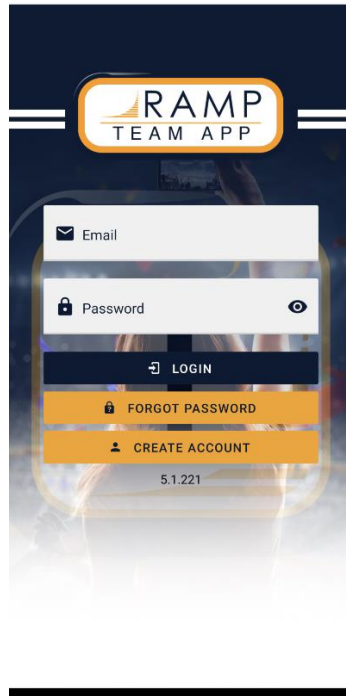


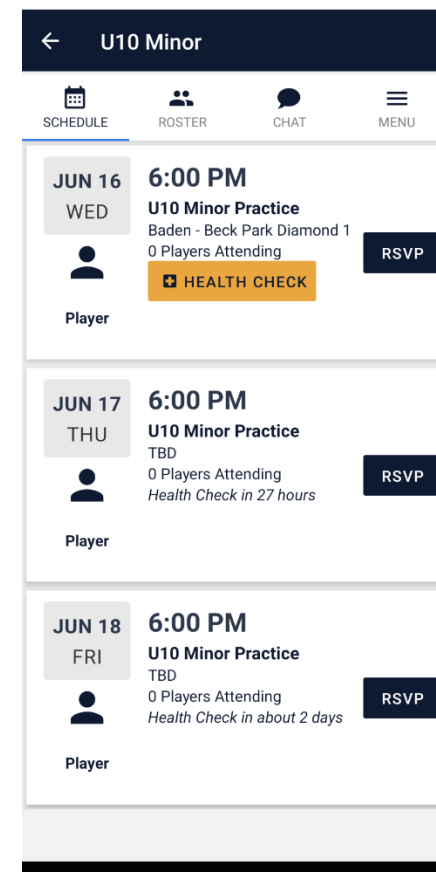
## Ramp App Basic User Guide for Attendance

### Initial Login Setup

Each member of the association will get an invitation to use the RAMP App team application for signing in and covid screening for each team event. Once you have followed the links in the email and downloaded the app to your device the application should start, and prompt as follows:



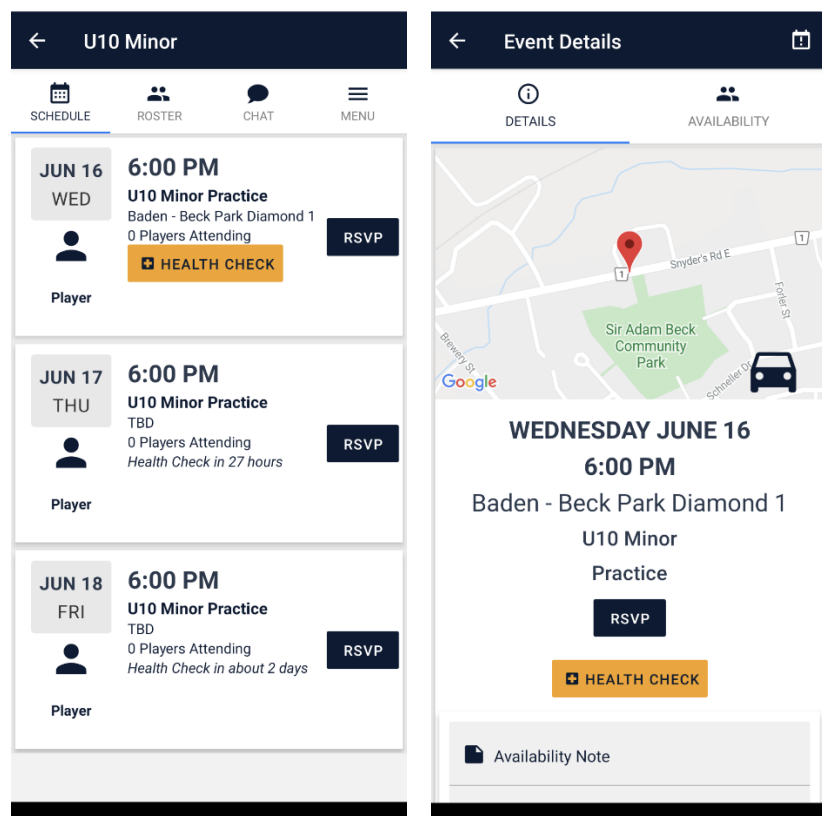
Once you have logged in successfully you will see events for your participant and team information. At this point you have successfully logged in and the App is active



