

Players AP Approve

Assignments

HCR File

Contact List

Print Labels

Sign Out

Player AP Request

Team #70 Central York Panthers SR

Requested Name Susan Wolf

Requested From Team #70 Central York Panthers SR

Requested Date 10/27/2022 - 10/28/2022

Requested Note

Approved Yes

Once you click on the icon, you will then be taken to a screen where you can see the details pertaining to this approval.

Once the request has been approved, the player you requested, her name and jersey number will automatically be added to your electronic game sheet roster.

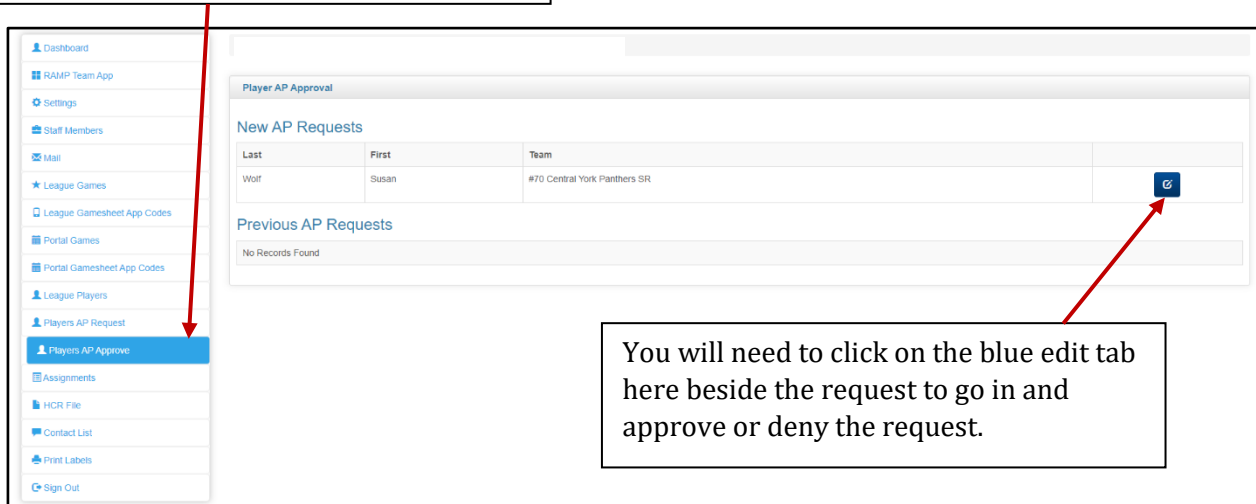
REMINDER:

If you wish to change the jersey number of the player, you can do so via the electronic game sheet app. Tap on the jersey number to the left of the players name and you will be able to update the jersey number that the player will be wearing for the game.

HOW TO APPROVE A PLAYER PICKUP (AP) REQUEST


All Pickup player approvals must be done through the RAMP Games portal. The team that is approving the request, must log into the portal using their unique team access. They will then see the tab and be able to proceed.

Clicking on the Players AP Approve tab from the left menu will allow you to see any and all pending AP (Pick up) requests



Player AP Approval

New AP Requests

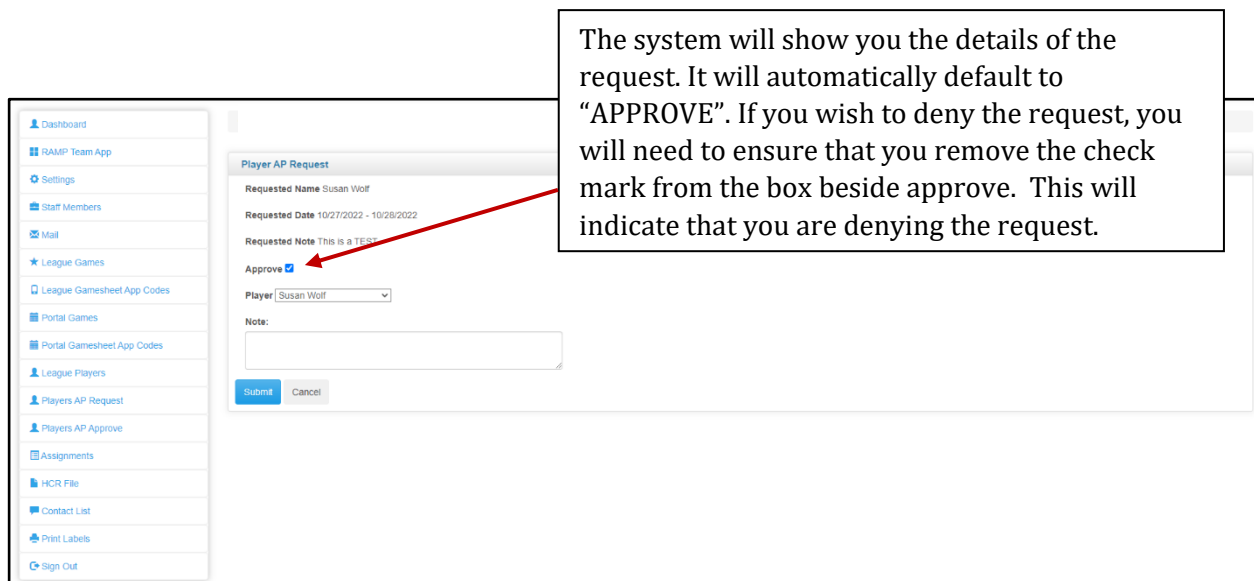
Last	First	Team	
Wolf	Susan	#70 Central York Panthers SR	

Previous AP Requests

No Records Found

You will need to click on the blue edit tab here beside the request to go in and approve or deny the request.

