



GAME 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

If you have any questions, please contact us at:

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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.

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.

IMPORT 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.



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. Inquiries pertaining to other game types should be sent to 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.

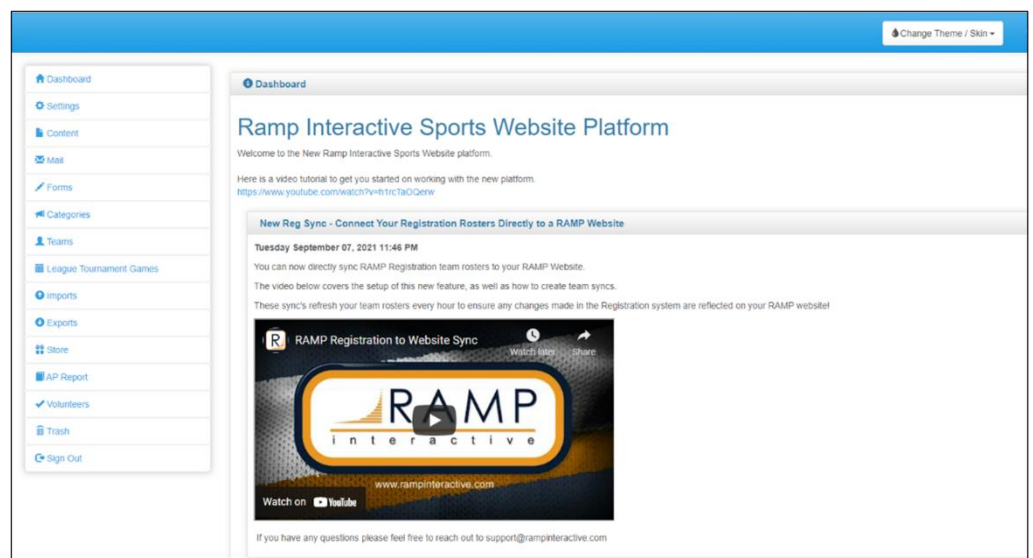
Each tournament will have a unique login (username and password)

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 as per the example below.

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.

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

- Name: [Red box]
- Login: [Red box]
- Password: [Red box]
- Email: [Red box]
- Generate Random Login & Password: [Button]
- Category Email Reply To: [Red box]
- Home News Count: [Red box, value: 3]
- Home Events Count: [Red box, value: 3]
- Win PTS OVERRIDE: [Red box]
- Loss PTS OVERRIDE: [Red box]
- Tie PTS OVERRIDE: [Red box]
- SOL PTS OVERRIDE: [Red box]
- SOW PTS OVERRIDE: [Red box]
- Override Default Selected Game Type on Website
- Facebook & Twitter Feeds:
 - Facebook Feed: [Red box, value: https://www.facebook.com/]
 - Twitter Feed: [Red box, value: @]
- Active Force AP Lock out Roster Edits Lock out Roster Gamesheets Hide Game Results Notify Admin Of New AP Player Lock out Content Pages
- Submit [Red box] Cancel [Red box]

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

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.

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

- Category: [Red box, dropdown menu, value: U13 BB]
- Name: [Red box, value: POOLA]
- Submit [Red box] Cancel [Red box]

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

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 OWHA teams to your tournament is very different from adding a non-OWHA team to your tournament. Both methods are outlined below.

HOW TO ASSIGN **OWHA 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 OWHA 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 OWHA team plays in (ie: OWHL-Southern, OWHL - Eastern etc)

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

The screenshot shows a form titled "Select Teams". It has two dropdown menus: "League" with the text "choose" and "Season". Below the dropdowns is a blue "View" button.

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.

The screenshot shows a more detailed "Select Teams" form. It includes dropdowns for "League" (Golden Blades WHL), "Season" (2021-2022), "Divisions" (Senior), and "Category" (Senior B). A blue "View" button is visible. Below the dropdowns is a table with columns for "Divisions" and "Category". The table lists several teams with checkboxes in the "Divisions" column. A blue "Add Selected Teams" button is at the bottom left. Below the table are dropdowns for "Season" (2021-2022), "Category" (U9), and "Pool".

