



# TOURNAMENT PORTAL MANUAL

**HOW TO SET UP YOUR TOURNAMENT ON  
THE PORTAL AND USE RAMP ELECTRONIC  
GAME SHEETS**

**WORLD FEMALE HOCKEY LEADERS**

**[WWW.OWHA.ON.CA](http://WWW.OWHA.ON.CA)**

**If you have any questions, please contact us at:**

**[tournaments@owha.on.ca](mailto:tournaments@owha.on.ca)**

**UPDATED: MAY 2023**



# **TABLE OF CONTENTS**



<b>Tournament Ramp Games Portal Definitions.....</b>	<b>Pages 3 - 4</b>
<b>Introduction to the Tournament Platform.....</b>	<b>Page 5</b>
<b>How to Set Up Categories .....</b>	<b>Page 6</b>
<b>How to Set Up Sub-Divisions/ Sub-Categories.....</b>	<b>Page 6</b>
<b>How to Assign Teams to Your Tournament.....</b>	<b>Page 7</b>
a) How to Assign OWHA Rostered Teams to Your Tournament	
b) How to Assign NON-OWHA Teams to Your Tournament	
<b>How to Import Your Tournament Schedule into RAMP.....</b>	<b>Page 10</b>
<b>How to See Your Tournament Games &amp; Game Schedule.....</b>	<b>Page 12</b>
<b>How to See the Gamesheet App Codes for the Games.....</b>	<b>Page 12</b>
<b>How to Set Up Tiebreakers for Your Tournament.....</b>	<b>Page 13</b>
<b>How to Set Up Brackets for Post Round Robin Games.....</b>	<b>Page 14</b>
<b>How to Populate Teams into the Brackets.....</b>	<b>Page 17</b>

**ONTARIO WOMENS HOCKEY ASSOCIATION**

**225 Watline Ave**

**Mississauga ON, L4Z 1P3**

**[WWW.OWHA.ON.CA](http://WWW.OWHA.ON.CA)**

**[tournaments@owha.on.ca](mailto:tournaments@owha.on.ca)**

**[@OWHAhockey](#)**



# HOW TO SET UP YOUR TOURNAMENT ON THE RAMP GAMES PORTAL

## DEFINITIONS



When setting up your Tournament Portal, there will be various terms that you need to ensure you understand.

### **ARENAS** *(Found under the Settings tab)*

Here you can search for facilities that you will be using for your tournament. You must use the name that the system has for this facility in your schedule template. Any other than what the system has for that specific arena will be rejected and result in your schedule not being able to import into the portal.

### **BRACKETS** *(Found under the League Tournament Games tab)*

Here is when you can create your brackets ahead of the tournament. This will allow you to take your time and set up everything correctly. You can also do this during the tournament; however. It does take time and it is likely mistakes will be made if you are rushed.

### **CATEGORIES** *(one of the tabs on the left of the screen)*

Once you select the Category tab, you will have different options, you can click on Categories again to set up the categories for your tournament.

### **GAME #**

That is the number that you will set for each of your games. Usually, the first game for the event will be game 1. There is no limit to the number of games that you have.

### **GAME SET #**

This is the number that the systems generate when brackets are created. It allows the computer to tie specific games with specific tie breakers that you create. The Game Set # is NOT the Game Number or the Game ID#.

### **GAME ID #**

The game ID# is a five-digit number (usually starts with a '6') that gets assigned to each of your games. This five-digit number identifies that specific game on the schedule. This is the number that you will need to provide to the OWHA in the event a specific game needs to be looked at for suspensions, or other issues.

### **GAMESHEET CODE**

This is a unique 9-digit code for a specific game (used for the RAMP Game sheet App only) that the timekeeper will need to enter the stats of the game during the game. This code will only remain active for 24 hours following the start of the game.

### **HOME CODE**

This is the unique 9-digit code for a specific game (used for the RAMP Game sheet App) that the Home Team will need to select their players and staff for the game as well as sign the electronic game sheet. This code will only remain active for 24 hours following the start of the game.

**IMPORTANT LEAGUE TOURNAMENT GAMES** (found under the Imports tab)

You will need to click on the tab to import your tournament schedule. Your schedule can only be imported using the appropriate template. An excel spreadsheet will not work. The upload template must be in CSV format and complete with all the correct information.

**LEAGUE TOURNAMENT GAMES** (found on the left menu)

Click on League Tournament games to see all the games for your tournament after you have imported your schedule. Be sure that you select the proper season, month, and year to see your games.

**LEAGUE TOURNAMENT GAMESHEET APP CODES** (found under the League Tournament Games tab)

Here is where you will see the RAMP Game sheet app codes that the teams, timekeeper and referees will need for the games. We recommend that as the convenor you have a master list of these codes with you during the event in case anyone requires their codes. You do have the option to Export & Download the codes.

**OFFICIALS CODE**

This is the unique 9-digit code for a specific game (used for the RAMP Game sheet APP only) that the game on-ice officials/ referee will need to verify the stats of the game and sign off on the game sheet following the game. This code will only remain active for 24 hours following the start of the game.

**PLAYERS** (found under the Teams tab)

When adding NON OWHA Teams to your tournament, you will need to select the Players tab to add players to this team once you have created the team on the portal.

**STAFF** (found under the Teams tab)

You need to click on the Staff tab to add staff to the NON OWHA Teams for your tournament.

**SUBDIVISIONS/SUBCATEGORIES** (found under the Categories tab)

Here you can set up the pools to the divisions for your tournament.

**SUBDIVISIONS TEAMS ASSIGNMENT** (found under the Categories tab)

Here is where you can add teams to the pools that you have created within the divisions you have.

**TEAMS** (found under the Teams tab)

You need to select teams under the teams' tab to add NON-OWHA teams to your tournament.

**TEAMS TIEIN** (found under the Teams tab)

You need to select Teams Tiein to add OWHA teams to your tournament.

