

# INSTRUCTIONS FOR TEAMS TO USE THE RAMP GAMESHEET APP

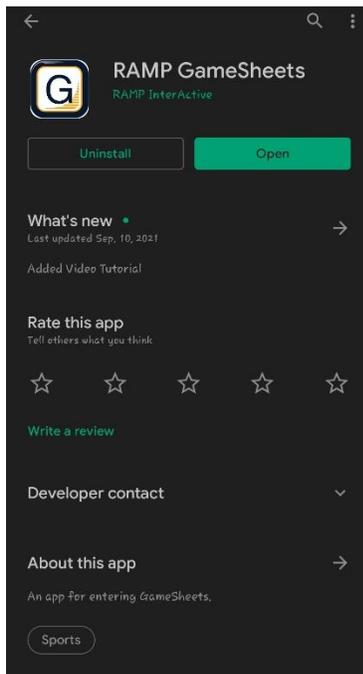
The team Coach/or designated staff member **MUST** download the RAMP Game sheet APP  (free) on their smartphones.

Depending on your smartphone (android or tablet) you must go to the Google Play store or the app store.

The Tournament Convenor or Home Team will provide you with the game sheet app codes that you need for the games that you will be playing There will be a different code for each game. Once the tournament schedule is entered into the ramp, the teams will be able to see their game sheet app codes from their Team Login via the online RAMP Games Portal.

The team coaches or designated staff member for each of the teams must go into the app to access the electronic game sheet at least 10 minutes prior to the start of the game to select their players and their staff that will be on the bench for that game. Once this has been done, the team coach or designated member must sign the game sheet.

This app works just like any other app. Once downloaded you will have to create a personal account so that you can access the app. This account is not tied to a team or an association. **It is your personal account.** Once created, your home screen will look like the following image below on the right.

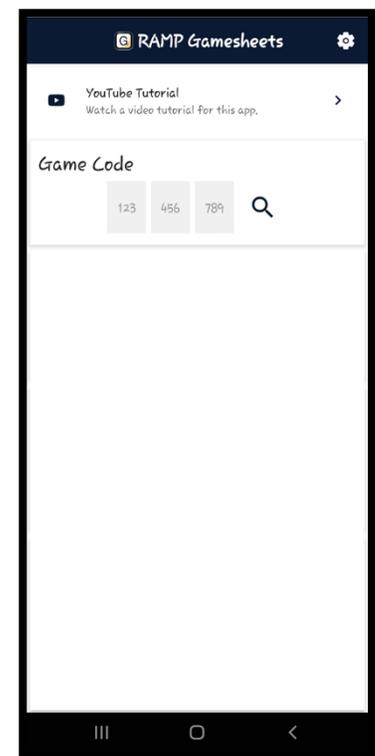


The image to the left is taken using an Android device. When you go to the play store, you must look for the “RAMP GameSheets App”. The icon for the app is pictured here for you.

The image to the right is what you will see when you have downloaded the app and created your account.

This will be the home page screen of the app each time you open it.

You will be entering your game code in the box you see there and then tap on the search icon for the game to show up



**\*\*\* Each game will have its own unique code. \*\*\***

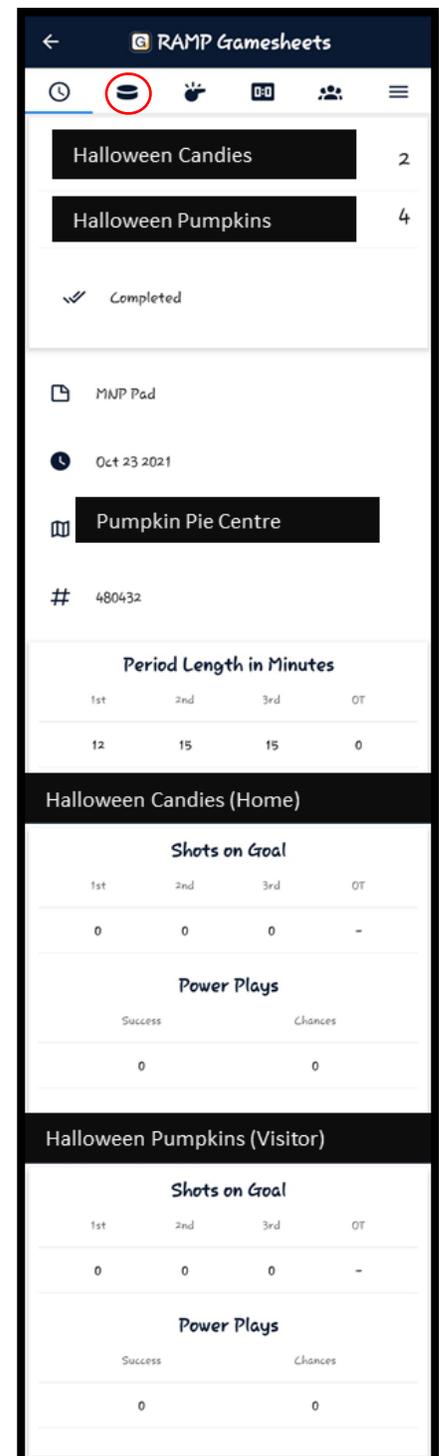
**The game codes that you have entered into the app will automatically be deleted 7 days following the end of the game. They cannot manually be deleted.**