Once you click on the edit tab you will be taken to the next screen with all the details of the Player AP Request. It is from this screen that you can either approve or deny the request.



Player AP Request

Requested Name Susan Wolf

Requested Date 10/27/2022 - 10/28/2022

Requested Note This is a TEST

Approve

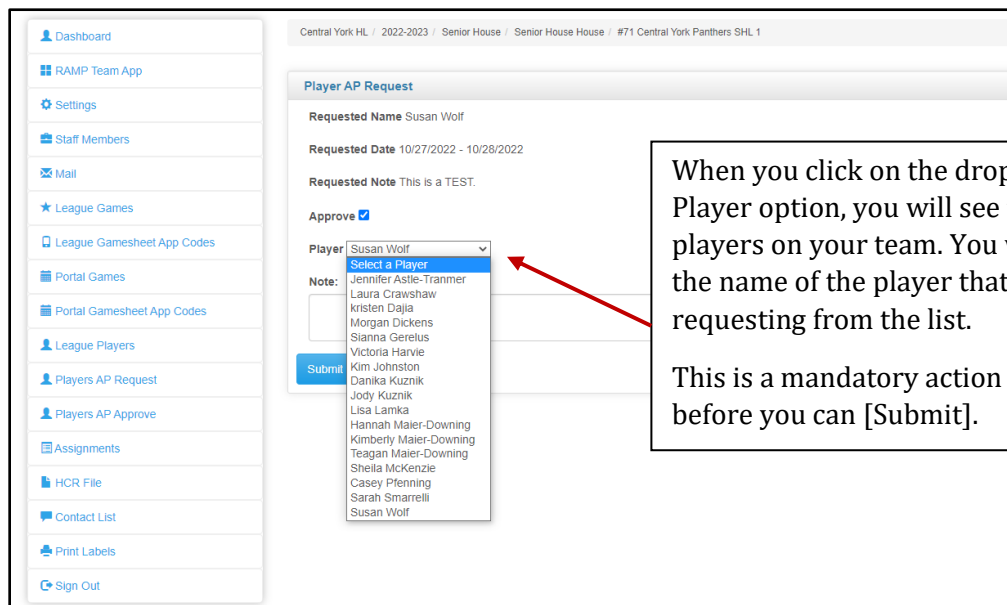
Player Susan Wolf

Note:

Submit Cancel

The system will show you the details of the request. It will automatically default to "APPROVE". If you wish to deny the request, you will need to ensure that you remove the check mark from the box beside approve. This will indicate that you are denying the request.

Before you click on the [SUBMIT] tab you will have to select the name of the player from the drop-down list. This is to ensure that you are approving the same player that the other team has requested.



The screenshot shows a web interface for a 'Player AP Request'. The form includes fields for 'Requested Name' (Susan Wolf), 'Requested Date' (10/27/2022 - 10/28/2022), and 'Requested Note' (This is a TEST.). There is an 'Approve' checkbox which is checked. Below this is a 'Player' dropdown menu that is currently open, showing a list of player names: Jennifer Astle-Tranmer, Laura Crawshaw, kristen Dajia, Morgan Dickens, Sianna Gerelus, Victoria Harvie, Kim Johnston, Danika Kuznik, Jody Kuznik, Lisa Lamka, Hannah Maier-Downing, Kimberly Maier-Downing, Teagan Maier-Downing, Sheila McKenzie, Casey Pfanning, Sarah Smarrelli, and Susan Wolf. A red arrow points from a text box to the dropdown menu. A 'Submit' button is visible at the bottom of the form.

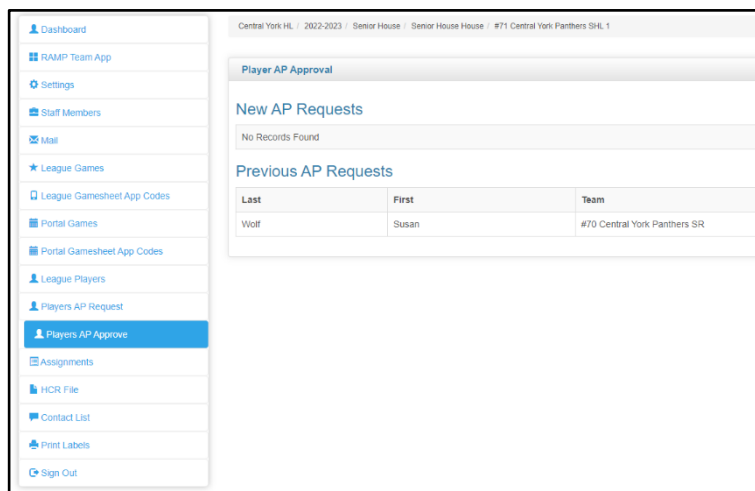
When you click on the drop down from the Player option, you will see the names of all the players on your team. You will need to select the name of the player that they are requesting from the list.

This is a mandatory action that must be done before you can [Submit].

Once you have approved the request. The Requesting team will then receive and email notification to advise them that you have processed their request.

They will be able to log into the Games Portal using their access and see the details of your approval.

Once a request has been approved it will now show up in your Players AP Approve page.



The screenshot shows the 'Player AP Approval' page. It has two sections: 'New AP Requests' and 'Previous AP Requests'. The 'New AP Requests' section shows 'No Records Found'. The 'Previous AP Requests' section contains a table with the following data:

Last	First	Team
Wolf	Susan	#70 Central York Panthers SR

All previously approved AP Requests will show here.

Any pending NEW Ap Requests will also be listed here for you.

If you have any questions pertaining to the process of Requesting PickUp Players or Approving PickUp player requests, please reach out via email to games@owha.on.ca