

INSTRUCTIONS FOR SCOREKEEPERS TO USE THE RAMP GAMESHEET APP

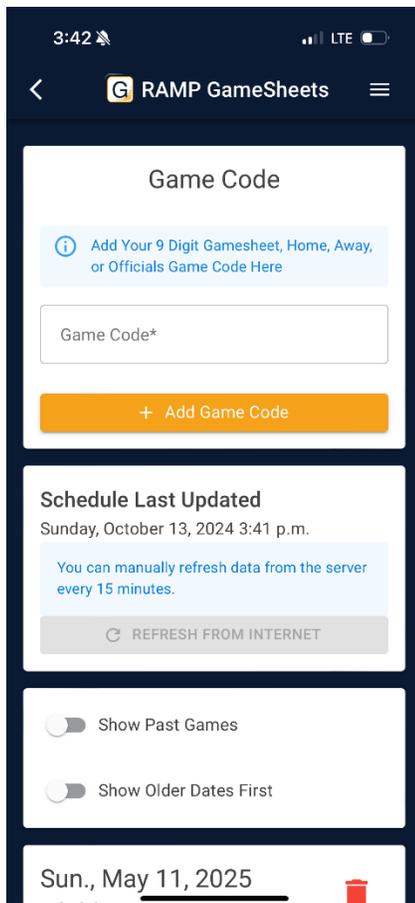
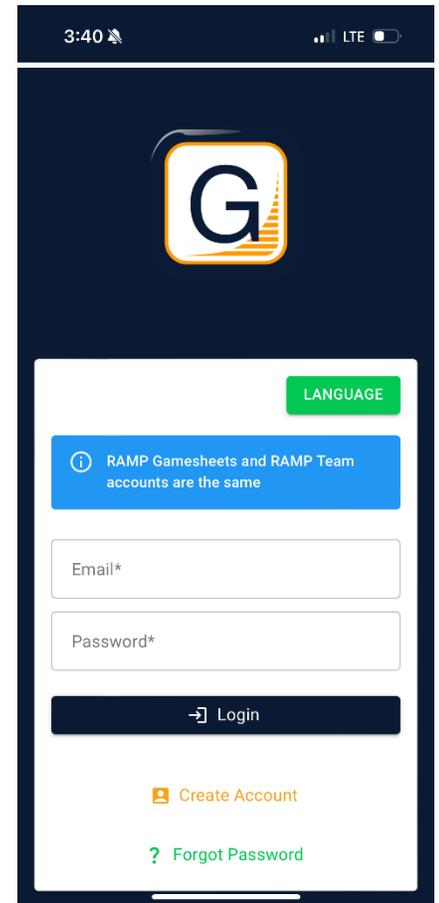
**SEEDING AND LEAGUE GAMES ONLY. EXHIBITION AND TOURNAMENT GAMES
WILL USE THE PAPER SCORESHEET**

DOWNLOADING THE APP: The team Coach/Manager MUST download the RAMP GameSheet App



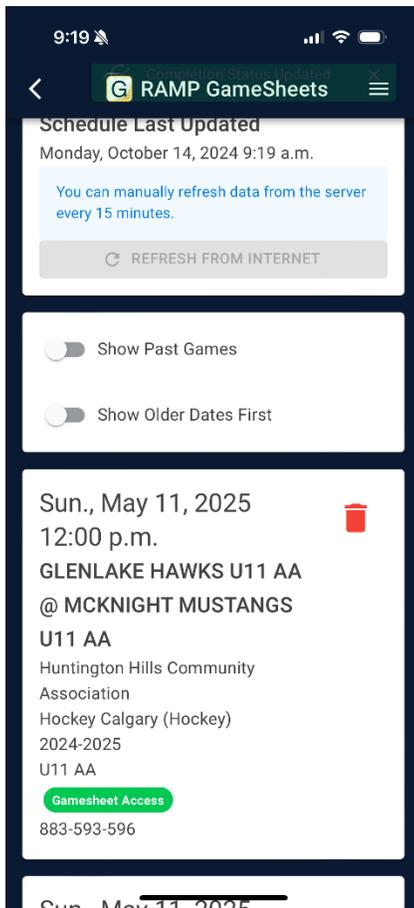
CREATING AN ACCOUNT: Login or create an account.

- **Note:** Created accounts are personal accounts and are not tied to a specific team. Codes are then used to add a specific game



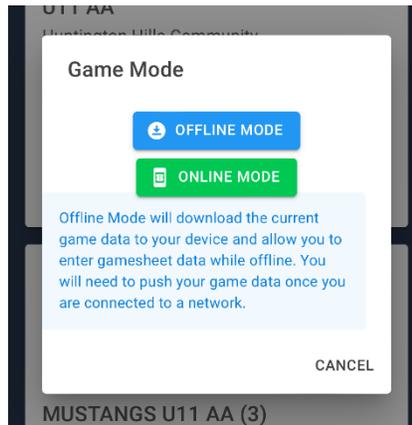
ADDING A GAME: Scorekeepers will need to add a 'Game Code' to get access to a specific game. Team managers will have access to game codes. This game code is found by the manager in the back end of the RAMP Website. They will need to give you a code labelled as the 'Gamesheet Code'. This is different from the Home/Visitor team code.