At the top of the screen, you will see the following icons. They will take you to various pages where information pertaining to the game can be entered.



## GAME DETAILS TAB/PAGE

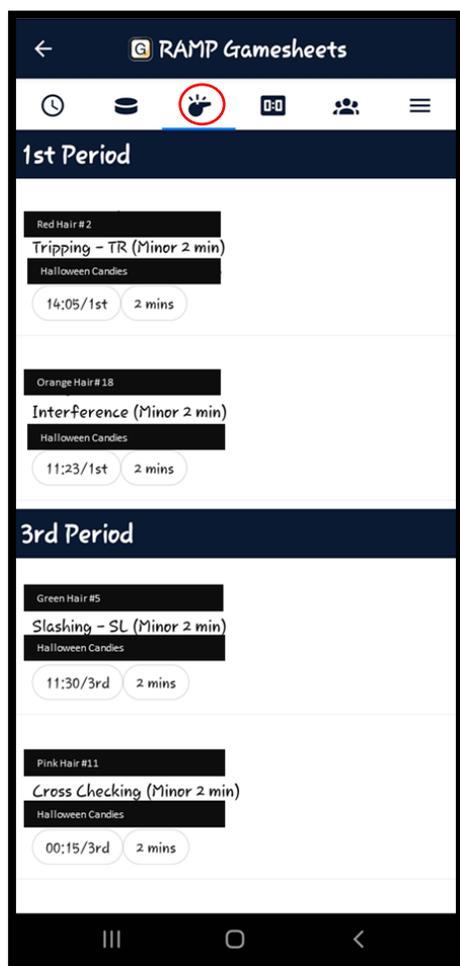
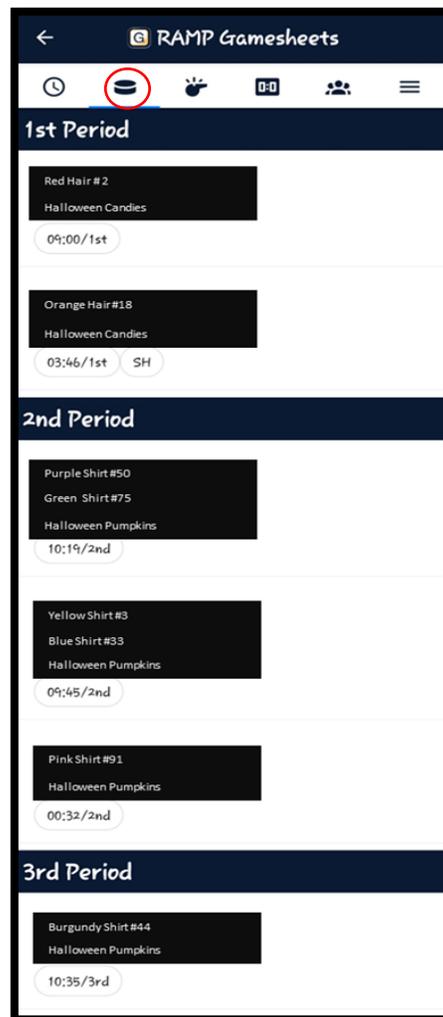
1. Upon entering your code as the home or visiting team for the game, you will then be taken to the game details screen for that specific game. You will see all the game details here.
2. The timekeeper will be entering all the stats for the game using their own access code. You as the team coach / or designated will not be entering any statistical information. You will be able to see the information once it is entered but you cannot input or change the information yourself via the app.