**TIEBREAKERS** (found under the Settings tab)

Here is where you can enter the tiebreakers you will be using for your tournaments if you choose to use tiebreakers. Please follow the instructions on how to enter Tiebreakers for your tournament. It will walk you step by step on the proper process.

**VISITOR CODE**

This is the unique 9-digit code for a specific game (used for the RAMP Game sheet APP only) that the Visiting Team will need to select their players and staff for the game as well as sign the electronic game sheet. This code will only remain active for 24 hours following the start of the game.



# HOW TO SET UP YOUR TOURNAMENT ON THE RAMP GAMES PORTAL



Tournaments are required to use RAMP Electronic Gamesheets for their OWHA Sanctioned Tournaments starting this season.

This document will walk you through the process of setting up your tournament on the RAMP Tournament Portal so that teams can use the RAMP Electronic Gamesheets for their tournament games.

Please ensure that you advise teams participating in your tournament, that they must download and install the RAMP Gamesheets App on their smart phone or device. This is how they will get access to the electronic game sheets. Most OWHA teams have had the opportunity to use the app and should already have it installed on their devices.

The app is free and can be downloaded from the Google Play store or the App store, depending on the smartphone or device they are using. We are providing you with 'HOW TO' document that we encourage you to provide to your team coaches, team officials and timekeepers at your tournament. These documents are detailed and will walk each individual through downloading the app and how to use the app. Please ensure that you direct any questions regarding the Tournament portal, to [tournaments@owha.on.ca](mailto:tournaments@owha.on.ca). Inquiries pertaining to other game types should be sent to [games@owha.on.ca](mailto:games@owha.on.ca)

As a tournament convenor, you have submitted your application to host an OWHA Sanctioned Tournament to the OWHA and have received approval and confirmation that your tournament is sanctioned. You will need a username and password for your specific tournament before you can access the RAMP Tournament Portal. This will be provided to you by the OWHA.

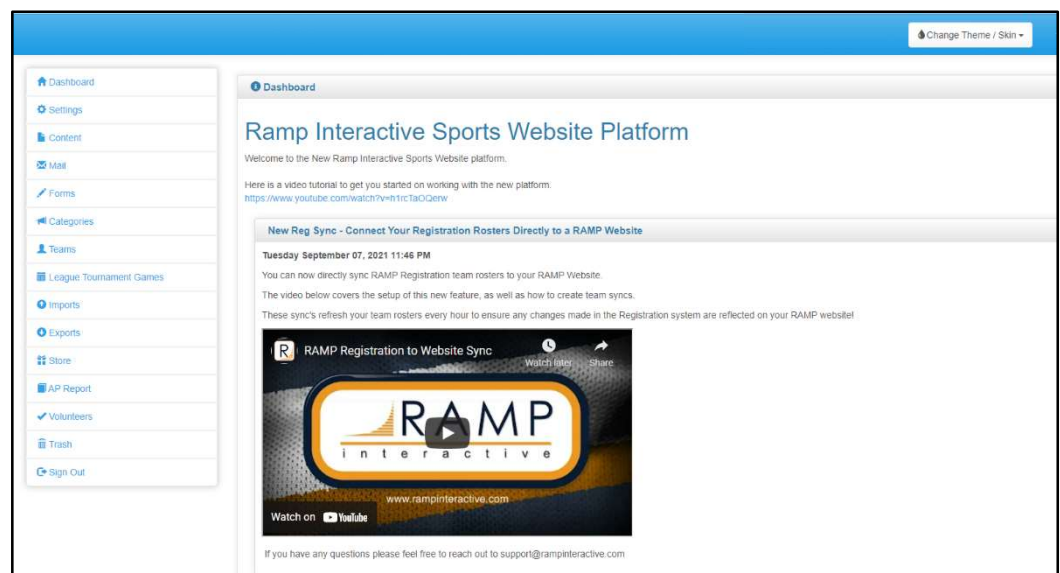
**Each tournament will have a unique login (username and password)**

***NOTE: This will be provided by the OWHA and will be emailed to the tournament convenor.***

Once you have logged in you will be taken to the following page:

On this page you will see a menu of choices on the left side.

You will need to go into different headings to properly set up your tournament.



## HOW TO SET UP CATEGORIES

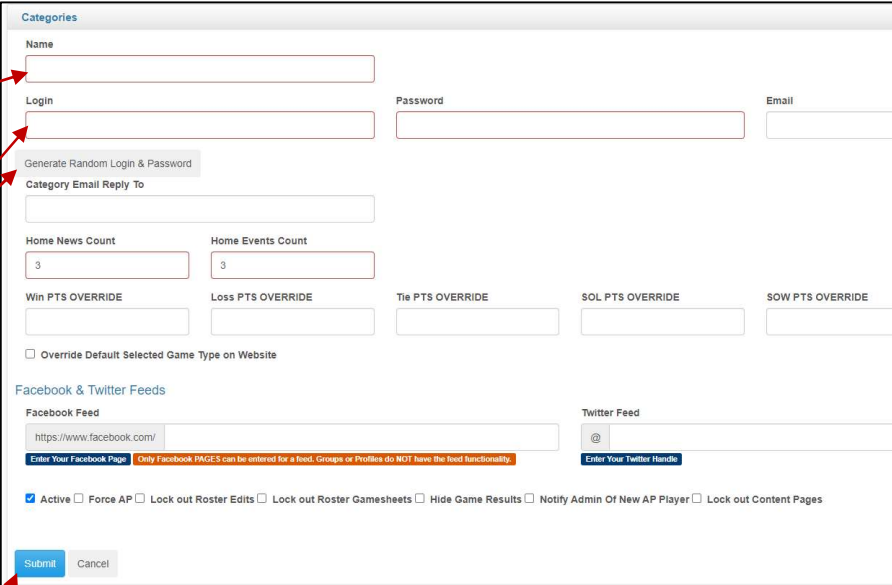
1. Select the Categories tab from the left tab panel. Then click on Categories.
2. At the top you will see a tab "Add Category", click on this tab.
3. On the next page you will have to set up that specific category:

Enter the name of your Category here. (e.g.. U11AA, U18B... etc.)