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

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 OWHA Rostered teams that are in that League for that specific Division and Category will appear.

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

Under the Category, ensure that you choose the appropriate Category.
**U9 is the default, you must change this before adding the team (s)

Under the Pool option, you can select the Pool that this team will be in for that specific Category.
This isn't a mandatory field and can be left blank if you wish

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 and entered.

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.

The screenshot shows the 'Teams' management interface. At the top left, there is a button labeled 'Add Team' with a plus icon, which is circled in red. Below it are two dropdown menus: 'Season' set to '2021-2022' and 'Category' set to 'All'. A blue 'View' button is located below the dropdowns.

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.

The 'Create Teams' form contains several fields: 'Season' (2021-2022), 'Category' (U9), 'SubCategory' (HL), 'Name' (Testing), 'Abbrev.' (empty), 'Login' (testing148247), 'Password' (77306), and 'Email' (empty). A 'Generate Random Login & Password' button is located at the bottom left. A text box explains that the name field is for the team's name on game sheets, using 'Monkton Angels U15 AA' as an example. Another text box explains that the 'Generate Random Login & Password' button will automatically create a login and password.

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 (see below).

The screenshot shows the 'Teams' list with the following data:

TID	Category	Name	Login	Password	Email
139321	U9	Testing	testing148247	77306	

At the bottom right of the table, there are four icons: 'Labels', 'Home', 'Edit', and 'Delete'.

- In order to add players to NON OWHA teams, you need to select “TEAMS” then “PLAYERS”.
NOTE: This feature is only for NON OWHA teams. All players and staff on OWHA Teams will automatically show once you have added the team to the tournament.

Since you will be adding multiple players, select this option from the top “ADD MULTIPLE PLAYERS”. 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.

Select the Season, Category and Subcategory and Team from the drop-down boxes. These are mandatory fields, and you must choose before proceeding.

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

- 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 (see above).

NOTES:

- ❖ Once you have added all the teams attending your tournament, you can proceed to the next step and continue to set up your tournament on the Platform.
- ❖ Reminder, you only need to build the roster for NON OWHA teams once. The teams will then be able to use the RAMP Electronic Game sheet APP for their games 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 Game Portal system. By uploading the schedule, the system will automatically generate the RAMP Game sheet app codes that the teams would need to use the electronic game sheets for each of their games during the tournament.

HOW TO IMPORT YOUR TOURNAMENT SCHEDULE INTO RAMP

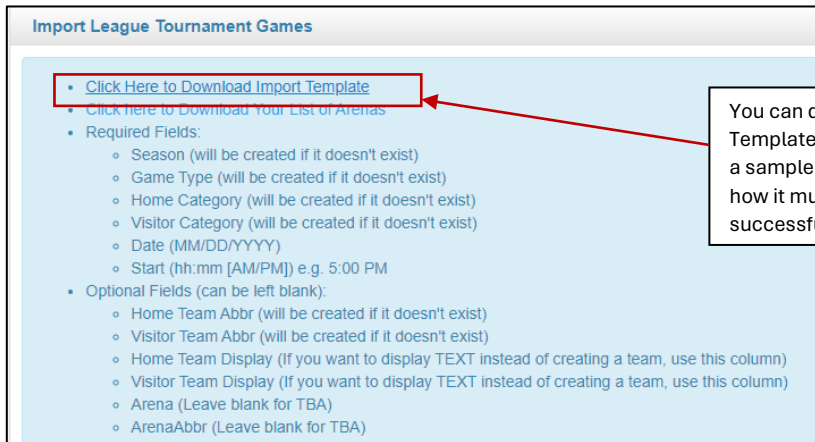
YOU MUST ENSURE THAT THE TEAM NAMES ON YOUR SCHEDULE MATCH THE NAMES OF ALL THE TEAMS AS THEY APPEAR ON THE PORTAL WHEN YOU TIED THEM TO THE TOURNAMENT.

