

How to add guest players to your Game Sheet & Team IDs

- 1. Sign in with your team login, provided by the league using the <u>TEAM LOGIN LINK</u>.
- After signing in, click on "PLAYER/STAFF AP REQUST" button on the left hand menu or on mobile first click on the 3 strips in the top left corner then Player/Staff AP request.
 This page shows any requests that have been made and you can click "ADD AP REQUEST" to start a new request.

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Vinnipeg Women's Socce	er League	RAMP Team App	SE INCOM
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L Dashboard	Winnipeg Women's Soccer League / 2	Staff Members	Practices
RAMP Team App		🖾 Mail 🚽	T
Settings	Player/Staff AP Requests	★ League Games	Events
Staff Members	• Add AP Request	Tortal Games	2
Mail	No Records Found	League Players	Players
		Players/Staff AP Request	@
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Portal Games		Assignments	
League Players		Contact List	RAMPINTERACTIVE
Players/Staff AP Request		Print Labels	
Players/Staff Approve		C+ Sign Out	R 🗛
Assignments		inte	racti

3. Select the league and team you are requesting a player from. Then you can select the player/staff you want from that team, and lastly enter a date range of up to 4 days that that player will appear as part of your team roster on game sheets. After that time period if that player is needed again a separate request would have to be made the same way.

innipeg women s soccer	League			ll Change Theme / Skin -
Dashboard	Winnipeg Women's Soccer League / 2023-24 WWSL Indoor	/ WWSL Divisi	on 2 / Charleswood Legacy	
RAMP Team App	Diaver/Staff & D. Dequest			
Settings			Season	
Staff Members	Winnipeg Women's Soccer League	~	2023-24 WWSL Indoor	~
Mail	Division		L	
League Games	All	~		
Portal Games	Team To Request Player/Staff From			
League Players	WWSL Co-ed 1 - Cool Cats	~		
Players/Staff AP Request	Player/Staff			
Players/Staff Approve	Select a Player/Staff	~		
Assignments	Start Date E	nd Date		
Contact List	12/08/2023	12/09/2023		
Print Labels	*Max of 4 days Note:			

Team with the Rostered Player

4. Once the request is submitted the Team that has the player, the team staff will receive an email notification asking them to approve or deny the request. That team will sign into its team login and access the request under Player/Staff Approve. They can click the edit button to view each request details and see any previous requests.

L Dashboard	MultiLeague / My Season / Boys Provincials / U19 Boys / Cyclones			
RAMP Team App	Player/Staff AP Approval			
Settings				
Staff Members	New AP Requests			
🔀 Mail	Requested Team Member		Requested	
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Codes	asd asd		Lancers	
葿 Portal Games	Previous AP Requests			
Portal Gamesheet App Codes	Requested Team Member	Requested Team	Requested Team	
League Tournament Games	Mason Test	Edmonton Oilers	Edmonton Oilers	
	Mike Smith	Edmonton Team Ran	Edmonton Team Ramp	
League Tournament Gamesheet App Codes	qwe qwe	Lancers		
League Players				
Players/Staff AP Request				
Players/Staff Approve				

5. The team with the player reviews the request and can approve or deny it, hitting submit to save their decision. An email notification will be sent to the team that requested the player letting them know if the request was approved or denied. If approved that player will appear on game sheets for that team for the set time period (including the end date).

2 Dashboard	MultiLeague / My Season / Boys Provincials / U19 Boys / Cyclones
RAMP Team App	Player/Staff AP Request
Settings	Requested Name asd asd
Staff Members	Requested Date 12/9/2023 - 12/12/2023
🔀 Mail	Requested Note
★ League Games	Approve 🗹
Codes	Player/Staff asd asd
Portal Games	Note:
Portal Gamesheet App Codes	
Ecague Tournament Games	Submit Cancel

*** Please make sure the correct person who needs to approve the use of guest players are registered as a team staff. If they are not, they will not receive the request from the RAMP system.