DOWNLOADING THE APP, CREATING AN ACCOUNT, ACCESSING A GAME

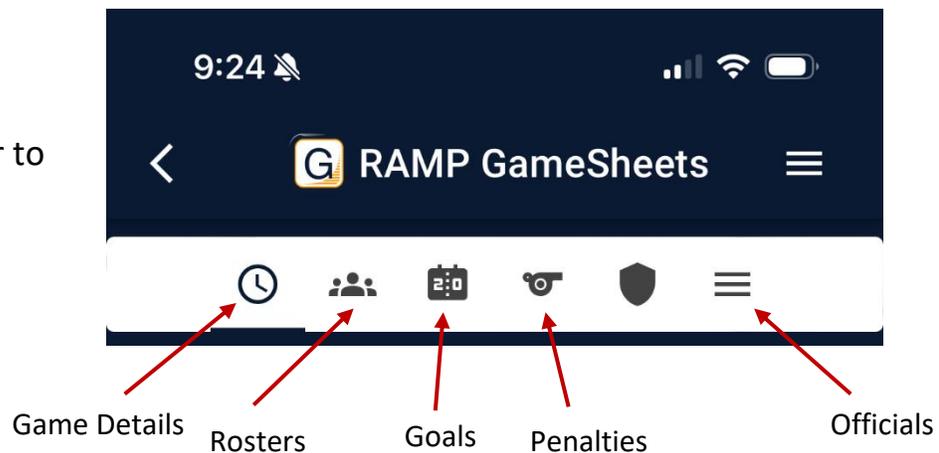


ACCESSING A GAME: Once a game has been added with the applicable code, the scorekeeper can access the game by scrolling down. The Game should say 'Gamesheet Access'

- **Note:** Scorekeepers can manage the game in 'Offline' or 'Online' mode. These instructions will cover 'Offline' mode at the end. Regardless of what mode is being used, the Scorekeeper will need to have access to data or wifi before entering into a game as the verified rosters will be downloaded.

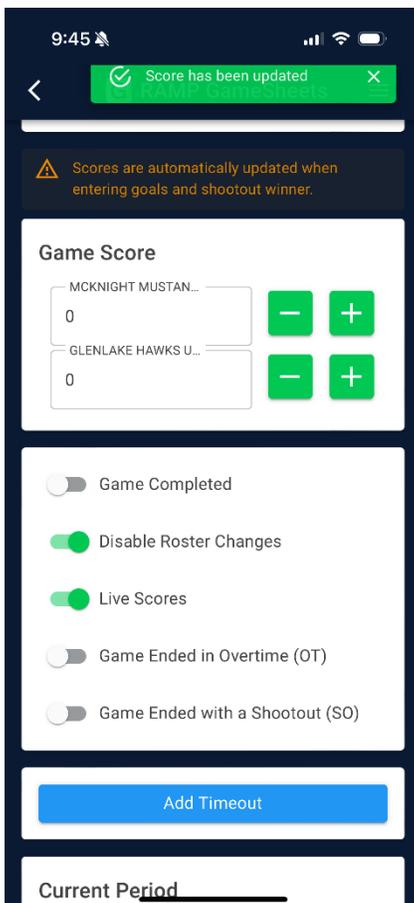
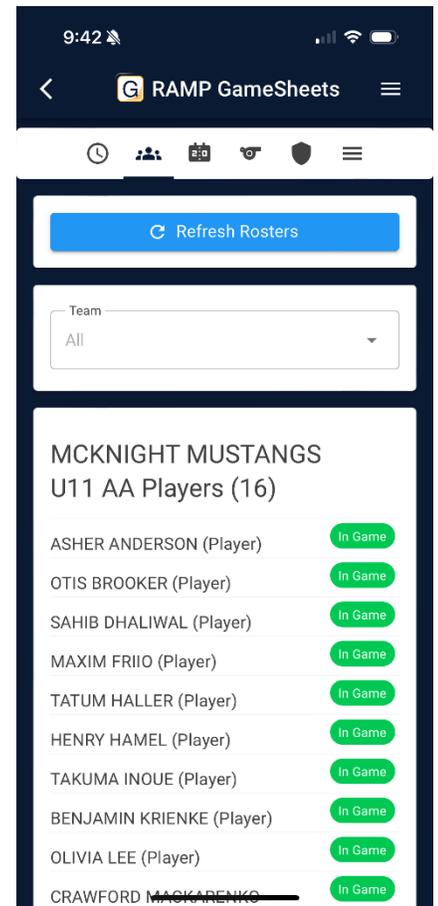
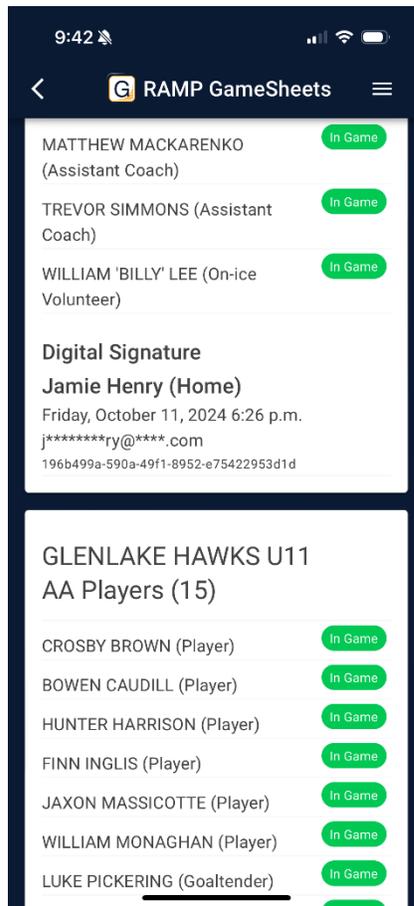


MENU BAR: There are a series of icons at the top of the gamesheet making it easy for the scorekeeper to navigate through the various functions.