You must enter the division and the category.

You **must** create a login/password for all categories that are created. The system will generate an automatic login/password when you click on the tab below the login.

Click the "submit" tab once you have created each of the categories that you need for your tournament.



The screenshot shows the 'Categories' form with the following fields and options:

- Name: [Text Input]
- Login: [Text Input]
- Password: [Text Input]
- Email: [Text Input]
- Generate Random Login & Password: [Button]
- Category Email Reply To: [Text Input]
- Home News Count: [Text Input, value: 3]
- Home Events Count: [Text Input, value: 3]
- Win PTS OVERRIDE: [Text Input]
- Loss PTS OVERRIDE: [Text Input]
- Tie PTS OVERRIDE: [Text Input]
- SOL PTS OVERRIDE: [Text Input]
- SOW PTS OVERRIDE: [Text Input]
- ☐ Override Default Selected Game Type on Website
- Facebook & Twitter Feeds:
  - Facebook Feed: [Text Input, value: https://www.facebook.com/]
  - Twitter Feed: [Text Input, value: @]
- Buttons: [Enter Your Facebook Page], [Only Facebook PAGES can be entered for a feed. Groups or Profiles do NOT have the feed functionality.], [Enter Your Twitter Handle]
- Checkboxes: ☒ Active, ☐ Force AP, ☐ Lock out Roster Edits, ☐ Lock out Roster Gamesheets, ☐ Hide Game Results, ☐ Notify Admin Of New AP Player, ☐ Lock out Content Pages
- Buttons: [Submit], [Cancel]

## HOW TO SET UP YOUR SUBDIVISIONS/SUBCATEGORIES

Here you can set up the pools that you have for each division/category.

1. Select the Categories tab from the left panel. Then click on SubDivision
2. At the top you will see a tab "Add SubCategory", click on this tab
3. From the Category drop down select the Category you would like to assign a SubCategory to.
4. When you have selected your Category, in the Name box below, enter the Pool.

See example below.

Select your Category.

Type in the Pools for this Category. If you have 5 pools in this category, you will need to do this 5 times.



The screenshot shows the 'SubCategories' form with the following fields and options:

- Category: [Dropdown Menu, value: U13 BB]
- Name: [Text Input, value: POOLA]
- Buttons: [Submit], [Cancel]

Click on the "Submit" tab after you have created each Pool.

You must create the Pools for each of the Categories that you have at your tournament.

## HOW TO ASSIGN TEAMS TO YOUR TOURNAMENT

In order to assign teams to your tournament, you must follow the necessary steps depending on the team you are adding. The method to add OWHHA teams to your tournament is very different from adding a non-OWHA team to your tournament. Both methods are outlined below.

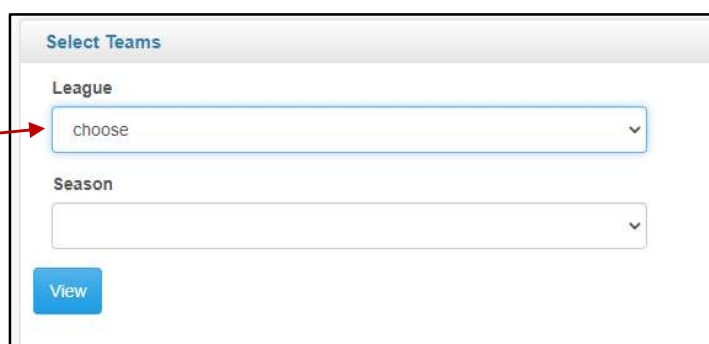
### HOW TO ASSIGN OWHHA ROSTERED TEAMS TO YOUR TOURNAMENT

1. Select the "TEAMS" tab from the left panel on the screen.
2. Select "TEAMS TIEIN". You must use "TEAMS TIEIN" to add OWHHA teams to your tournament.
3. At the top you will see a tab "ADD ASSOCIATION TOURNAMENT TEAM", click on this tab.

You need to choose from the drop-down menu the league that the OWHHA teams attending your tournament plays in.

Ensure that when you accept a team and they provide you with team number, they must also tell you the League they play in.

This must be entered in order to add teams.



Select Teams

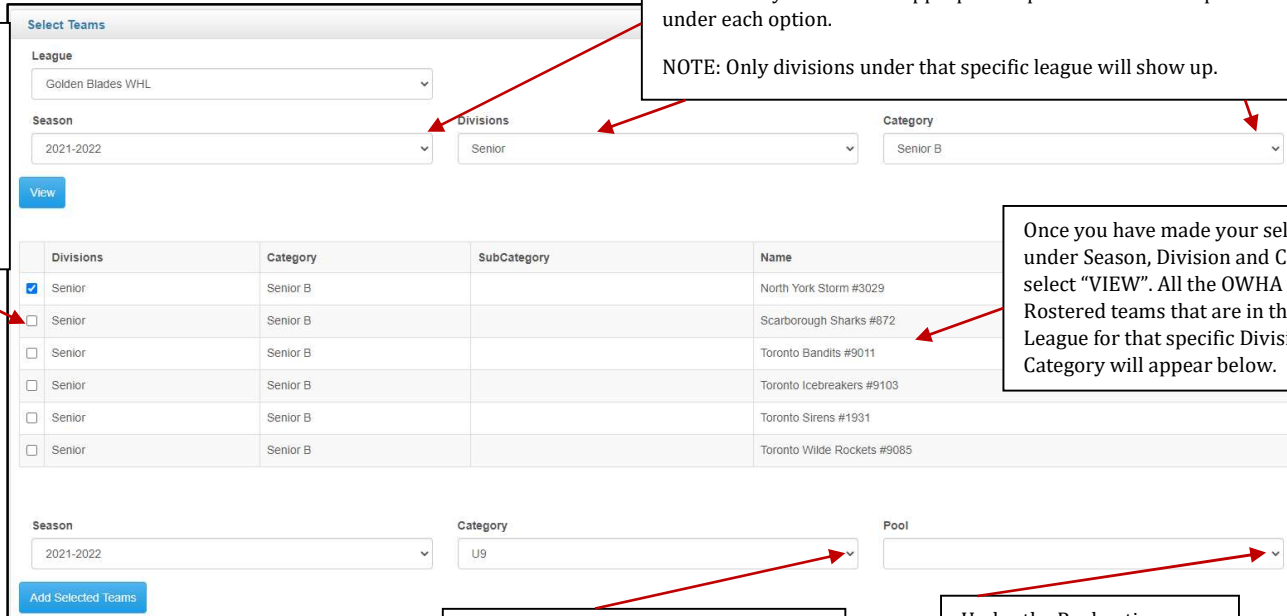
League  
choose

Season

View

4. Once you have selected a "LEAGUE" another window (see below) will open up for you to proceed and select the teams you need, see below.