Team names must match. Failure to import the proper team names will result in roster information (players & staff) not populating for the teams on the Electronic Game sheet.

1. Select the “IMPORTS” tab from the left panel on the screen.
2. Select “IMPORT LEAGUE TOURNAMENT GAMES”.

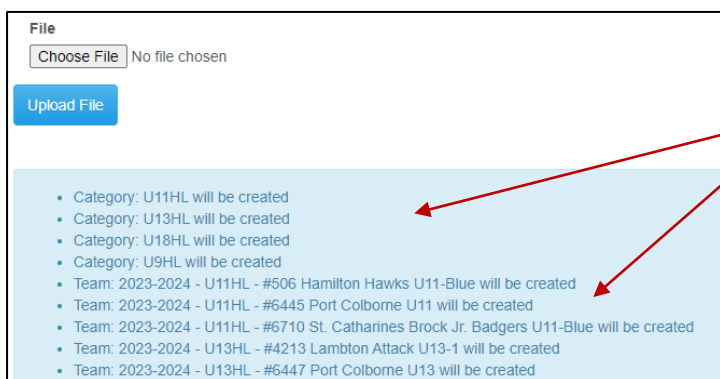
The proper template must be used in order to upload your schedule.

No other format will be accepted.



3. Please be mindful of the following:
 - a. The template must be used to import your schedule. The import must be in (CSV – Comma Separated Value) format. Excel imports are not accepted by the system.
 - b. When you download the import template, it will download it as a CSV file. You must copy and paste the information from your schedule into this template before you import it into the Game Portal.
 - c. You can import your schedule in sections, for example by (Division/ Category, by Day or by Arena) this way if there is an error with the download, it can be easily found and fixed.
 - d. The system will tell you when there is an error. Do not proceed with the import if you have errors. They must be fixed before you import your schedule.

Below is an image of what you will see when there are ERRORS with the import:



Once you select your file for import, the system will then show a window to advise you of any errors. If you see a list of any kind, this means there are errors with the import and the system is identifying what the errors are.

DO NOT “IMPORT” THE DATA if you see a list of any kind showing.

Simply click on any other tab from the left side of the menu to get out of the import. This will tell the system not to import what you entered. The errors must be fixed before you can attempt to import the games again.

Below is an image of what you will see when the import file has NO ERRORS:

When you import your schedule into the system and if everything is correct on your import as well as on the Platform, the system will then show you a message like the one to the left.

This is what you want to see. This means everything has been done correctly and tied into your tournament correctly.

There is no list to advise you of something missing or not entered correctly.

Only with this message should you be clicking on "IMPORT DATA"

- e. DO NOT import your schedule into the system more than once. If you do this all your games will be duplicated and show up for each import you do. If you do this accidentally, please email tournaments@owha.on.ca immediately to advise us accordingly so that we can assist with removing the games.
- 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. Do not make changes and then import the games 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 once and when it is final, and the likelihood of changes are minimal.


























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 attempt to import. We are happy to assist you with this.

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

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	TEAMS	ARENA	VERIFY TAB	GAMESHEET TAB	EDIT TAB	DELETE TAB	
550911 174	03/03/2022 9:00 PM #3282 Oshawa Senior Rec 3	#2284 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			     

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

TEAMS

Home team is listed first. The Visiting team is listed 2nd.

ARENA

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

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.

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.



VERIFY TAB



GAMESHEET TAB



EDIT TAB



DELETE TAB

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 OWHA website.

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	GameSheet 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	382-372-420	339-756-512
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	523-152-425	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 OSHA official team roster.
- To sign the game sheet.

This code is not to be shared with anyone else.

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

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.