## RSVP and Health Check

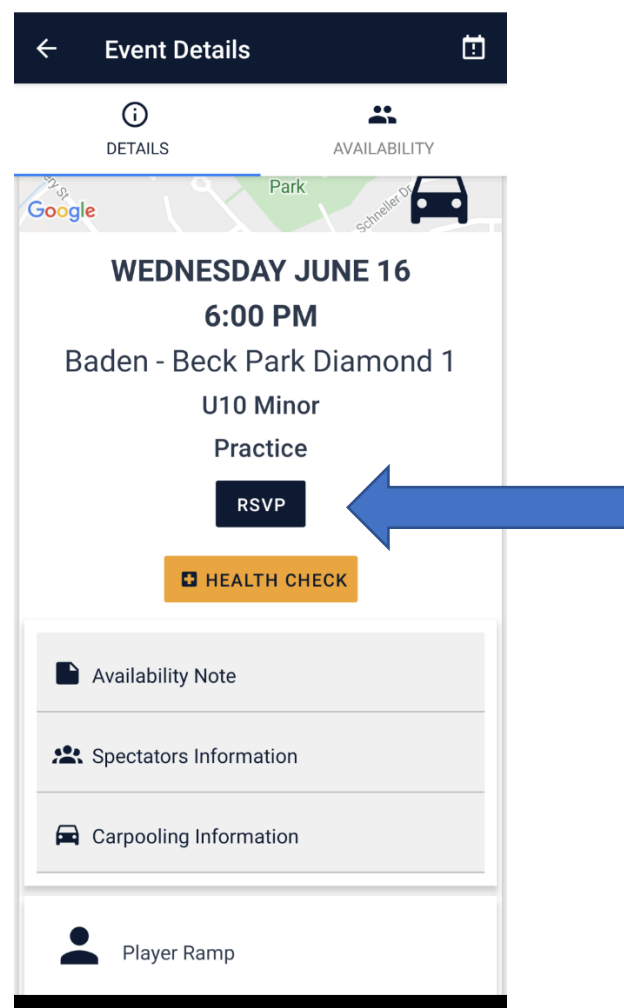
As part of contact tracing and visibility for our coaches, all members of the team must complete a successful RSVP and Health Check screener before being permitted to play or be on the field. These are the steps to be completed, to attend as a player or as a designated spectator.

Select the event, practice, or game that you are planning on attending. This process will only let you complete within a specific time prior to the team event.



Please complete the check in process as follows:

Step 1. Select to RSVP to the event.



Step 2. Reply with your Status to the event. At this point you can select any. If you are unable to attend please select NO if you do not attend.

← Event Details

DETAILS AVAILABILITY

Google

**WEDNESDAY JUNE 16**  
**6:00 PM**  
Baden - Beck Park Diamond 1  
U10 Minor  
Practice

NO MAYBE YES

HEALTH CHECK

Availability Note

Spectators Information

Carpooling Information

Player Ramp

Step 3. Once you have completed the above your player should show the response selected.

← Event Details

DETAILS AVAILABILITY

Google

**WEDNESDAY JUNE 16**  
**6:00 PM**  
Baden - Beck Park Diamond 1  
U10 Minor  
Practice

✓

HEALTH CHECK

Availability Note

Spectators Information

Carpooling Information

Player Ramp

Step 4. Complete the health screening questions. By clicking on the Health Check button. This will prompt the health questionnaire for covid protocols. Please read each question and be sure that all members in attendance answer these questions.

