

RAMP GAMESHEETS Instructions – Managers





Set Up The Team in RAMP

1. Access the RAMP website (recommended to do this on a computer/laptop)

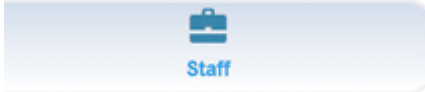



- Go to VIMLC.ca and select Admin Login (top left corner)
- Use the Log-in and Password provided by VIMLC

A dark blue rectangular button with a white right-pointing arrow icon and the text "ADMIN LOGIN" in white capital letters.

2. Add Roser


- Select the Players button on the Dashboard  or  in the left navigation bar
- Select  to add players one by one or select  to add multiple players
- Enter in your players names and numbers
- The AP check box is for players that are called up

3. Add Coaches

- Select the Staff button on the Dashboard  or  in the left navigation bar
- Select  to add coaches one by one or select  to add multiple coaches
- In the position field, add their NCCP#


Prepare for the Games in RAMP

1. Obtain game codes

- When signed into the website, select  from the left navigation bar
- You will be able to see your upcoming games and game codes

- The home team manager should make note of **all home game codes for their games**. GameSheet code (scorekeepers), Official code (referees), Home Code (verify roster).
 - *Team snap tip—enter codes in the notes section of the game
 - When playing an away game the Visitor game code should be noted for roster verification.
 - *Team snap tip—enter codes in the notes section of the game
2. Ensure Scorekeeper has RAMP APP downloaded
- The manager should ensure that the scorekeeper has installed the RAMP APP prior to arriving at the arena for game time
 - Both managers and scorekeepers will create a personal account for the APP
 - **The manager should communicate the GameSheet Code to the scorekeeper prior to arriving at the game** so it can be entered when the scorekeeper is in an area that has good access to wifi.

At The Game

1. Codes
- The scorekeeper will use the GameSheet Code to complete the game sheet. The scorekeeper will also have the Official Code available incase the referees do not want to use their own device.
 - The home team manager will use the Home Code to verify their roster and coaching staff
 - The visiting team manager will use the Visitor Code to verify their roster and coaching staff
 - The referees will use the Official Code to sign the game sheet at the end of the game.
2. Verifying Roster and Coaching Staff
- You will need to be in an area that has good wifi to complete the following steps
 - The Home Code and Visitor Code have the same functionality
 - From the APP home screen, enter the appropriate code, search and add the game
 - When you select your game using the Home or Visitor Code, you will see the game details
 - Select the Roster icon  to view your players and coaching staff

- Select the players and coaches that are participating in the game by tapping the toggle beside their name. Green is for attending, red is for not attending.
- You can add players and/or coaches by selecting



- Add all the appropriate information and select Associated Player (AP) if the player is a call-up
 - **Note:** for call ups (AP's), you can download the form on the RAMP website or you can email the form to your commissioner. The commissioner will notify of preferred communication
- When the roster is up-to-date and complete, verify by selecting



- signing and select the  button
 - The roster is now verified

3. Scorekeeping

- Ensure that the game is set up in an area where there is good wifi.
- After the game is set up, the scorekeeper can use the app offline.
- Make sure to provide the scorekeeper with a scratch sheet and pen.

After the Game

- Make sure the game is marked complete
 - Use the GameSheet Code and navigate to the Home Screen. Toggle the Mark Game as Completed to green
- Upload the game in an area of good wifi