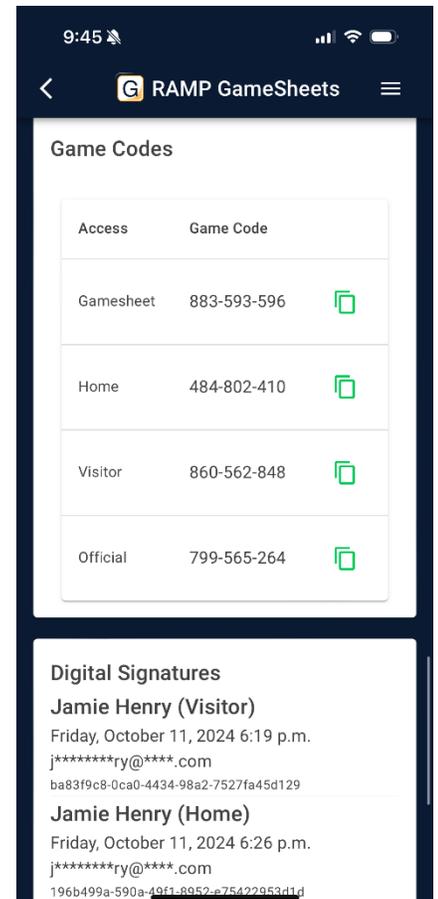
DOWNLOADING THE APP, CREATING AN ACCOUNT, ACCESSING A GAME

VERIFY ROSTERS: After entering the game. View the 'Rosters' tab to ensure both coaches have verified their rosters with a 'Digital Signature'. If the rosters have not been verified, the scorekeeper will have to 'Refresh Rosters' prior to the start of the game.



GAME CODES: On the 'Game Details' page, the scorekeeper can scroll down to find all the game codes for the game.

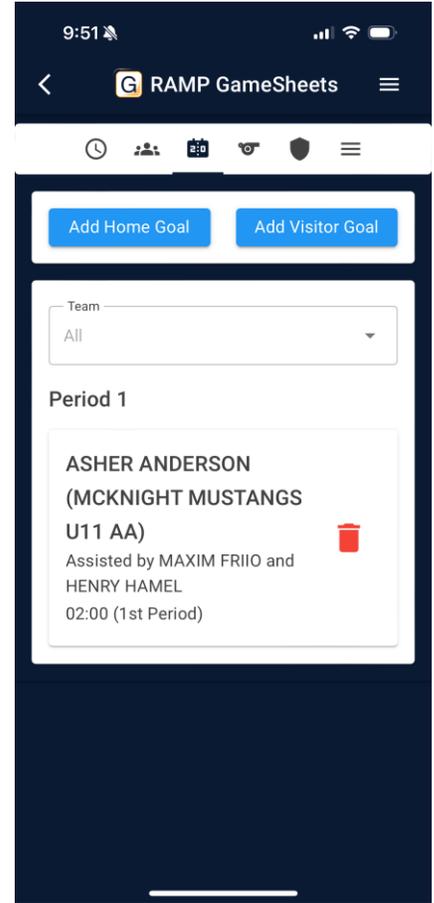
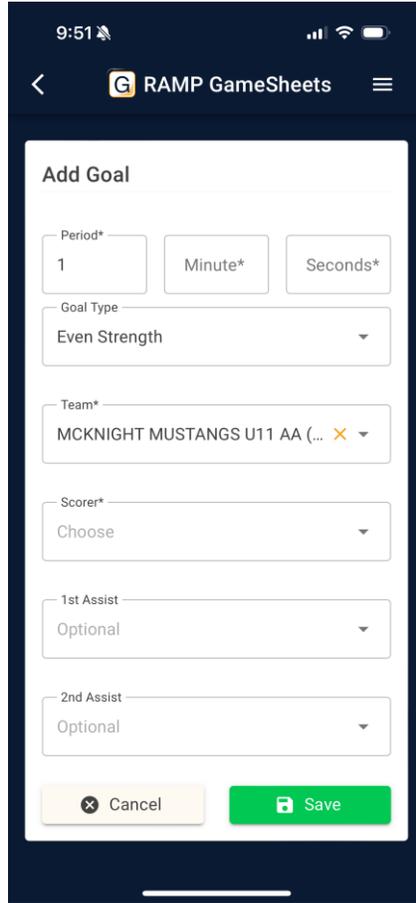
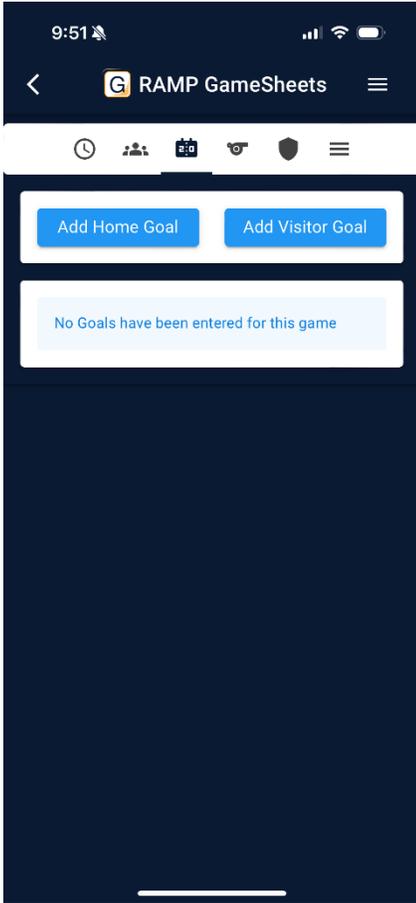
- **Note:** Most notably, the referees will require the 'Official Game Code' as they will not have access to this prior to the game



DISABLE ROSTERS: Before the start of the game. The Scorekeeper will toggle on the 'Disable Roster Changes'