## GOALS TAB/PAGE



This page will walk you through the goals that were scored in the periods by both teams. As per the image to the right, this page outlines the player that scored, which team they are on and the time of the goal as well as some additional details.



## PENALTIES TAB/PAGE



This page lets you view the penalties of this game.

Please note that if your team receives a suspendable penalty you **MUST** report it to the OWhA via email.

Please send the details of the game: Game Id#, game date and team names along with the name of the player/ staff who received the penalty and the type of penalty they received. This email must be sent to [stats@owha.on.ca](mailto:stats@owha.on.ca) within 24 hours following the end of the game or prior to the team's next game, whichever comes first.

Failure to report a suspension issued to your team within 24 hours will result in additional suspensions being assigned to the team.

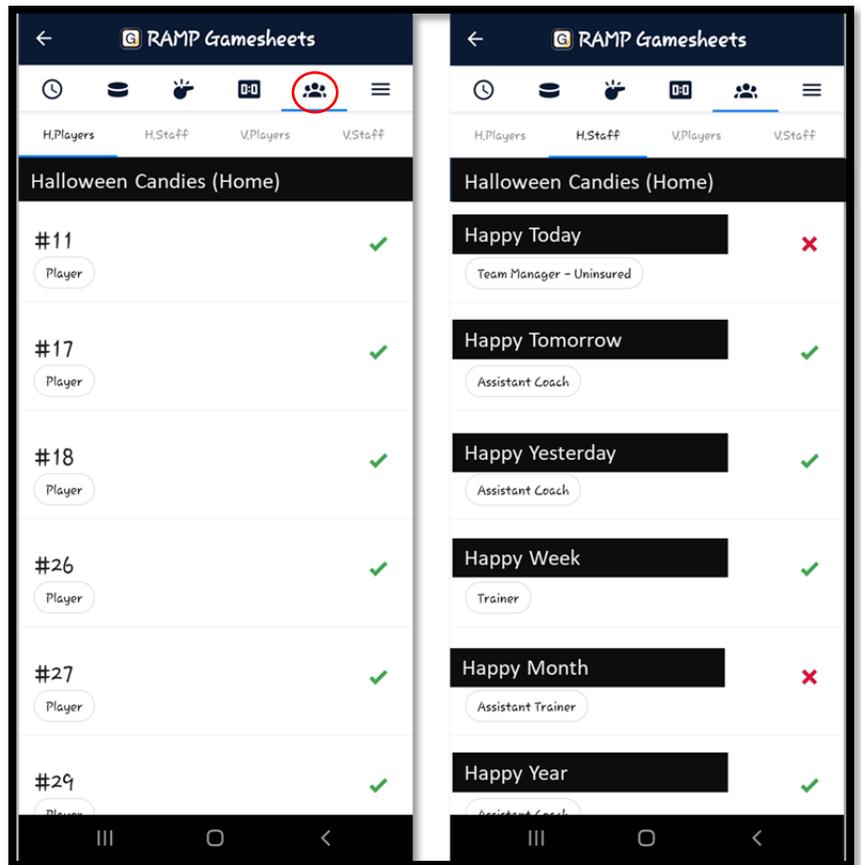


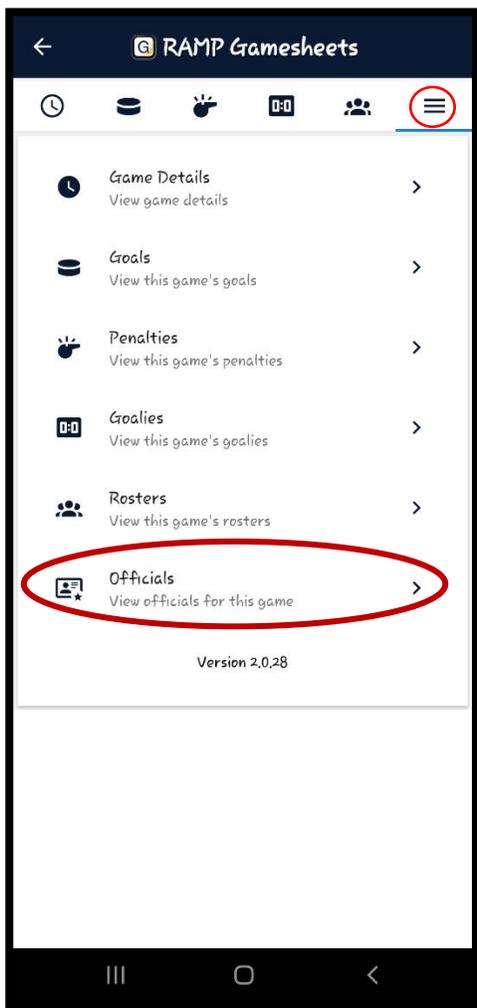
**GOALIES TAB/PAGE**

The "Goalies" tab will provide you with information regarding the Goalies for each of the team. It is not mandatory for the teams to track this information but if they choose to do so, they must ensure that the timekeeper is aware so information can be entered into the app.

**ROSTERS TAB/PAGE**

Here team Coaches or designated individual must select the Players and Staff that will be participating in the game. The toggles can be used to do this. Only the Home team can make changes to the Home team roster. Only the Visiting team can make changes to the Visiting team roster.





**MORE TAB/PAGE**

The three lines on the page will enable you to access additional information pertaining to the game.

You will be able to see the officials of the game. Their signatures will not show until they have had the opportunity to review the game sheet and verify that all information is accurate.

SEE BELOW IMAGE FOR DETAILS.

**OFFICIALS TAB/PAGE**

This page will show you the names of all the officials for the specific games. This information must be entered by the timekeeper. The official must sign off on the game sheet once they have reviewed the game details for accuracy.

**NOTE:** It is the responsibility of the HOME team to ensure that the timekeeper records the full name of the on-ice officials and their OWHHA ref #'s into the app. This information is mandatory and must be completed for each game.

If it was not completed by the timekeeper, the HOME team has 24 hours to log into the portal to add the information manually.



## ADDING A PICK-UP PLAYER.

Teams can add a pickup player for the game by following the instructions below:

1. Select the Roster Tab, once there at the top of the screen you will see a tab to “ADD PLAYER”  