Once your list appears, you need to select the teams by checking the box on the left of the Division.



Select Teams

League  
Golden Blades WHL

Season  
2021-2022

Divisions  
Senior

Category  
Senior B

View

	Divisions	Category	SubCategory	Name
<input checked="" type="checkbox"/>	Senior	Senior B		North York Storm #3029
<input type="checkbox"/>	Senior	Senior B		Scarborough Sharks #872
<input type="checkbox"/>	Senior	Senior B		Toronto Bandits #9011
<input type="checkbox"/>	Senior	Senior B		Toronto Icebreakers #9103
<input type="checkbox"/>	Senior	Senior B		Toronto Sirens #1931
<input type="checkbox"/>	Senior	Senior B		Toronto Wilde Rockets #9085

Season  
2021-2022

Category  
U9

Pool

Add Selected Teams

Ensure that you select the appropriate options from the drop down under each option.

NOTE: Only divisions under that specific league will show up.

Once you have made your selection under Season, Division and Category, select "VIEW". All the OWHHA Rostered teams that are in that League for that specific Division and Category will appear below.

Under the Category, ensure that you choose the appropriate Category.

\*\*U9 is the default, you must change this before Adding the team

Under the Pool option, you can select the Pool that this team will be in for that specific Category

Once all of these fields are completed, then click on "ADD SELECTED TEAMS".

On the main TEAMS TIEIN page, you will see the teams that you selected that will be attending the tournament.

## HOW TO ASSIGN NON-OWHA TEAMS TO YOUR TOURNAMENT

1. Select the "TEAMS" tab from the left panel on the screen.
2. Select "TEAMS". Ensure that you are in the correct season.
3. At the top you will see a tab "ADD TEAM", click on this tab.

4. Once you click on the "ADD TEAM" tab, the next window will look like the image below. You must complete all the boxes that are outlined in Red.

Select the Season, Category and Subcategory from the drop down in those specific boxes.

You can assign a Name to the team in this field. This is the team's name that will show up on the RAMP Game sheet app and the electronic game sheet.  
  
 Please ensure the team's name properly identifies the team (i.e.: *Monhton Angels U15 AA*)

Login access must be generated for this team. You can simply click on the "GENERATE RANDOM LOGIN & PASSWORD". The system will automatically generate this information.

Multiple Emails can be entered by adding a semicolon and a space.  
 EX: Email@domain.ca; Email2@domain.ca

5. On this same page, there will be other details that you can set up. Please select all what you would like this team to have access to and or see. You will also have the option to upload a team logo.
6. Once you have entered the required information and chosen the features, please click the "SUBMIT" button at the very bottom of the screen. You will then be taken back to the main Teams screen, where you will see the team that you have added.

Teams						
<div> Add Team </div> <div> Season 2021-2022 Category U9 </div> <div> View </div>						
TID	Category	Name	Login	Password	Email	
139321	U9	Testing	testing148247	77306		

Labels



7. In order to add players to this team, you need to select “TEAMS” then “PLAYERS”. Since you will be adding multiple players, select this option from the top. On the next page you will be able to add players. You must choose the Category of the team and then select the Team name to be able to add players to that team. You will be prompted to enter all the information that is needed. You do not have to enter an email address if you choose not to, however all other fields should be entered.

*NOTE: This will only need to be done once. The information will show up for each of the games that this team plays in for the tournament.*

**Add Players**

Season: 2021-2022      Category: U9

Team: U9 - Testing

First name is required or the row will be skipped.  
If you choose to **Hide** the player, they will not appear publicly on your website.

	Jersey #	First Name	Last Name	Email	Position	<input type="checkbox"/> Hide
1	In ord					<input type="checkbox"/>
2						<input type="checkbox"/>
3						<input type="checkbox"/>
4						<input type="checkbox"/>

8. To add staff members to the team, you will do the same, select “TEAMS” and then “STAFF”. You will need to select “Add Multiple Staff Members”. This way you can enter all the staff at the same time. The window will look exactly the same as the when you added players to this team.

#### NOTES:

Once you have added all your teams, both OWHA teams and NON OWHA Teams, you can proceed to the next step and continue to set up your tournament on the Platform.

Again, you only need to build the roster for NON OWHA teams once. The teams will then be able to use the RAMP Game sheet APP for the game to select the players and staff that will be playing for that specific game and then sign off on the game sheet. The roster information will show up for each game that the team plays in for the tournament.

Now that you have selected all your teams (both OWHA and Non-OWHA) you can now upload your schedule to the RAMP system. By uploading the schedule, the system will automatically generate the RAMP Game sheet app codes that the teams would need to access the electronic game sheets for each of their games.

## HOW TO IMPORT YOUR TOURNAMENT SCHEDULE INTO RAMP

**YOU MUST ENSURE THAT THE TEAM NAMES ON YOUR SCHEDULE MATCH THE TEAM NAMES OF THE OWHA APPROVED TEAM ROSTER. Team names must match the rosters. Failure to import the proper team names will result in roster information not populating for your teams.**

1. Select the "IMPORTS" tab from the left panel on the screen.
2. Select "IMPORT LEAGUE TOURNAMENT GAMES".  
*The proper template must be used in order to upload your schedule.*  
**No other format will be accepted.**

The screenshot shows the 'Import League Tournament Games' interface. A red box highlights the link 'Click Here to Download Import Template'. A red arrow points from this link to a callout box on the right. The callout box contains the text: 'You can download the Import Schedule Template from here. We are providing you with a sample of the template so that you can see how it must be completed to ensure a successful import of your tournament schedule.'

