

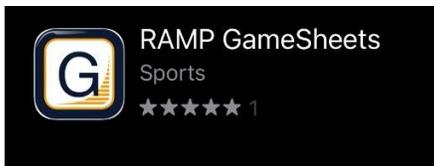


RAMP Electronic Gamesheet App

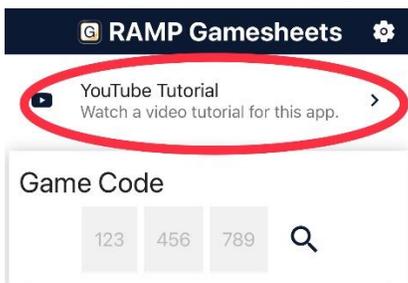
Quick Guide for Officials

INSTALL RAMP ELECTRONIC GAMESHEET APP

1. Officials need to download the RAMP Gamesheet App on to their phone.

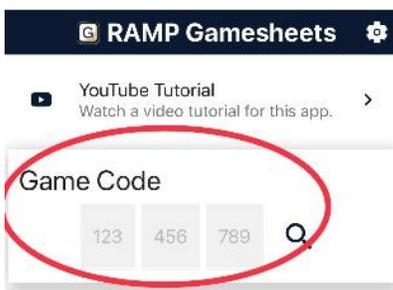


2. Each official needs to create their own, unique account on the app; you can't share with someone else.
3. At the top of the home page of the App there is a link to an instruction video.



ADD THE GAME CODES TO YOUR PHONE

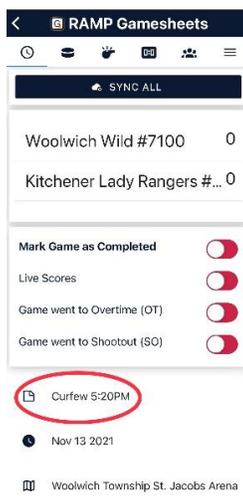
1. The Game Codes for all your games will be listed as part of the Home Team name when you are assigned a game.
2. All codes are nine digits (###-###-###) and are unique for each game and role.
3. The Home Team will appear as 'Woolwich - ###-###-###'. This can be read as **'Woolwich – Officials Code'**.
4. The Officials Code is needed to input any Game Writeups and to add your signatures.
5. Add both the Officials Code for your assigned Girls game(s) to the app on your phone.



BEFORE EACH GAME – LOAD & CHECK GAMESHEET

Before a game (and before you go in the arena and possibly lose your mobile data connection):

1. Click on the applicable game as 'Official User'.
2. Each page will show you relevant information about the game. You can swipe to the left to change pages OR click on the pictures at the top OR click on the menu (three bars) and select what you want to look at.
3. On the Game Details page (🕒) you can review the: teams, curfew time, period lengths, location, game time.

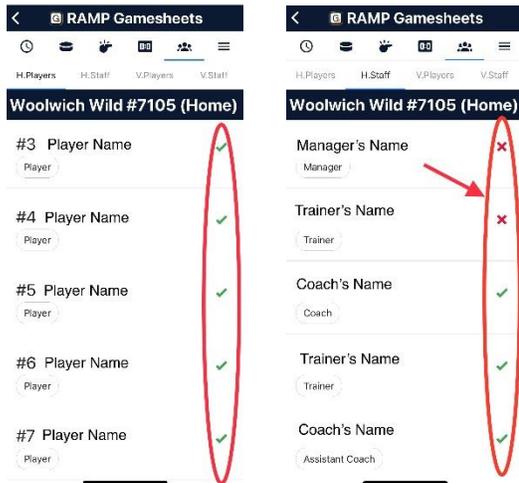


4. The Period Lengths should be: 10-10-12 for most games, 12-15-15 for U15A and U18 A and 15-15-15 for Senior B.

The screenshot shows the 'RAMP Gamesheets' app interface with the 'Period Length in Minutes' table. The table has four columns: '1st', '2nd', '3rd', and 'OT'. The values in the rows are 10, 10, 12, and 0 respectively. The values 10, 10, and 12 are circled in red.

1st	2nd	3rd	OT
10	10	12	0

5. You can see the players and bench staff for each team under Roster (👤):



Any suspended players will be shown with the word 'Suspended' beside their name for the number of games that she must serve. Once the number of games have been served, the player can resume with regular activities and the word 'Suspended' will no longer appear beside her name.

