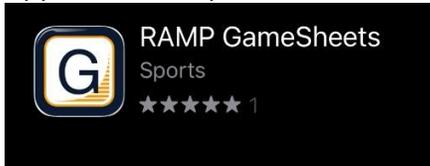# RAMP Electronic Gamesheet App
Quick Guide

INSTALL RAMP ELECTRONIC GAMESHEET APP

1. The Manager, Head Coach and Timekeeper will need to download the RAMP Gamesheet App on to their phone.


2. Each person who will be using the app (Manager, Coach, Timekeeper) need to create an account on the app. This must be your own unique account; 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.
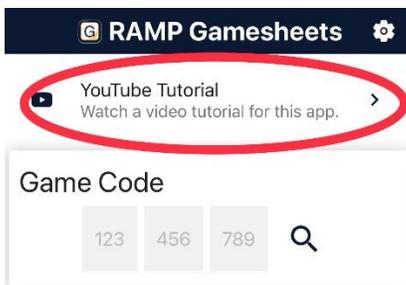

ADD THE GAME CODES TO YOUR PHONE

1. The Game Codes for all your games can be found on the RAMP Game Portal under 'League Gamesheet App Codes' or, for exhibition games, under 'Portal Gamesheet App Codes'. This can be found in the left-hand side menu of the Dashboard page.
2. All codes are nine digits (###-###-###) and are unique for each game and role.
3. Managers and Coaches– you will need the 'Home Code' for home games and the 'Visitor Code' for away games. There are two ways to do this:
   a) Add your 8-digit team code to the App and it will automatically add all Home/Visitor Codes for your team's games.
      • Click on '★Teams' at the bottom of the screen, then select ADD TEAM CODE and enter the code.
   b) Add the Home or Visitor 9-digit Code manually on the Games screen of the Gamesheet App.
4. Timekeepers, Managers or Coaches can add the applicable 9-digit game code manually on the Games screen of the Gamesheet App.

- Click on ⊞ Games at the bottom of the screen, then select ADD GAME CODE and enter the code.
- The 9-digit code can be found on the RAMP Game Portal.
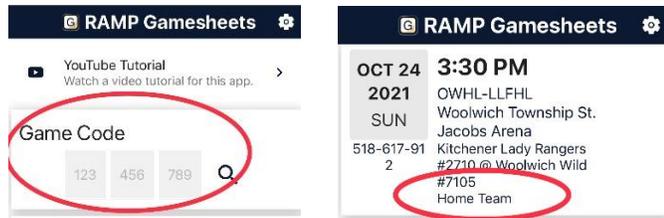
Note: If you add both the Gamesheet Code and the Home Code for a home game, theses games will appear twice in the app.

5. Timekeepers – add the Gamesheet Code for all home games.
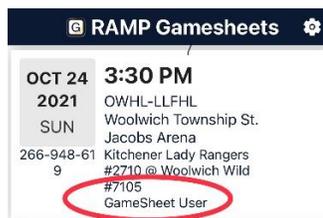
BEFORE EACH GAME

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

1. Click on the applicable game using the 'Home Team' or 'Visitor Team' to access the gamesheet thus downloading it on to your phone. Please be sure your timekeeper does the same.
2. Managers – Using the Home Code or Visitor Code (for away games), under Roster (👥):
   ➢ Indicate which players are present/away
   ➢ 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.
   ➢ Add any pick-up players
   ➢ Correct any player information that is incorrect
   ➢ Indicate which staff members will be on the bench
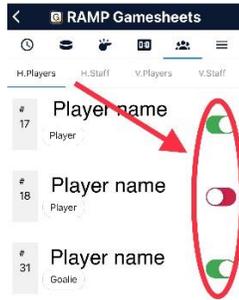
3. On the Game Details page (🕐) input the Period Lengths for the game: 10-10-12 for most games, 12-15-15 for U15 A and U18 A and 15-15-15 for Senior B.

4. Managers/Coaches – Check to see if there is a **curfew** indicated for the game. Woolwich is doing this by adding a note to the game. Be sure to make the visiting coach aware of the curfew indicated on the gamesheet BEFORE the game starts. Also, be sure your timekeeper is aware of the curfew. Note: It is the timekeeper's responsibility to curfew the game, NOT the officials.
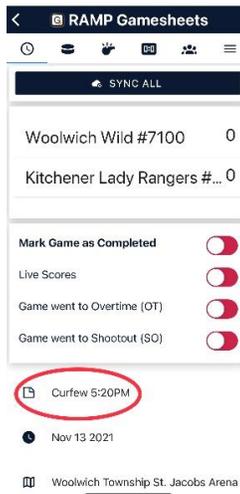
5. Head Coach (or Manager) – sign both the Staff and Player pages by clicking on the 'SIGN HERE' button on each of those pages. Note: If you use the Gamesheet Code to access the gamesheet, you will not be able to see or use the 'SIGN HERE' button.
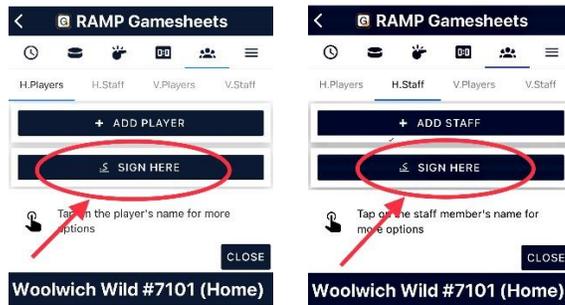
6. Managers – If you notice the away team does not have player numbers for their players, request that the visiting manager add the player numbers and sync the app before the game. Without player numbers it is difficult to record goals and penalties. It would be a good idea to let them know this ahead of game day.

CONNECT TO THE ARENA WIFI

For Home Games, when you arrive at the arena connect to the Township of Woolwich wifi. There is a wifi booster directly behind the Timekeepers box in the Snyder and St. Jacobs arenas, and in the far corner of the McLeod Arena.

TIPS:

If you have trouble with the wifi reception in St. Jacobs, walk past the Timekeepers box to the Home bench and give your phone a minute to pick up the signal from in the arena rather than the lobby.

If you have trouble with the wifi reception in the McLeod arena, walk towards the back of the arena and give your phone a minute to pick up the signal from within the McLeod arena rather than the lobby.

DURING THE GAME

1. During the game your timekeeper will use the electronic gamesheet app to input information.
2. Be sure your timekeeper has 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.
3. Be sure to **always have a paper gamesheet** on hand in case there are issues with the app.
4. If the timekeeper's phone is unable to maintain data or wifi connection, it may be necessary 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. **Ensure all game information is entered:** Be sure the timekeeper finishes inputting all the game information.
2. **Suspensions** - The timekeeper is responsible for entering suspension information via the RAMP GameSheet app. This information will be automatically sent to the OWHA.

   The team MUST also notify the OWHA of any suspension that was issued to their player. Teams have 24 hours to report a suspension issued to their team (player or staff) to stats@owha.on.ca. Once a suspension is processed it will be entered into the RAMP system and will be tracked there. 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 their name.

3. **SYNC ALL:** 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 a connection 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.**

4. **Mark game as Complete:** The timekeeper should mark the game as Complete.

5. **Referees review and sign:**
   a. The timekeeper should let the referees know the game sheet is ready for them to review and sign.
   b. The referees will need to have a data or wifi connection in order to see the updated gamesheet information.
   c. The referees will look over and sign the game sheet and add any comments/reports. Note: It is possible the referees will not be able to access the sync'd 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 your game.