By selecting this you will be able to enter the information for that player, including Name, position and Jersey #. You will also be able to choose some additional information pertaining to this player.
2. Once the data is entered, please select “SAVE”. This will ensure the data is saved.

**NOTE: A pickup player consent form is still mandatory and must be completed before the team can pick up a player for a game. If this is for a tournament, the completed form must be present to the tournament convenor. If this is for a league game the complete form must be emailed to [leagues@owha.on.ca](mailto:leagues@owha.on.ca)**

## SUSPENSION TO A PLAYER ON THE TEAM.

When a player receives a suspension in a game, and the information is entered by the timekeeper, this information will be recorded on the electronic gamesheet. The team must report the suspension issued to a member of the team by emailing [stats@owha.on.ca](mailto:stats@owha.on.ca) with the required information.

Once the email is received, the OWSHA can reply to the email with the details regarding the suspension that must be served by the team member.

When a player is serving games, no action is required on the electronic game sheets. If the suspension was issued at a game in which paper game sheets were used, the team must email [stats@owha.on.ca](mailto:stats@owha.on.ca) with a clear readable copy of the game sheet to report the suspension. If electronic game sheets are being used, the team must email [stats@owha.on.ca](mailto:stats@owha.on.ca) to provide us with the game id # of the game in which the player served.

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Any data entered in the app will automatically upload as soon as you have a wifi or internet connection.

If you are at a facility in which wifi access is limited, we advise that you enter the code for the game before you get to the facility. This way all the details will be downloaded to your device, so that entering information is easier.

The teams, both HOME and VISITING, have 24 hours following the game in which they can use their login information to log into the RAMP Games Portal to enter any information that was not entered into the app at the time of the game and to verify the game. Once the 24-hour window has closed, you must reach out to the OWSHA office via [games@owha.on.ca](mailto:games@owha.on.ca) to request assistance for any changes.

**NOTE: It is the responsibility of the HOME team to ensure that the timekeeper records the full name of the on-ice officials and their OWSHA ref #'s into the app. This information is mandatory and must be completed for each game. If it was not completed by the timekeeper, the HOME team has 24 hours to log into the portal to add the information manually. This includes **marking the game as finished** once the game is over.**

During a tournament, the tournament convenor must ensure that the timekeeper completes the electronic game sheet in full. All information must be entered.