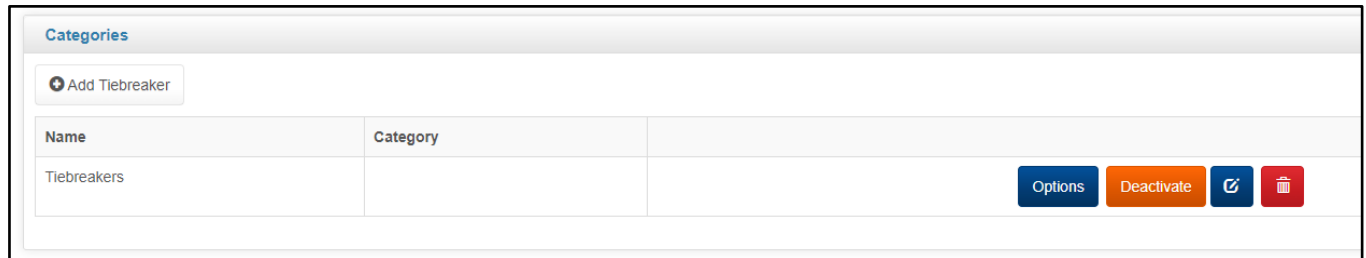
5. In the app, the 9-digit code must be entered to access that specific game sheet.


NOTE: When teams use their unique “TEAM CODE” that they get when they log into the GAMP Portal, all their games will automatically be imported when the “team code” is entered into the app. Games scheduled in the future will also show up in the RAMP Gamesheet App so that they are readily available for the team for their games.

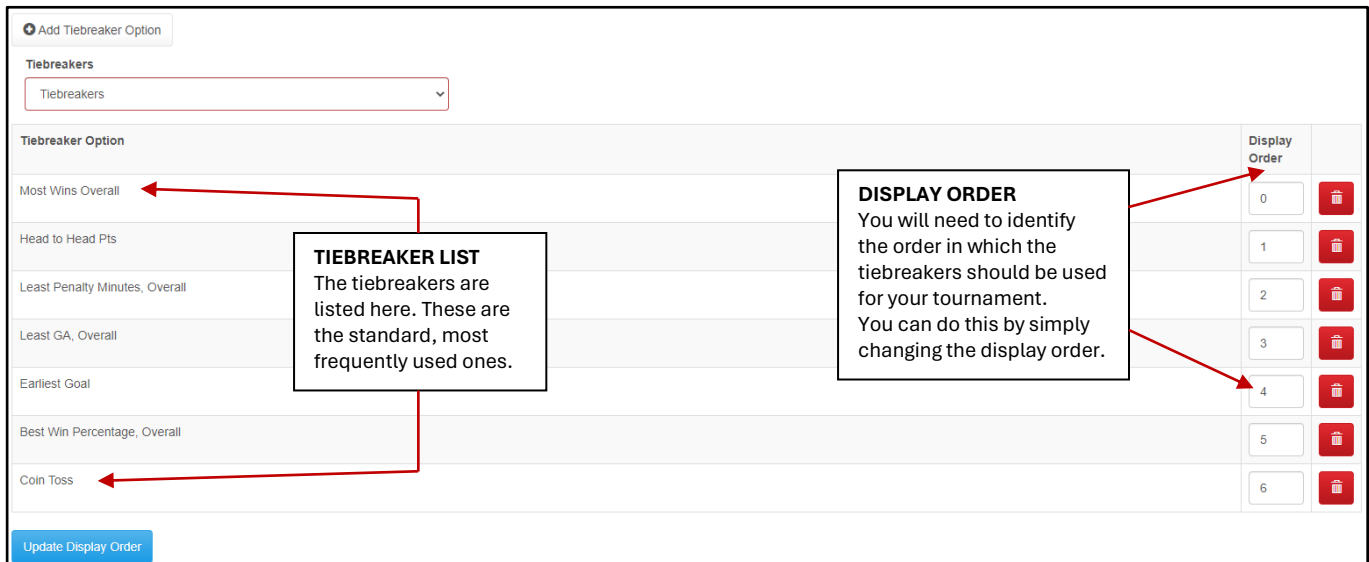
*How to use the RAMP Game sheet app as
a [TIMEKEEPER](#), an [ON-ICE OFFICIAL](#) (referee) or a [TEAM](#) (home or visiting)*

HOW TO VIEW TIEBREAKERS FOR YOUR TOURNAMENT

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



4. 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.
5. You can 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.



- ❖ 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.