The screenshot shows the 'Event Details' screen. At the top, there's a back arrow, 'Event Details' title, and a calendar icon. Below are tabs for 'DETAILS' and 'AVAILABILITY'. The main content area displays event information: 'WEDNESDAY JUNE 16', '6:00 PM', 'Baden - Beck Park Diamond 1', 'U10 Minor Practice', and a green checkmark. A prominent orange 'HEALTH CHECK' button is located below the event details. At the bottom, there's a sidebar with icons and labels for 'Availability Note', 'Spectators Information', 'Carpooling Information', and 'Player Ramp'.

Step 5. Once you have completed the health check, Click the “Sign Here” prompt stating the your above answers are stated correctly

The screenshot shows the 'Health Check' screen. It has a back arrow and the title 'Health Check'. The screen lists several health screening questions, each with a 'No' answer and a green toggle switch indicating it's selected. The questions are: 'Do you knowingly have COVID-19?', 'Have you returned to Canada from outside the country (including USA) in the past 14 days?', 'In the past 14 days, while not wearing appropriate personal protective equipment, have you or anyone else in your household, had close contact\* to someone with a probable or confirmed case of COVID-19 or to someone who is self-quarantining after returning to Canada?', 'Does this individual/child have any new onset (or worsening) of the following core symptoms:', 'Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?', 'In the last 14 days, have you been identified as a "close contact" of someone who currently has COVID-19?', 'In the last 14 days, have you received a COVID Alert exposure notification on your cell phone?', 'If you already went for a test and got a negative result, select "No"', 'In the last 14 days, have you or anyone you live with travelled outside of Canada? If you or anyone you live with are exempted from federal quarantine as per Group Exemptions, Quarantine Requirements under the Quarantine Act, select "No".', and 'Is anyone you live with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?'. At the bottom, there is an orange 'SIGN HERE' button with a signature icon. A large blue arrow points to this button from the right.

Step 6. Submit the signing box to complete the Health Check. If you are successful and approved to play your status under health will turn Green to go or Red to Stay home.

**Health Check**

conditions you already have

- Extreme tiredness or muscle aches -
- Unusual, fatigue, lack of energy (not related to depression, insomnia, thyroid dysfunction, sudden injury, or other known causes or conditions you already have)

Health Check Signature

*Sign*

☒ SUBMIT HEALTH CHECK

☐ CANCEL & GO BACK

any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?

☒ SIGN HERE

**Event Details**

DETAILS AVAILABILITY

WEDNESDAY JUNE 16

6:00 PM

Baden - Beck Park Diamond 1

U10 Minor Practice

☒ SIGNED

Availability Note

Spectators Information

Carpooling Information

Player Ramp

Step 7. All spectators that are coming to the game must be listed with the player and have answered the health check to the same status to be eligible to attend. If they agree to the above screener, they can be listed as spectators in the app and permitted to attend. You click on the spectator information and list the name(s) associated to your player.

**Event Details**

DETAILS AVAILABILITY

☒ SIGNED

Availability Note

Spectators Information

Parent/Guardian 1

Carpooling Information

Player Ramp

Practice

Wednesday June 16

6:00 pm to 8:00 pm

Baden - Beck Park Diamond 1  
215 Snyders Road East

Once this is complete the player and their spectators have been successfully checked in and will be permitted to play. The coach will be able to verify this information, but it is the responsibility of the player/guardian to ensure this is completed before attending the field.