ADDING GOALS AND PENALTIES

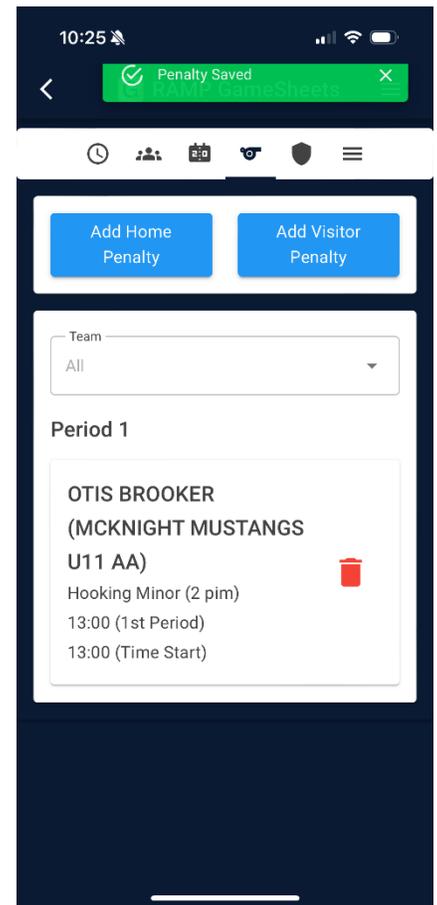
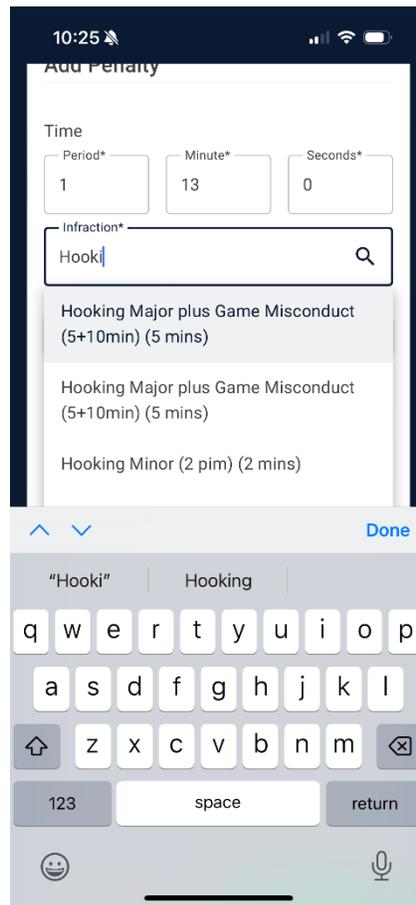
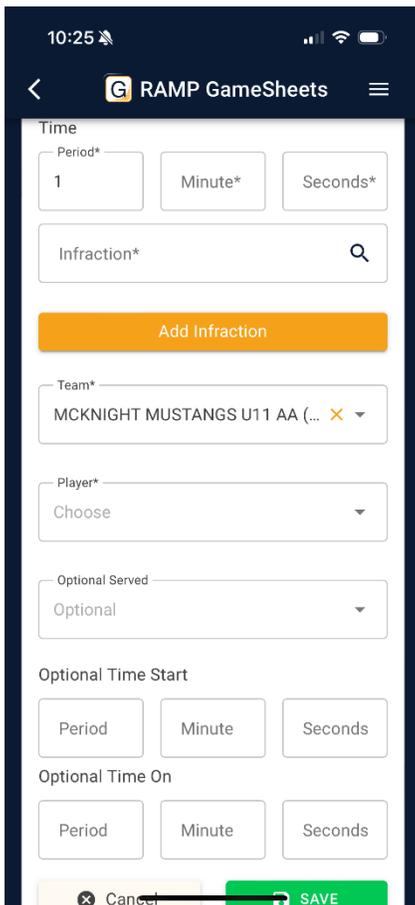
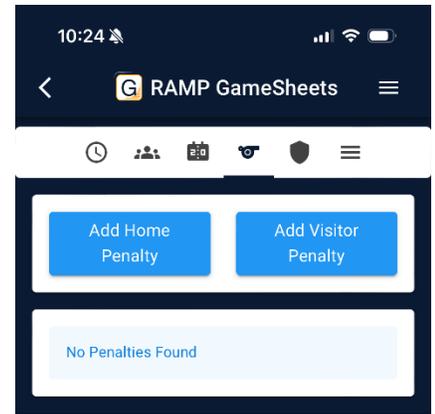
ADDING GOALS: Scorekeepers can add goals by selecting the 'Goals' tab. They can select home or visitor goal and fill out the necessary details. If an error was made, the scorekeeper can select the inputted goal and make edits as necessary.



ADDING GOALS AND PENALTIES

ADDING PENALTIES: Scorekeepers can add penalties by selecting the 'Penalties' tab. They can select home or visitor penalty and fill out the necessary details. If an error was made, the scorekeeper can select the inputted goal and make edits as necessary.