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
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 should be entered here.

Season
2022 OWHA Provincial Championships

Category
All
You must select the Category for this Bracket.

Game Type
All

Number of Teams
Choose

GAME TYPE
Select Round Robin. Options will appear here only if you created game types your tournament. If you didn't set up game types, simple select "All" or the option you have that includes all games.

SEASON
This is usually the name of your tournament.

NUMBER OF TEAMS
Select the number of teams to advance following Round Robin play. This will enable the correct number of Quarter and Semi finals games to populate for the bracket.

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 in order of highest points in that Pools, (see image on right).

NOTE:

Before you will be allowed to create the bracket, you will need to ensure that you name the bracket. You can call the bracket, the div/cat of this specific group of teams (ie: U11 C, U15 AA etc...)

Bracket Name
|

Bracket Type
Single Elimination

Season
2024 OWHA Provincial Championships

Category
U11 C

Game Type
Round Robin

Number of Teams
8

Points	Teams
6	Wingham 86ers #8650
6	Nepesin Wildcats #2070
5	Markdale Shooting Stars #8721
5	Kanata Rangers #1712
4	South Huron Sabres #5603
4	Lakeshore Lightning #5998
4	Parkhill #7291
4	Southpoint Stars #8671
3	Huron Heat #3055
2	Stratford Aces #3005
2	Russell Coyotes #7304
1	Lambeth Lancers #6004
1	St.Marys Rock #7587
1	Mooretown Lady Flags #1913
0	Belmont Blazers #5143
0	Twin Centre Hurricanes #7504

Create Bracket

- 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.
- Another window will display, and you will be able to verify the information before selecting “CREATE BRACKET” to move on (see below).

Confirm Bracket

Create Bracket with the following settings?

Category: U11 C
 Name: testing
 Size: 8 Team Bracket
 Byes: No Byes
 Starting Position: Quarter-Finals

Warning: Bracket size and type cannot be changed after bracket has been created.

Create Bracket
Cancel

- Below and once you click on “CREATE BRACKET” at the bottom of the page when you scroll down, you will see a chart that outlines the final games for your tournament.

AUTO SEED
Please do not click on this tab. We will advise on when it can be used later in this manual.

Auto Seed Bracket

Round	GameSet #	Team 1	VS	Team 2	Best Of
1 (Quarter-Finals)	5192	TBD	VS	TBD	BO1
1 (Quarter-Finals)	5193	TBD	VS	TBD	BO1
1 (Quarter-Finals)	5194	TBD	VS	TBD	BO1
1 (Quarter-Finals)	5195	TBD	VS	TBD	BO1
2 (Semi-Finals)	5196	TBD	VS	TBD	BO1
2 (Semi-Finals)	5197	TBD	VS	TBD	BO1
3 (Finals)	5198	TBD	VS	TBD	BO1

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

TEAM 1 & TEAM 2 (Quarter-Finals)
These fields are showing as “TBA”. They will remain TBA until you select from the list of teams which ones will be moving on. Only then will those team names, populate in the “TBA” dropdown field for you to then choose.

BEST OF
No entries or changes need to be made to this field.