←

Event Details

DETAILS

AVAILABILITY

WEDNESDAY JUNE 16

6:00 PM

Baden - Beck Park Diamond 1

U10 Minor

Practice

+

SIGNED

Availability Note

Spectators Information

Carpooling Information

Player Ramp

## Extended Coaching Guide

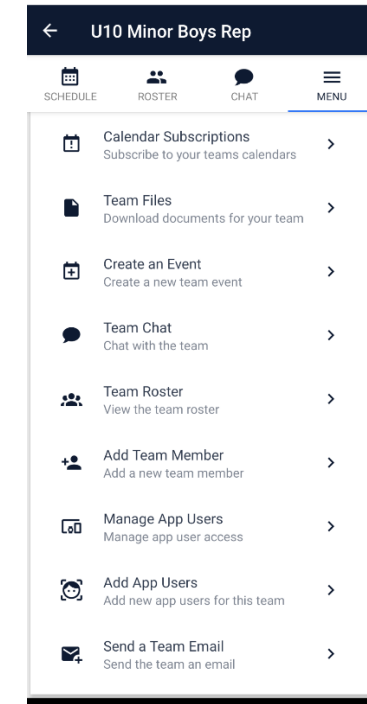
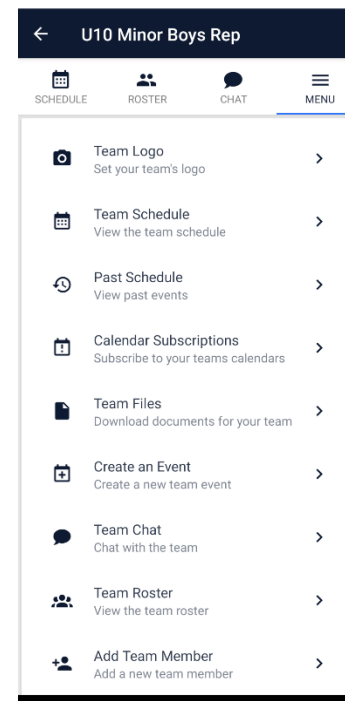
### Attendance Verification

At the start of each game, practice or event the team's health check and attendance needs to be checked and verified. If required as a player does not attend, you can adjust the team responses from the availability screen below.



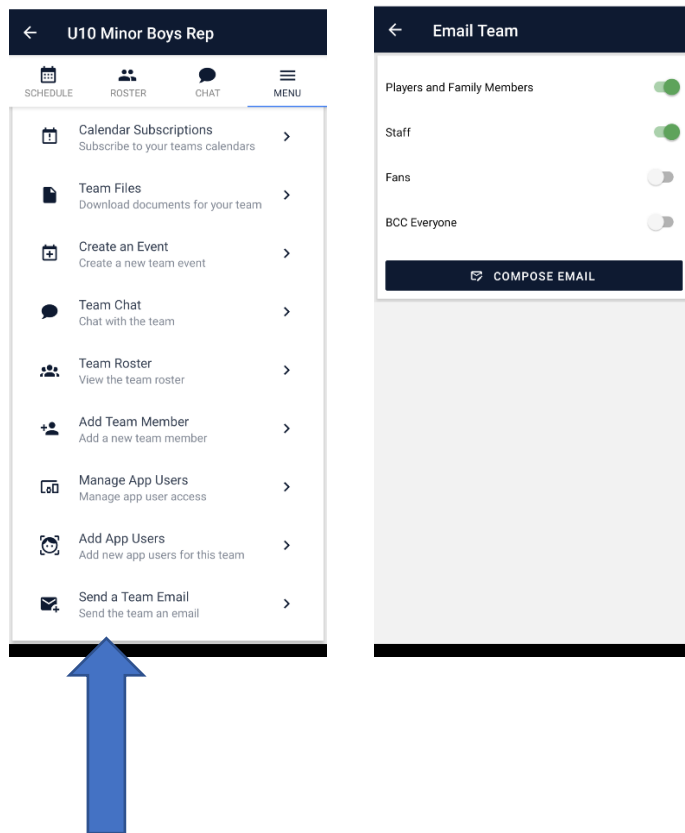
## Team Management

From the Menu tab you have controls over your team's management within the App. In the menu you can manage your teams' events, members, and fans. In the management you are also able to quickly produce team emails.