**Import League Tournament Games**

- [Click Here to Download Import Template](#)
- [Click here to Download Your List of Arenas](#)
- Required Fields:
  - Season (will be created if it doesn't exist)
  - Game Type (will be created if it doesn't exist)
  - Home Category (will be created if it doesn't exist)
  - Visitor Category (will be created if it doesn't exist)
  - Date (MM/DD/YYYY)
  - Start (hh:mm [AM/PM]) e.g. 5:00 PM
- Optional Fields (can be left blank):
  - Home Team Abbr (will be created if it doesn't exist)
  - Visitor Team Abbr (will be created if it doesn't exist)
  - Home Team Display (If you want to display TEXT instead of creating a team, use this column)
  - Visitor Team Display (If you want to display TEXT instead of creating a team, use this column)
  - Arena (Leave blank for TBA)
  - ArenaAbbr (Leave blank for TBA)
  - ArenaCity (Leave blank for TBA)
  - End (hh:mm [AM/PM]) e.g. 6:00 PM
  - Home SubCategory (used for team creation)
  - Visitor SubCategory (used for team creation)
  - Home Score (can be blank, but if entered - must be a number)
  - Visitor Score (can be blank, but if entered - must be a number)
  - Completed (Yes/No/True/False)
  - OT (Yes/No/True/False)
  - SO (Yes/No/True/False)
  - Notes

3. Please be mindful of the following:
  - a. The template must be used to import your schedule. You cannot use an excel document to import your schedule. The import must be in (CSV – Comma Separated Value) format.
  - b. When you download the import template, it will download as an CSV file. You must copy and paste your schedule into this template before it will import.
  - c. You can import your schedule in sections, for example by (Division/ Category or by Day) this way if there is an error it can be easily found.
  - d. The system will tell you when there is an error, and it will abort the import so that you can make the necessary changes before attempting to import again. Do not proceed with the import if you have errors. They must be fixed before you import your schedule.
  - e. DO NOT import your schedule into the system more than one time. If you do this all your games will be duplicated and show up for each import you do.
  - f. If changes need to be made to games after you have already imported your schedule, you can make those changes by going into the specific game and making the changes. You do not need to import the schedule again.  
**NOTE: Multiple Imports of the schedule will result in multiple game sheet app codes to be generated for the games. Please ensure that you only import your schedule one time, when it is final and the likelihood of changes are minimal.**
  - g. The system will show you a pop-up window when your schedule has been imported successfully.
4. Once you have the completed Schedule import template in (CSV) format you can then click on "UPLOAD FILE". The system will notify you if there are any issues or if the upload was successful.

## THE TEMPLATE BELOW WILL OUTLINE WHAT YOU SHOULD BE ENTERING INTO EACH OF THE COLUMNS ON THE IMPORT SCHEDULE TEMPLATE

If you are uncertain if the information you entered is accurate, please reach out to us so that we can provide assistance. You are also welcome to send us a copy of your completed template for us to review before you import.

HOW TO ENTER INFORMATION INTO THE TOURNAMENT UPLOAD	
<b>Game #</b>	<i>You can enter the game number you wish to associate with each specific game</i>
<b>Season</b>	<i>This must be entered as <b>2022-2023</b> . DO NOT enter anything else. It must be entered exactly as you see it here.</i>
<b>Game Type</b>	<i>This import is for Tournaments, there you should enter "Tournament" in this field</i>
<b>Home Category</b>	<i>Change the heading of this colum to be Home Division. You can enter U18AA or other into this filed. This should match visiting division field.</i>
<b>Visitor Category</b>	<i>Change the heading of this colum to be Visitor Division. You can enter U18AA or other into this filed. This should match home division field.</i>
<b>Home SubCategory</b>	<i>Not mandatory, do not enter any information in this field</i>
<b>Visitor SubCategory</b>	<i>Not mandatory, do not enter any information in this field</i>
<b>Date</b>	<i>The date must be entered in the following format mm/dd/yyyy. As an example (04/01/2026)</i>
<b>Start</b>	<i>Game times must be entered using a standard clock, not a 24 hour clock. As an example 6:30 AM</i>
<b>End</b>	<i>Game times must be entered using a standard clock, not a 24 hour clock. As an example 8:30 PM</i>
<b>Arena</b>	<i>This name must be the name from the RAMP system. Go to Settings, then click on Arena and you can search for the proper arena names via the filters provided.</i>
<b>ArenaAbbr</b>	<i>Not mandatory, do not enter any information in this field</i>
<b>ArenaCity</b>	<i>Not mandatory, do not enter any information in this field</i>
<b>Home Team</b>	<i>The name of the team must match the OWHHA Team Roster name exactly. Do not enter any other variation of the team name. Failure to enter the right team name will prevent rosters from syncing for the teams</i>
<b>Visitor Team</b>	<i>The name of the team must match the OWHHA Team Roster name exactly. Do not enter any other variation of the team name. Failure to enter the right team name will prevent rosters from syncing for the teams</i>
<b>Home Team Abbr</b>	<i>Not mandatory, do not enter any information in this field</i>
<b>Visitor Team Abbr</b>	<i>Not mandatory, do not enter any information in this field</i>
<b>Home Team Display</b>	<i>Here is where you can place your finals and semi finals game info. As an example (1st of 1st place teams)</i>
<b>Visitor Team Display</b>	<i>Here is where you can place your finals and semi finals game info. As an example (1st of 2nd place teams)</i>
<b>Home Score</b>	<i>Not mandatory, do not enter any information in this field</i>
<b>Visitor Score</b>	<i>Not mandatory, do not enter any information in this field</i>
<b>Completed</b>	<i>Not mandatory, do not enter any information in this field</i>
<b>OT</b>	<i>Not mandatory, do not enter any information in this field</i>
<b>SO</b>	<i>Not mandatory, do not enter any information in this field</i>

## HOW TO SEE YOUR TOURNAMENT GAMES & GAME SCHEDULE

1. Select the “LEAGUE TOURNAMENT GAMES” tab from the left panel on the screen.
2. To see the imported games, select “LEAGUE TOURNAMENT GAMES”.
  - a. Ensure that you select the proper season, and month before you select “VIEW.”
  - b. The games will then show below along with the game ID (*unique identification number for that specific game*). Below is a sample of what you will see.