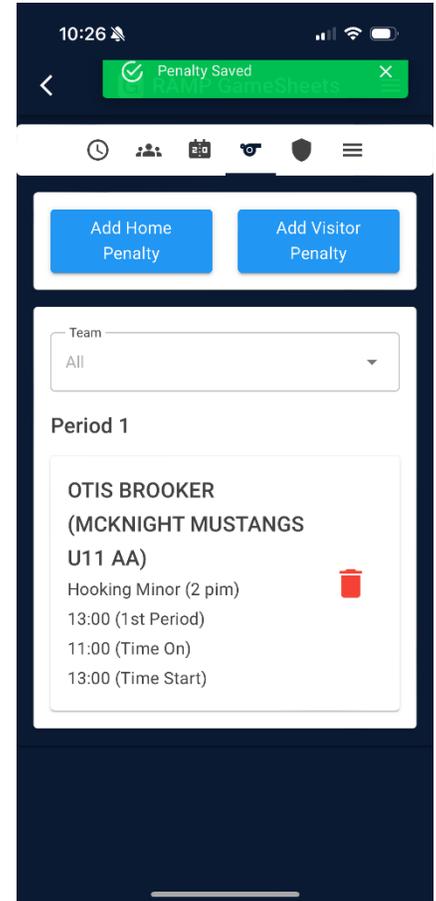
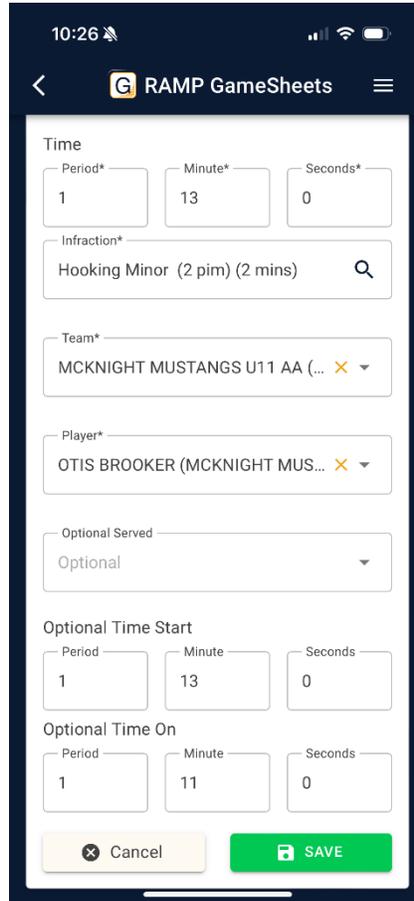
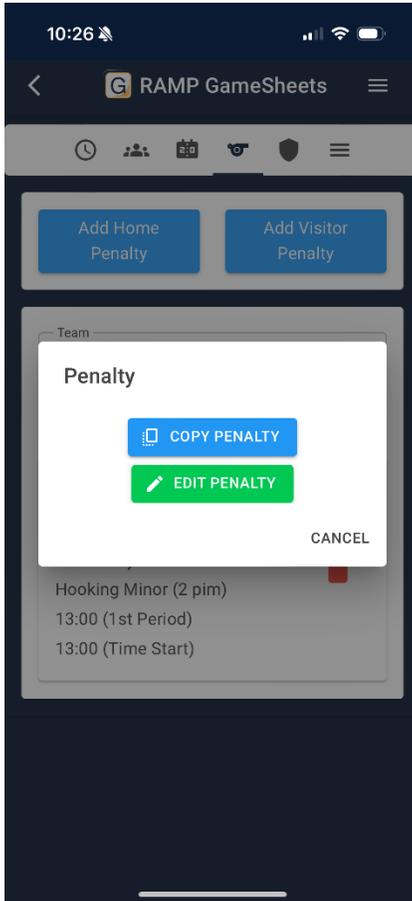
- If the scorekeeper starts to type the infraction into the app, the options will be presented.
- Fill out Period, Min/Sec, Infraction, Team, and Player
- Leave 'Optional Served' blank unless the penalty is being served by another player
- Fill out 'Optional Start Time'
- Leave 'Optional Time On' blank for now. This is will be filled out once the penalty expires
- Save Penalty



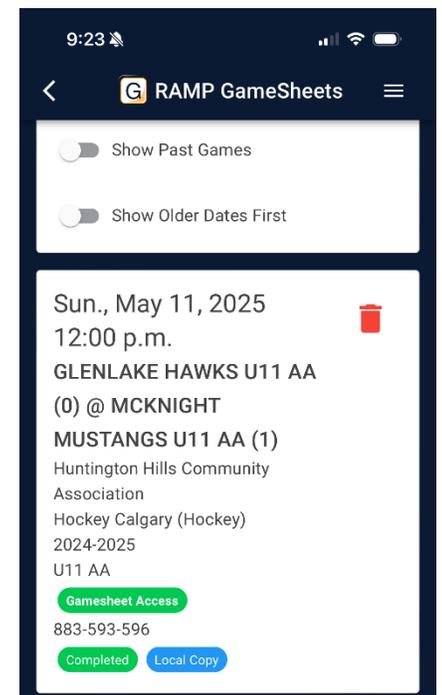
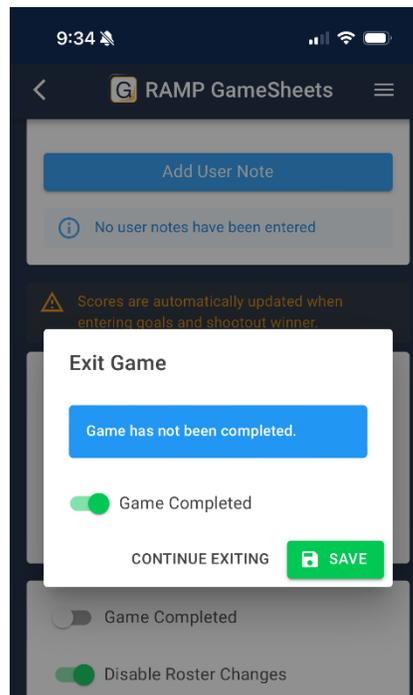
ADDING GOALS AND PENALTIES

ADDING PENALTIES CONTINUED: Once the Penalty has concluded, the scorekeeper will need to go back into the penalty by selecting and editing the penalty.

- Fill in the 'Optional Time On'
- Save Penalty



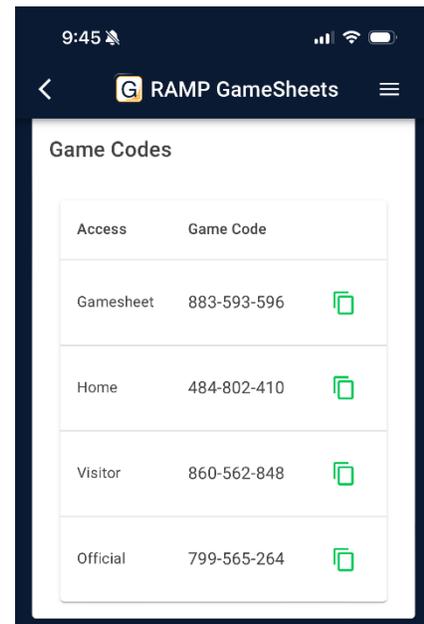
COMPLETING A GAME: Once a game has been completed. The scorekeeper can exit the game by selecting the upper left arrow. They will be prompted to 'Complete Game'.