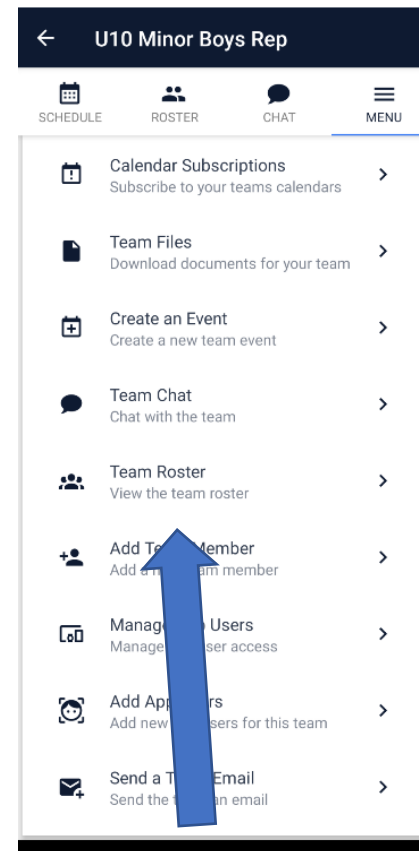
## Team Email Communications

From the team menu you can click on the Send a Team Email and this will create an email with a distribution list depending on the group that you want to send your email to.



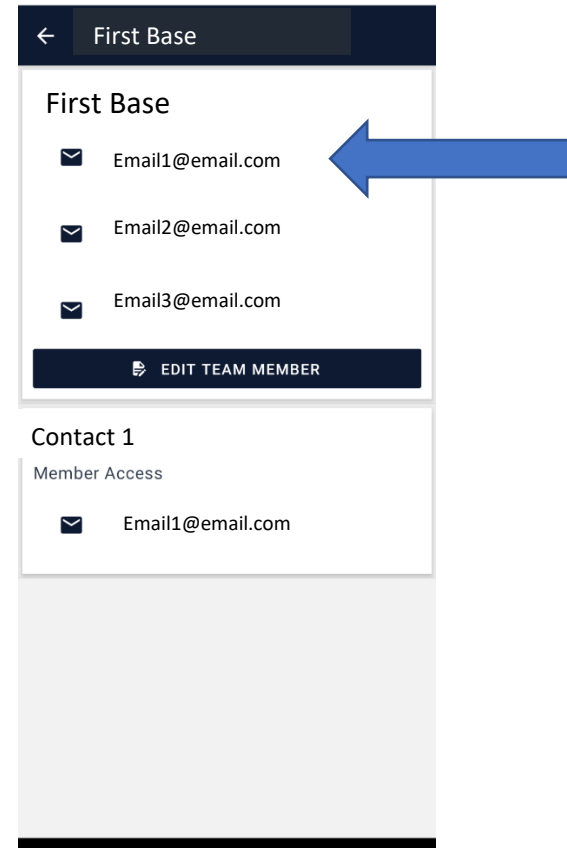
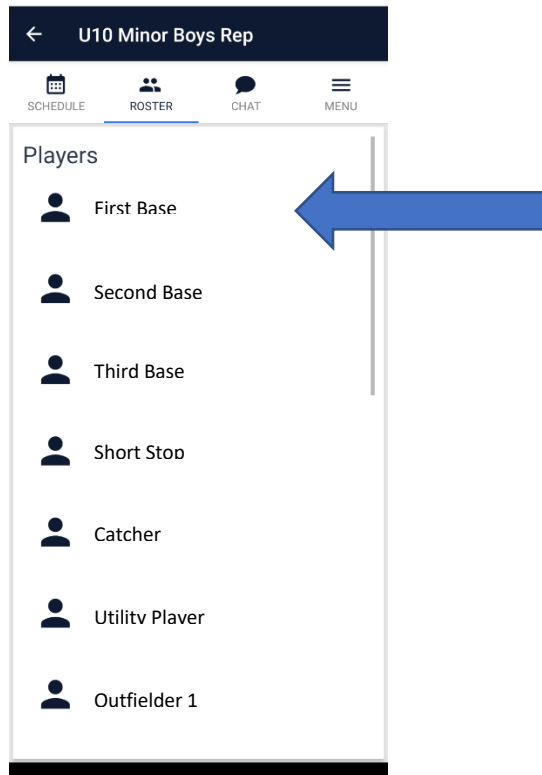
## Managing a Players Contact information

If you need to modify a players contact information, you first click on the Team Roster from the Team Menu





Next you select the player you want to edit. It will open that Player's details. Once that is on your screen you can quickly edit that player's contact information.