**GAME ID**  
This is the number that you will need to identify a specific game.  
When a team needs to report a suspension, this is the number they must include in their email to [stats@owha.on.ca](mailto:stats@owha.on.ca)

**TEAMS**  
Home team is listed first. The Visiting team is listed 2<sup>nd</sup>.

**ARENA**  
This is the name of the arena that the game is at

550911	174	03/03/2022	9:00 PM	#3282 Oshawa Senior Rec 3	#3284 Oshawa Senior Rec 5	Tribute Communities Centre - Pad 2	Yes			
550928	1	03/04/2022	8:00 AM	Oshawa Lady Generals #3215	Clarington Flames #3905	Delpark Homes Centre - Pad 2	Yes			
550929	2	03/04/2022	8:15 AM	Belleville Bearcats #5414	Kitchener Rangers #2726	Canlan Ice Sports - Oshawa Pad 1	Yes			
550930	3	03/04/2022	8:15 AM	Kingston Ice Wolves #2602	Napanee Crunch #1865	Delpark Homes Centre - Pad 3	Yes			

**VERIFY TAB**  
This tab is used by the teams to verify the stats of the game.

- The visiting team can go into the game via their team login and verify the game.
- Once a game is verified, it will show with a green checkmark under the Team Verified column.

**GAMESHEET TAB**  
The electronic game sheet can be viewed by clicking this tab. Through this tab the tournament convenor can do the following:

- Mark a game as finished by clicking in the box following the game. The timekeeper can do this via the app, but if it is not done, the convenor can mark the game as completed.
- Only when a game is marked as completed will the stats and standings show on the OWSA website.

**EDIT TAB**  
This is the tab to click on if you need to make changes to a specific game.

- Team names will have to be adjusted here once the teams moving on have been decided on.
- If there are any changes to a specific game once the schedule has already been imported.

## HOW TO SEE THE GAMESHEET APP CODES FOR THE GAMES

1. Select the “LEAGUE TOURNAMENT GAMES” tab from the left panel on the screen.
2. To see the imported games, select “LEAGUE TOURNAMENT GAMESHEET APP CODES”
  - a. Ensure that you select the proper season, and month before you select “VIEW”
  - b. Below is a sample of what this page will look like.

ID	Game #	Date	Start Time	End Time	Home Category	Visitor Category	Home	Visitor	Arena	Game Sheet Code	Official Code	Home Code	Visitor Code
550899	162	03/03/2022	6:00 PM	7:00 PM	Senior	Senior	#3270 Oshawa Senior Open 1 (3)	#3271 Oshawa Senior Open 2 (5)	Tribute Communities Centre - Pad 2	339-702-849	266-539-099	322-695-727	149-201-987
550900	163	03/03/2022	7:00 PM	8:00 PM	Senior	Senior	#3272 Oshawa Senior Open 3 (1)	#3273 Oshawa Senior Open 4 (3)	Tribute Communities Centre - Pad 2	982-738-908	342-102-846	382-372-421	389-756-512
550910	173	03/03/2022	8:00 PM	9:00 PM	Senior	Senior	#3280 Oshawa Senior Rec 1 (3)	#3281 Oshawa Senior Rec 2 (1)	Tribute Communities Centre - Pad 2	671-067-224	529-152-425	486-932-564	195-349-075

**GAMESHEET CODE**  
This is to be used by the timekeeper to enter all the stats for the game.

This code is not to be shared with the teams or anyone else.

**OFFICIALS CODE**  
This is to be used by the on-ice game officials (referees).

- They can use the code to access the electronic game sheet to review the stats of the game for accuracy and to sign off on the game sheet.

This code is not to be shared with the teams or anyone else.

**HOME & VISITOR CODE**  
This is to be used by the teams to ...

- Select the players and staff on the team from the OWHHA official team roster.
- To sign the game sheet.

This code is not to be shared with anyone else.


- Each team can log into RAMP using their team login access to see their codes for the tournament. The tournament will be responsible for providing the timekeepers and the game officials with the codes they need for each of the games.

- In the app, the 9-digit code must be entered to access that specific game sheet.  
**\*\*we recommend printing out a master list of the app codes to have at the facility in the event teams, timekeepers or the officials need the 9-digit code\*\***  
For step-by-step instructions on how to access, download and use the RAMP Game sheet app, please click on the roles below.

How to use the RAMP Game sheet app as  
a [TIMEKEEPER](#), an [ON-ICE OFFICIAL](#) (referee) or a [TEAM](#) (home or visiting)

## HOW TO SET UP TIEBREAKERS FOR YOUR TOURNAMENT

- Select the “SETTINGS” tab from the left panel on the screen.
- Closer to the bottom of the list, you will see “TIEBREAKERS”, select this tab.
- The next window looks like below:

- The standard tiebreakers are already added to the system. You will be able to see the list and select the tiebreakers you will be using by clicking on the “OPTIONS” TAB  in this window.
- You can now see the tiebreakers. On the Right side, under Display Order, you will be able to rank the tiebreakers in the order you would like them to be used if they are needed.

**TIEBREAKER LIST**  
The tiebreakers are listed here. These are the standard, most frequently used ones.

**DISPLAY ORDER**  
You will need to identify the order in which the tiebreakers should be used for your tournament. You can do this by simply changing the display order.