OFFICIALS

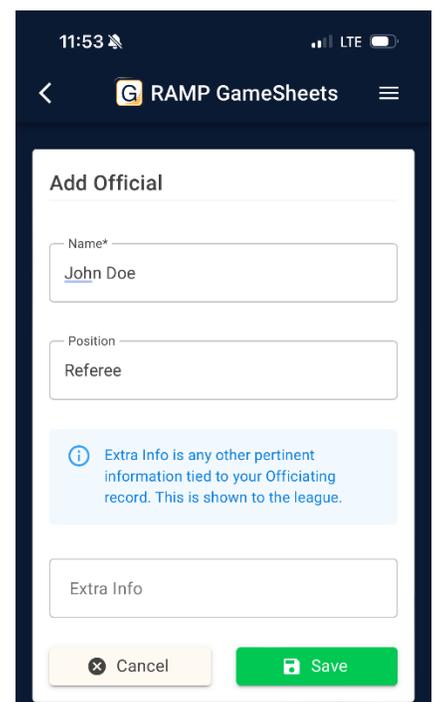
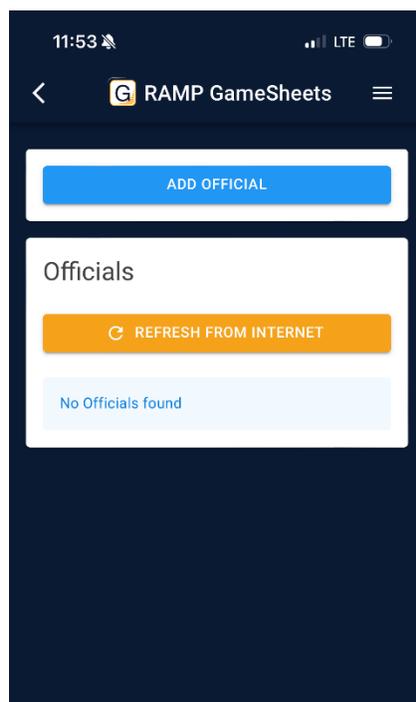
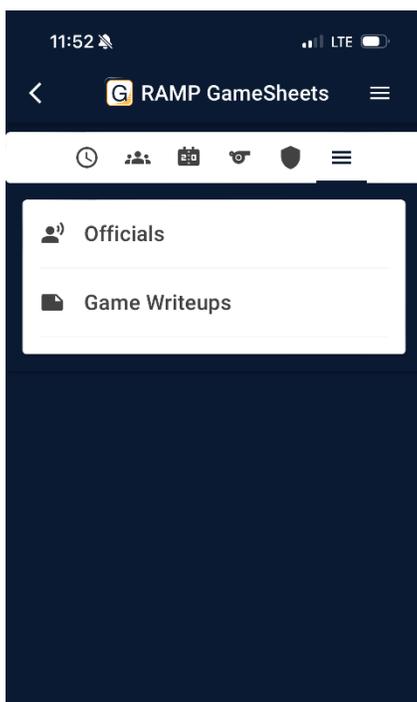
OFFICIALS: Officials will be instructed to download the app, add their names into the applicable gamesheet, fill out any incident reports, and sign off on the game.

- **Note:** The Officials will need to receive their 'Officials Game Code' from the scorekeeper



OFFICIAL DOES NOT HAVE THE APP: In instances where the official does not have the app, or the app is not working. They can complete all necessary duties with the Scorekeeper using the scorekeeper's device.

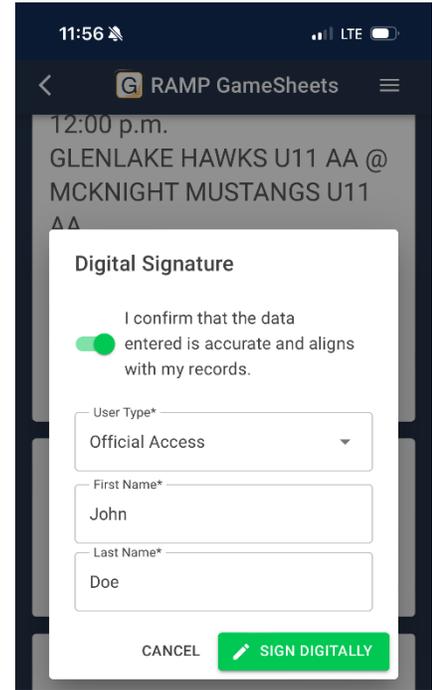
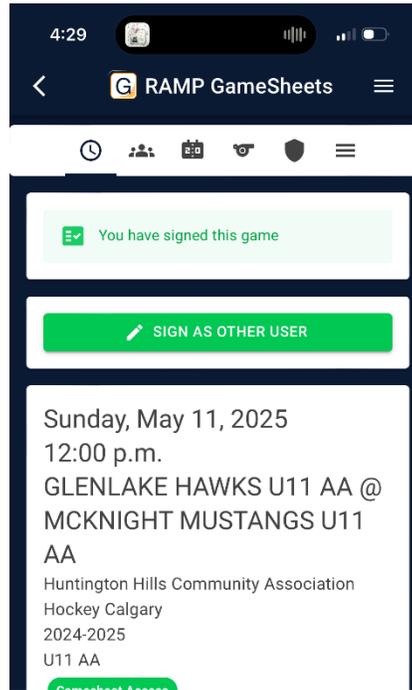
- **STEP 1: Add Officials Names**
 - Select the '3 Lines' icon
 - Select 'Officials'
 - Select 'Add Official'
 - Fill out necessary information and select 'Save'