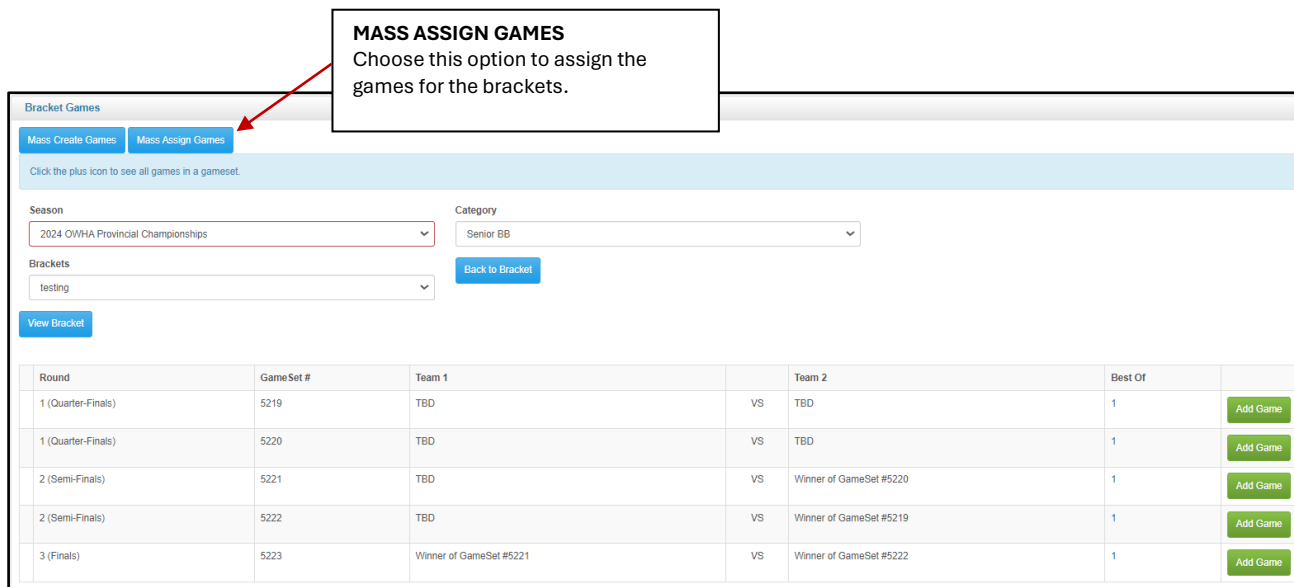
SEMI-FINALS
The drop down for these games will show you what you entered for both the Home Team Display and Visiting Team Display field when you imported your tournament schedule. Choose the correct one from the drop down options for these “Semi Final” games.

As the games progress team names will need to be entered into these fields. You can set up the system to automatically populate the teams, however, we strongly recommend that you monitor to ensure the system is populating with the correct teams. At times the wrong team does get automatically entered by the system.

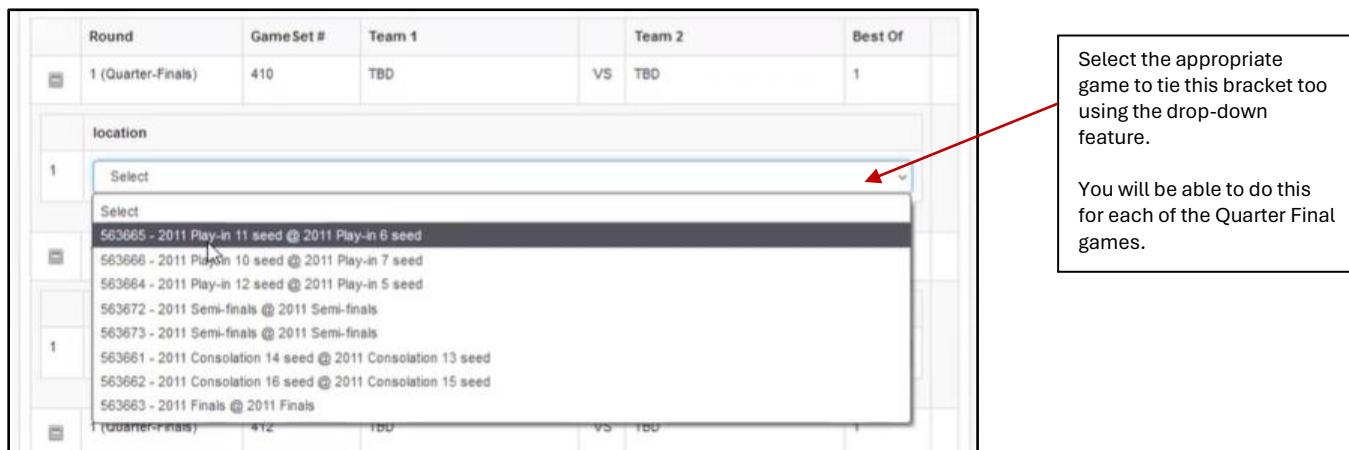
No Records Found

Save

- 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 (see image below)



- 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.