Tiebreaker Option	Display Order
Most Wins Overall	0
Head to Head Pts	1
Least Penalty Minutes, Overall	2
Least GA, Overall	3
Earliest Goal	4
Best Win Percentage, Overall	5
Coin Toss	6

You CANNOT add a tiebreaker to the list.

If you have a tiebreaker that is not on the list, please reach out to the OWHA so that we can start the process of getting the tiebreaker added to the list if possible.

If the tiebreaker cannot be added, we will notify you.

HOW TO SET UP BRACKETS FOR POST ROUND ROBIN GAMES

You do not have to use this system. Teams can be updated manually if you choose to do so.

We recommend that you create your brackets prior to the start of the tournament. This will save time. If you do not build the brackets in advanced of the tournament, you can certainly do so during the tournament, however it will take time and you will have to do each division as the teams play and are eliminated.

- 1. Select the "LEAGUE TOURNAMENT GAMES" tab from the left panel on the screen.
- 2. From the drop-down list, select "BRACKETS"
- 3. Select "CREATE NEW BRACKET" tab on the top of the screen.

Bracket

Bracket Name

BRACKET NAME  
You need to name this bracket. We would advise that you keep this as simple as possible.  
ie: U11 AA Playoffs etc.

Bracket Type

Single Elimination

BRACKET TYPE  
Single Elimination should be entered here.

Season

2022 OWHA Provincial Championships

SEASON  
This is usually the name of your tournament.

Game Type

All

GAME TYPE  
Select Round Robin

Category

All

CATEGORY  
You must select the Category for this Bracket.

Number of Teams

Choose

NUMBER OF TEAMS  
Select the number of teams to advance following Round Robin play.

Create Bracket

- 4. You will then see all the teams in that division/category populate. You will also see the Pools that each team has been assigned to and when the points are calculated, it will also be displayed here is order of highest points in that Pools. At the bottom of the page, select "CREATE BRACKET". DO NOT select any of the teams at this time. This will be done later on when the teams start playing their Round Robin Games.
- 5. Another window will display, and you will be able to verify the information before selecting "CREATE BRACKET" to move on.
- 6. On the next page, you will see a chart that outlines the final games for your tournament.

GAME SET #  
The system generates this number automatically. This is not the Game #. This number tells the system which game is associated with this game set so that the teams can be identified.

Round	Game Set #	Team 1	VS	Team 2	Best Of
1 (Quarter-Finals)	995	TBD	VS	TBD	BO1
1 (Quarter-Finals)	996	TBD	VS	TBD	BO1
1 (Quarter-Finals)	997	TBD	VS	TBD	BO1
1 (Quarter-Finals)	998	TBD	VS	TBD	BO1
2 (Semi-Finals)	999	TBD	VS	TBD	BO1
2 (Semi-Finals)	1000	TBD	VS	TBD	BO1
3 (Finals)	1001	TBD	VS	TBD	BO1
		Winner of GameSet #999			
		Winner of GameSet #1000			

For Quarter Final games, you will be able to set up using the steps outlined below.

You can populate your semifinals games by selecting the drop-down menu and choosing the proper game. In this example, the last 3 games can be populated based on your schedule.



- Once you have populated the fields for the Semi-Finals dropdowns, click on the “SAVE” tab at the bottom of the screen.
- On the next window, select “MASS ASSIGN GAMES”, from the top of the page.
- You will then be able to assign games to these brackets. You will need to click on the “+” tab beside each of the Quarter Final games.

Select the appropriate game to tie this bracket too using the drop-down feature.

You will be able to do this for each of the Quarter Final games.

**YOU NEED TO ENSURE THAT YOU ARE REFERRING TO YOUR TOURNAMENT SCHEDULE WHEN CREATING YOUR BRACKETS AND ASSIGNING GAMES.**

- Once you have finished selecting the games from the drop down and your brackets are assigned, click on the “SUBMIT” tab.
- Through the front end OWHa Website, anyone wanting to see the scores for the games can select the tournament from the list on the OWHa website, by selecting the “TOURNAMENTS” tab and then the appropriate tournament name.

Select the “TOURNAMENTS” tab from the league listing below the OWHa logo on the home page of the website.



Select your tournament from those listed here.

- Anyone wanting to see the scores or standings for your tournament can click on the appropriate tab.

**GAMES TAB:** Will show the schedule for that division as well as the scores as games are completed.

Team	GP	W	L	T	PTS	OTL	SOL	GF	GA	DIFF	PIM	Win%	+/-
<b>POOL A</b>													
Waterloo Ravens #1183	6	6	0	0	12	0	0	20	5	15	36	1.000	15
Whitby Wolves #4801	4	1	2	1	3	0	0	6	9	-3	24	0.375	-3
Stratford Aces #3602	3	1	2	0	2	0	0	7	7	0	12	0.333	0
Central York Panthers #2	3	0	2	1	1	0	0	1	10	-9	12	0.167	-9

**STANDINGS TAB:** Will show each of the Pools and the team in each pool. It will also rank the teams with the highest GP listed at the top.

13. The Brackets tab will show you the teams that are playing down for the playoffs and finals in your tournament.
- The image will look like that below. It will outline which teams played each other and which teams are moving on.

**BRACKETS TAB:** This tab will show all the final games and the teams that played against each other.

U13 AA		
GAMES	STANDINGS	BRACKETS
U13 AA PLAYOFFS TOURNAMENT RAMP LEAGUE TOURNAMENT		
ROUND 1 APRIL 09		
ROUND 1 APRIL 09		
SEMI-FINALS A APRIL 10 - APRIL 10		
BO1 #424		BO1
Waterloo Ravens #1183 2		Peterborough Ice Kats #1483
Toronto Leaside Wildcats #3757 1		London Devilettes #657
FINALS APRIL 10 - APRIL 10		
Waterloo Ravens #1183 4		
Barrie Sharks #123 2		
SEMI-FINALS B APRIL 10 - APRIL 10		
BO1 #425		BO1
Burlington Barracudas #1604 2		North York Storm #3001
Barrie Sharks #123 4		Whitby Wolves #4801
North York Storm #3001 1		



## HOW TO POPULATE TEAMS INTO THE BRACKETS.

1. Select the "LEAGUE TOURNAMENT GAMES" tab from the left panel on the screen.
2. From the drop-down list, select "BRACKETS"
3. On the next screen, you will see all the brackets that you have created so far.