## Add Fans and Team Members Access to Ramp APP

If members of your team would like to add additional people to have access to your team's information via the RAMP App you are able to add them from the team menu via the Manage App Users. From this option you can enter the contacts email and the access level you want to grant them on your team. Once you have set there level simply send the invite to the user and they should receive and email to join your team

The screenshot shows the 'Invite App User' form. It has a dark blue header with a back arrow and the title 'Invite App User'. Below the header, there is a form with several fields: an 'Email Address' field with a red error message 'Email address is invalid', a 'choose a roster member' dropdown menu, and three radio buttons for access levels: 'Team Member Access' (selected), 'Limited Fan Access', and 'App Manager Access'. At the bottom of the form is a dark blue button labeled 'INVITE APP USER'. Three blue arrows point to the 'Email Address' field, the 'Team Member Access' radio button, and the 'INVITE APP USER' button.

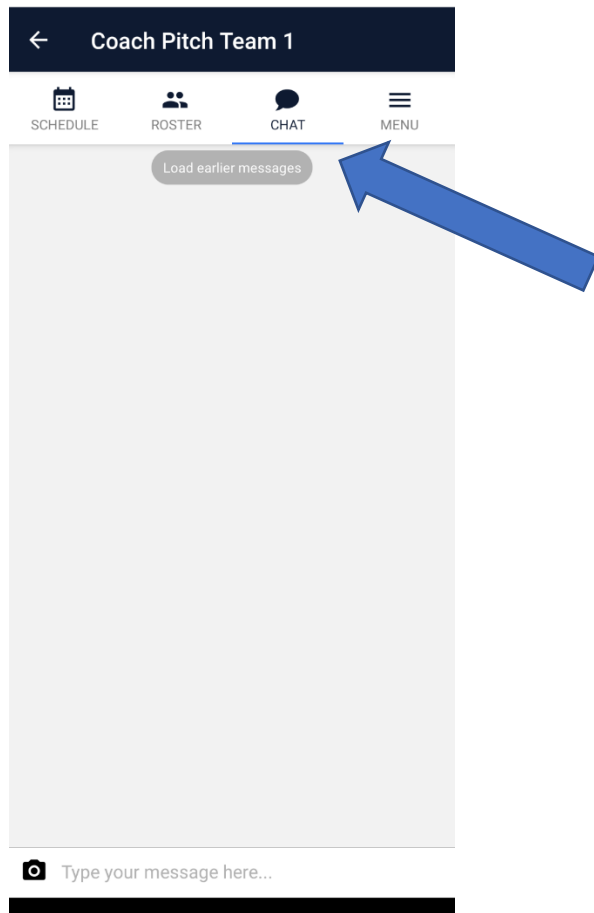
## Add Events to your Teams Schedule

If you have additional practices or events to add to your teams schedule you can add them from the menu as well. Enter the type of event, date, Start time and a Title for your event at the minimum required fields and it will be added to your team schedule.

The screenshot shows the 'Add an Event' form. It has a dark blue header with a back arrow and the title 'Add an Event'. The form is divided into two columns. The left column contains 'Event Details' with radio buttons for 'Team Event' (selected), 'Practice', and 'Game'. Below this is the 'Start Date' field with a red error message 'Date seems to be invalid', followed by the 'All Day' toggle switch, the 'Start Time' field with a red error message 'Start time seems to be invalid', the 'End Date' field, the 'End Time' field, and the 'Event Title' field. The right column contains the 'End Date' field with a red error message 'End date seems to be invalid', the 'End Time' field, the 'Event Title' field with a red error message 'Event title is required', the 'Important Event' toggle switch, the 'Show in App Only' toggle switch, the 'Location' field, and the 'Description' field. At the bottom of the form is a dark blue button labeled 'SAVE EVENT'. Three blue arrows point to the 'Event Details' section, the 'Start Date' field, and the 'Event Title' field.

## Team Chat

The RAMP App offers another great tool in the Team chat. This allows for quick communication to the entire team. Note: All team members see the chat.



## Additional Management of the App and Team

For more control over the App/Users and your team roster changes can be made through your team Admin web access.