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 OWA Website, anyone wanting to see the scores for the games can select the tournament from the list on the OWA website, by selecting the “TOURNAMENTS” tab and then the appropriate tournament name.

Select the "TOURNAMENTS" tab from the league listing below the OWHHA logo on the home page of the website.



All the approved tournaments will then show up on the list below, scroll to find the one that you are looking for and click. Then select the division you are looking for.

Image on the right is what the tournament list will look like.

Tournaments
Ayr Rockets Winter Blast Tournament
B.A.D. Blazers Annual Winter Tournament
Barrie Sharkfest Tournament
Barrie Sharks Winter Classic
Belleville New Year Classic Tournament
Brampton Canadettes 2 Nations College Prep Series
Brampton Canadettes 55th Annual Easter Tournament
Brantford 42nd Annual Walter Gretzky Tournament
Brockville February Freeze
Cambridge Roadrunner New Years Classic
Central Perth Predators U9 Hocktoberfest
Central York Aurora Silver Stick Finals
Central York Panther Pride House League Tournament
Central York Queen of the House Tournament
Clarington Flames Applefest Tournament
Collingwood Thundersnow Classic
Corwall 39th Annual Competitive Tournament
Corwall Annual House League Tournament
Durham West Bolts and Hearts Tournament
Durham West House League Tournament
Durham West North American U18AA Tournament

13. Anyone wanting to see the scores or standings for a 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.

#	Date	Location	Home	Visitor
303	Fri, Apr. 08, 2022 8:00 AM	Chesswood Arenas Pad 1	Waterloo Ravens #1183 (3)	Stratford Aces #3602 (2)
304	Fri, Apr. 08, 2022 8:00 AM	Chesswood Arenas Pad 3	Whitby Wolves #4801 (1)	Central York Panthers #2 (1)

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

Team	GP	W	L	T	PTS	OTL	SOL	GF	GA	DIFF	PIM	Win%	+/-
POOL A													
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

14. The Brackets tab will show you the teams that are playing down for the playoffs and finals in your tournament. 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 PLAYOFFS TOURNAMENT
RAMP LEAGUE TOURNAMENT

ROUND 1: APRIL 08

- Waterloo Ravens #1183 vs Toronto Lassie #1848 #1217
- Whitby Wolves #4801 vs Stratford Aces #3602
- Central York Panthers #2 vs Durham West House League #1

ROUND 2: APRIL 09

- Waterloo Ravens #1183 vs Stratford Aces #3602
- Whitby Wolves #4801 vs Durham West House League #1

ROUND 3: APRIL 10

- Waterloo Ravens #1183 vs Durham West House League #1

ROUND 4: APRIL 11

- Waterloo Ravens #1183 vs Durham West House League #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	Actions
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 OWHHA Provincial Championships

Category: U22 A

Game Type: Round Robin

Number of Teams: 4

Save Teams

Points	SubCategories	Teams
<input type="checkbox"/>	7 POOLA	Kitchener Lady Rangers #2700
<input checked="" type="checkbox"/>	8 POOLA	Durham West Lightning #303
<input type="checkbox"/>	3 POOLA	Lucknow #8696
<input type="checkbox"/>	2 POOLA	Barrie Sharks #104
<input type="checkbox"/>	2 POOLA	Sudbury Lady Wolves #1097
<input checked="" type="checkbox"/>	8 POOLB	St. Catharines Brock Jr. Badgers #6726
<input checked="" type="checkbox"/>	8 POOLB	Flamborough Falcons #2351
<input type="checkbox"/>	4 POOLB	Guelph Jr Gryphons #4483
<input type="checkbox"/>	2 POOLB	Thunder Bay Queens #905
<input type="checkbox"/>	0 POOLB	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	GameSet #	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.

NOTES & REMINDERS:

- ❖ If you accidentally click on the “RED TRASH CAN” tab at any time, you 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 for assistance. Please note that using the Brackets system is not mandatory for tournaments.