All the brackets you created will be showing here on this list.

You can always use the "Category" drop down feature to select the division that you are looking for.

The Edit button. This will allow you to enter team names into the brackets that you previously created.

Name	Type	Category Name	Size of Bracket	# of rounds	
U11 AA Playoffs	Single-Elimination	U11 AA	8	3	Games [Edit] [Delete]
U13 AA Playoffs	Single-Elimination	U13 AA	8	3	Games [Edit] [Delete]
U11 A Playoffs	Single-Elimination	U11 A	8	3	Games [Edit] [Delete]
U11 BB Playoffs	Single-Elimination	U11 BB	8	3	Games [Edit] [Delete]
U11 B Playoffs	Single-Elimination	U11 B	8	3	Games [Edit] [Delete]

4. When you are ready to populate the teams into the tiebreakers to show that they are moving on, you will need to select the division / category you wish to change. You can do this by select the "BLUE" square edit tab from the right of that specific divisions. When you select the division/category you want to edit, the window will look like the image below:

The image below is what you will see when you select a specific division to edit. There will be additional information showing on this page that is not on this image, however, for this tutorial purpose only the details discussed here is what you will need to populate your teams that move forward.

Bracket Name: U22 A Playoffs

Bracket Type: Single Elimination

Season: 2022 OVHA Provincial Championships

Category: U22 A

Game Type: Round Robin

Number of Teams: 4

Save Teams

Points	SubCategories	Teams
<input type="checkbox"/> 7	POOL A	Kitchener Lady Rangers #2700
<input type="checkbox"/> 6	POOL A	Durham West Lightning #303
<input type="checkbox"/> 3	POOL A	Lucknow #6696
<input type="checkbox"/> 2	POOL A	Barrie Sharks #104
<input type="checkbox"/> 2	POOL A	Sudbury Lady Wolves #1097
<input checked="" type="checkbox"/> 8	POOL B	St. Catharines Brock Jr. Badgers #6726
<input checked="" type="checkbox"/> 6	POOL B	Flamborough Falcons #2351
<input type="checkbox"/> 4	POOL B	Guelph Jr. Gryphons #4483
<input type="checkbox"/> 2	POOL B	Thunder Bay Queens #905
<input type="checkbox"/> 0	POOL B	North York Storm #3039

Here is where you will need to select the teams that are moving on from the list of teams you see. You will need to click on the boxes to the left of the team's name, pool and points columns. Only select the teams that are moving forward.

Once you have selected the teams, the names of those teams will then populate in the dropdown boxes for team 1 and team 2. From the dropdown box, you can then select which team will be playing against which to move onto the next round.

Please do not select "Auto Seed Bracket" as the system is not likely to select the actual teams moving on. WE advise that you manually select the teams once you have verified which teams are moving forward.

Auto Seed Bracket

Round	Game Set #	Team 1	VS	Team 2	Best Of
1 (Semi-Finals)	586	Kitchener Lady Rangers #2700	VS	Flamborough Falcons #2351	BO1
1 (Semi-Finals)	587	St. Catharines Brock Jr. Badgers #6726	VS	Durham West Lightning #303	BO1
2 (Finals)	588	Flamborough Falcons #2351	VS	St. Catharines Brock Jr. Badgers #6726	BO1

5. You will only need to select the teams once. As the games progress and teams are eliminated the fields will automatically populate.

NOTE: if you accidentally click on the "RED TRASH CAN" tab at any time, this will delete the bracket that you have created, you will then have to re-create the entire bracket before moving forward.

If at any time you have issues or difficulties creating your brackets, using the RAMP Tournament Games Portal, accessing the RAMP Game sheets App for your tournament, please reach out to [tournaments@owha.on.ca](mailto:tournaments@owha.on.ca)

We will do our best to assist you as best we can.

Please ensure that you either identify the tournament name or the game id# that you are having issues with.

We recommend that before you try to upload your tournament schedule to the RAMP Tournament Portal, that you review how to correctly complete the template so that your schedule is not rejected when imported.

## MORE INFORMATION REGARDING TIEBREAKERS

When you select Settings and then Tiebreakers, then click on "Add Tiebreaker" at the top.

Then you need to enter a Name. This is the name of "Tiebreaker" and click on Submit Once you do this, you will be taken to the next window where you will see the "options" tab from the right.

Then click on Add Tiebreaker Option from the top, on the next screen you will see the tiebreakers that are there for you to select.

These steps must be done before you see the tiebreaker populate.

## MORE INFORMATION REGARDING ROUND ROBIN

1. Once all of your round robin games are complete, you would then go to the game that would be semifinals, final games, or "winner of game #\_\_" and manually put in the Home team and Visiting team names. Once you have put the home and visiting team names in, RAMP will then automatically populate the rest of the information to be seen on the app, website and the teams will be notified.

### Here is an example:

On RAMP click: League Tournament Games on the left panel -> view -> then click on:

Game #38 Winner of Semi-Final vs Winner of Semi-Final Click the edit blue button on the right Fill in the two tabs:

Home Team and Visiting Team with the corresponding teams that are to play in this game **Click Submit**

That is all that you must do for that specific game, the rest of the game codes and information will be populated.

You will need to do these steps for all the games that do not have a home team or visiting team yet.

The **red pop up** that you see does not have any impact on your event going live.

It is something that is in the system, but as you add teams and then import your schedule, it will all be live on the OWHA website. The red box will not have an impact on your tournament stats or standings or individuals being able to see the information.

For any questions that you might have, please reach out to the OWHA via [tournaments@owha.on.ca](mailto:tournaments@owha.on.ca).