OFFICIALS

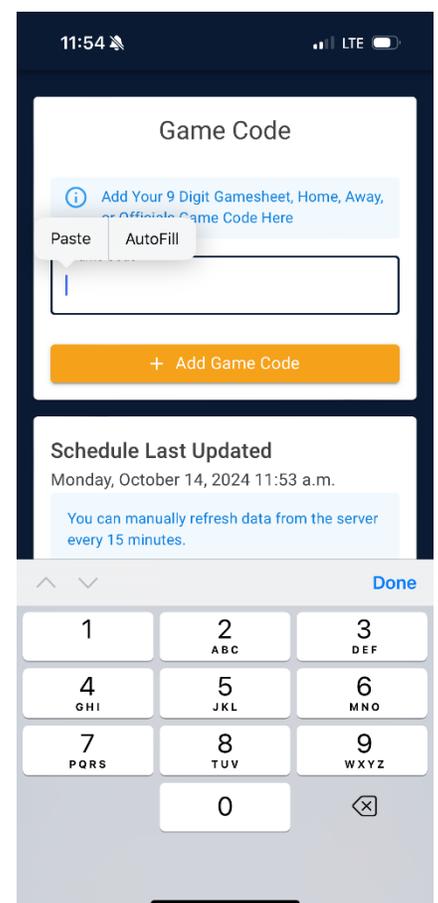
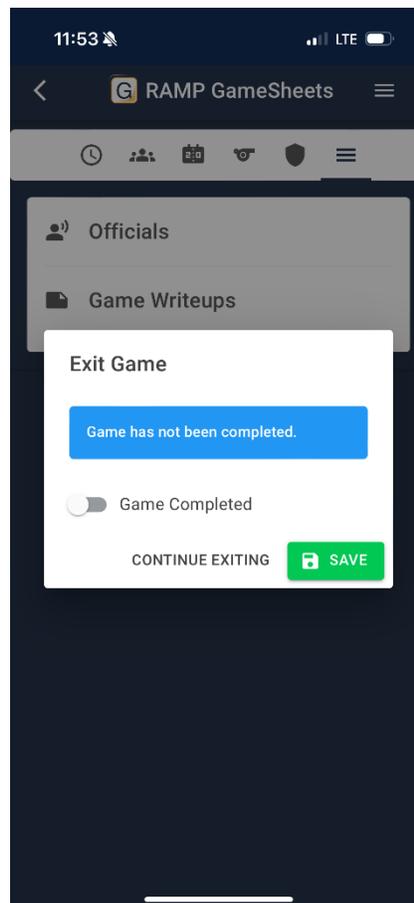
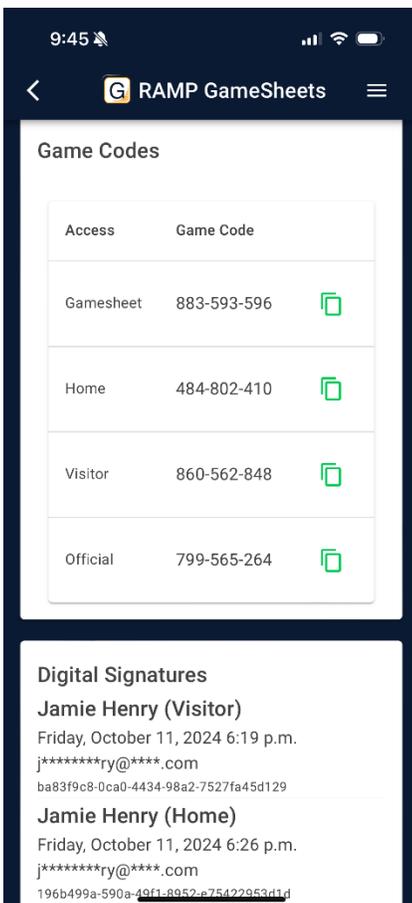
- **STEP 2: Signing Off on the Gamesheet**

- Select the 'Game Details' icon
- Select 'Sign As Other User'
- Fill out information and toggle confirmation and select 'Sign Digitally'



- **STEP 3: Adding Incident report**

- Select the 'Game Details' icon, scroll down to find Officials code and copy code
- Select top left arrow to exit 'Gamesheet' mode
- Select 'Save'
- Paste the 'Officials' game code into game code field and add game code



OFFICIALS

• STEP 3: Adding Incident report continued

- Official will fill in the necessary details to 'Add Yourself as Official'
- They will select the '3 Lines' icon and 'Game Writeups', and 'Add Writeup'
- They will fill in the necessary information while in the Timekeepers Box and 'Save' the writeup
- They will then select the arrow in the upper left to exit where they will be prompted to 'Sign Digitally'
- The Scorekeeper can then re-enter the gamesheet using the 'Gamesheet Access' to 'Complete Game'

11:54

Add Yourself as Official

You can add yourself as an Official to this game.

First Name*
Doe

Last Name*
John

Position*
Referee

Extra Info is any other pertinent information tied to your Officiating record. This is shown to the league.

Extra Info

CANCEL SAVE

11:52

RAMP GameSheets

Officials

Game Writeups

11:55

RAMP GameSheets

Add Writeup

No Writeups have been entered for this game

11:55

RAMP GameSheets

Add Writeup

Incident Report

Penalties
Optional

13:00 (1st) Hooking Minor (2 pim) - OTIS BROOKER (MCKNIGHT MUSTANGS U11 AA)

Cancel Save

11:55

RAMP GameSheets

Add Writeup

Incident Report

Penalties
13:00 (1st) Hooking Minor (2 pim... ✕

Note*
Notes

Cancel Save

11:55

RAMP GameSheets

Officials

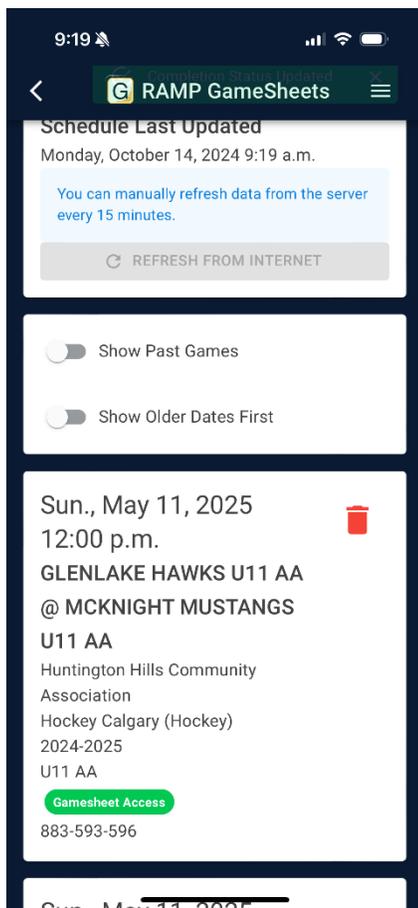
Game Writeups

Digital Signature

I confirm that the data entered is accurate and aligns with my records.