HOW TO MANUALLY POPULATE TEAMS INTO EACH POST ROUND ROBIN GAME

1. If you do not use the “BRACKETS” system, you can populate the names of the teams moving on to the finals manually. Follow the steps below to edit a game and manually populate a team into a game.
 - a. From the menu on the left, click on “LEAGUE TOURNAMENT GAMES” and then click on “league tournament games” from the list that appears.
 - b. Once the games load, you will see them all listed. If the games are not showing, please ensure that you have entered the start and end dates correctly.
 - c. Select the Blue “edit” tab from the tabs on the right of the specific game you wish to edit. When the window opens, it will look like the image below:

The screenshot shows a form for editing a game. The form includes the following fields:

- Game Type: Round Robin
- Game #: 103
- Season: 2024 OWHA Provincial Championships
- Home Category: U11 AA
- Visiting Category: U11 AA
- Pool: All
- Home Team: Gloucester Cumberland Stars #2465
- Visiting Team: Barrie Sharks #120
- Home Display: (empty)
- Visitor Display: (empty)
- Live Video Link: (empty)
- Tickets Link: (empty)
- Date: 4/12/2024
- Start Time: 8:00 AM
- End Time: (empty)
- Arena: Westwood Arena - Pad 1
- Notes: (empty)

Callout boxes provide additional instructions:

- Top right box: "The Home and Visiting Category should be where the 2 teams are playing in this specific tournament." (Arrows point to Home and Visiting Category fields)
- Right side box: "If you click the drop down beside both the Home and Visiting team you will see a list of teams that have been entered for that division/category. You can then choose the team you need to from the list that will be playing in that specific game. You will need to ensure that you choose from the drop down for both the Home and Visiting team." (Arrows point to Home and Visiting Team fields)
- Bottom right box: "If you need to make any other changes or edits for this specific game, you can do so here." (Arrow points to the Notes field)

Buttons: Submit, Cancel

- d. Once you have made the changes that you require for this specific game, you must click on the “SUBMIT” tab to ensure that the changes take.

HOW TO MANUALLY CREATE A TOURNAMENT GAME ON THE PORTAL

1. Select the “LEAGUE TOURNAMENT GAMES” tab from the left panel on the screen.
2. From the drop-down list, select “LEAGUE TOURNAMENT GAMES”
3. On the next screen, click on “Add League Tournament Game” from the top of the screen.
4. The image below will walk you through the steps to schedule a tournament game.

NOTE: this process is the same for creating any kind of game on the RAMP Game Portal.

All fields with the “RED BOX” are Mandatory and must be completed.

The screenshot shows a web form titled "Create League Tournament Games". The form contains several fields, some of which are highlighted with red boxes. Seven callout boxes, labeled Step 1 through Step 7, point to these red-boxed fields with red arrows. The fields and their corresponding steps are:

- Step 1:** Points to the "Game Type" dropdown menu.
- Step 2:** Points to the "Game #" text input field.
- Step 3:** Points to the "Season" dropdown menu.
- Step 4:** Points to both the "Home Category" and "Visiting Category" dropdown menus.
- Step 5:** Points to both the "Home Team" and "Visiting Team" dropdown menus.
- Step 6:** Points to the "Date", "Start Time", "End Time", and "Arena" fields.
- Step 7:** Points to the "Notes" text area.

The form fields include: Game Type (dropdown), Game # (text), Season (dropdown), Home Category (dropdown), Visiting Category (dropdown), Pool (dropdown), Home Team (dropdown), Visiting Team (dropdown), Home Display (text), Visitor Display (text), Live Video Link (text), Tickets Link (text), Date (text), Start Time (text), End Time (text), Arena (dropdown with "Find Locations Not in List" button), and Notes (text area). At the bottom are "Submit" and "Cancel" buttons.

The OWHA website has additional material that you can refer to if you have questions pertaining to the RAMP Game Portal or the RAMP Electronic Game sheet app.

Link: [Ramp Games & Portal Info](#)

For additional assistance with any questions you might have, please email tournaments@owha.on.ca