6. At the bottom of the Player and Staff roster pages, check for the Coach's signature:



DURING THE GAME

When you arrive at the arena, connect to the Township of Woolwich wifi. There is wifi reception (sometimes weak) in the Referee Room at the WMC and in the Timekeepers Box at the St. Jacobs Arena (booster is on the wall above the Timekeepers Box).

We are working on installing a wifi booster in each Referee Room, unfortunately this may not be completed until the 2023/24 season.

- 1. Before the game, let the Timekeeper know your full name and HCOP #. The timekeeper will record this information on the gamesheet.**
2. During the game the timekeeper will use the electronic gamesheet app to input information.

3. We have asked that timekeepers have a pad of paper to record information as the game progresses. They may not always have time to enter the information in the Gamesheet App when a goal or penalty occurs.
4. We have also asked teams to always have a paper gamesheet on hand in case there are issues with the app.
5. If the timekeeper's phone is unable to maintain data or wifi connection, it may be necessary for them to change their phone to 'Airplane' mode for the duration of the game in order to be able to use the app.

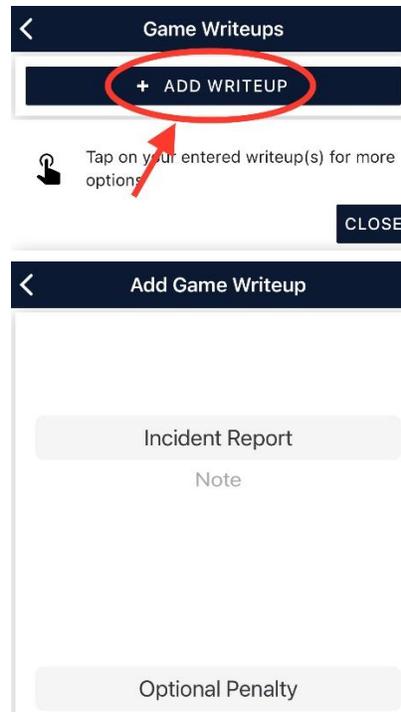
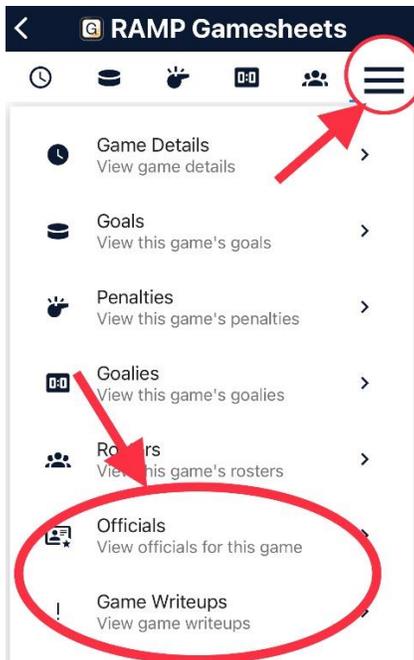
AFTER THE GAME

1. The timekeeper will need to finish inputting all the game information and mark the game Complete.
2. As the timekeeper entered information in the gamesheet during the game, the information was saved on their phone and it will upload the next time their device has access to a wifi or internet connection. Therefore, at the end of the game, the timekeeper will then need to find a place where they have mobile data so they can sync the game. – they should click 'SYNC ALL' on their phone. This allows the referees to be able to access the game information.



3. The timekeeper should let the referees know the game sheet is ready for them to review and sign.
4. The referees will need to have a data or wifi connection in order to see the updated gamesheet information. **Note: It is possible the referees will not be able to access the synced game from the Referee's Room if they have no mobile data connection or wifi. In this case, it may be necessary for the officials to sign the gamesheet when they leave the arena. Therefore, if they are officiating several games, this could be a few hours after the game.**
5. Click on the applicable game as 'Official User'.
6. **Look over the gamesheet.** Each page will show you relevant information about the game. You can swipe to the left to change pages OR click on the pictures at the top OR click on the menu (three bars) and select what you want to look at.
7. **Add any game writeups.**

Any **suspensions** given in the game should have been entered as part of the penalty(s) recorded. The RAMP Gamesheet App will then automatically send the suspension to the OWHA.



8. All officials must then sign the gamesheet.