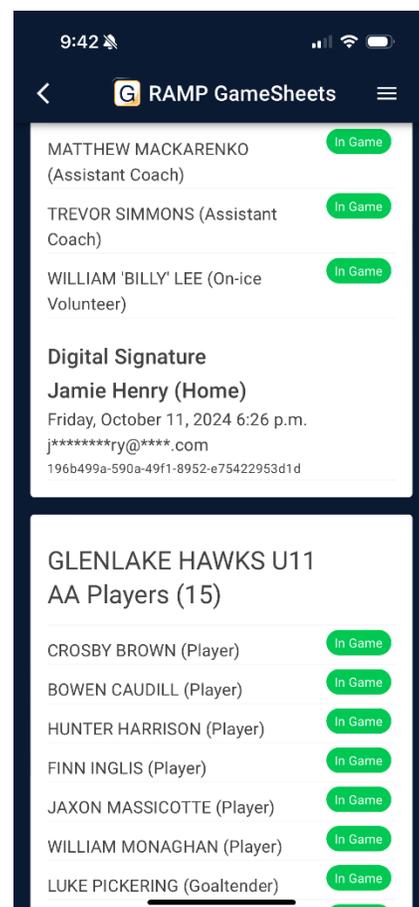
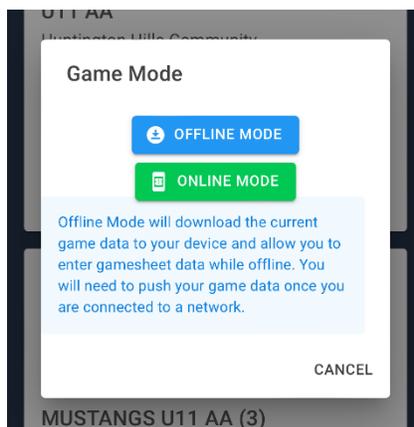
CANCEL SIGN DIGITALLY

OFFLINE MODE



OFFLINE MODE: If you are at a facility with poor reception or no wifi, the app can be operated in 'Offline Mode'. Click on the game to score keep and select 'Offline Mode'

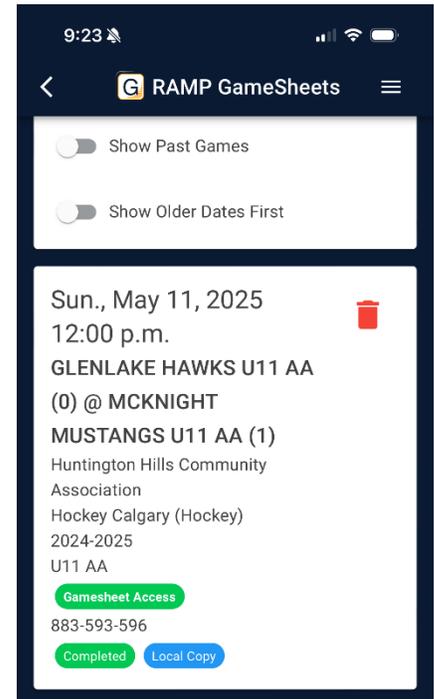
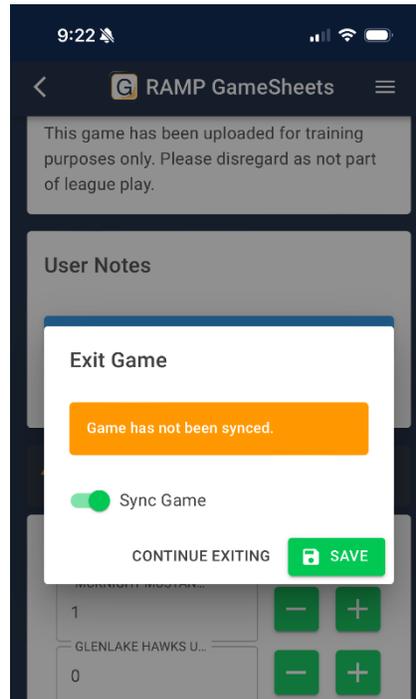
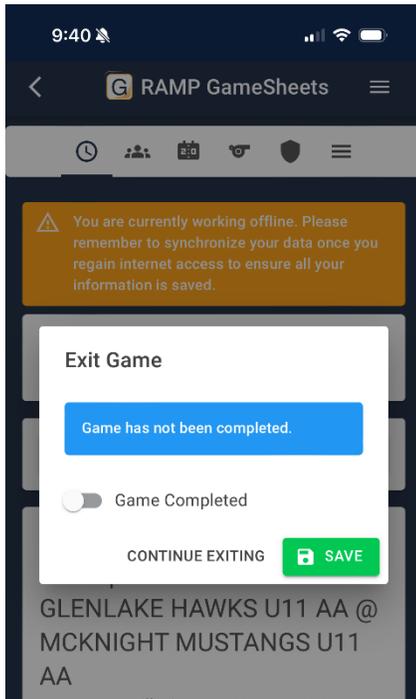
- **Note:** Scorekeepers will still need a data or wifi connection when entering into 'Offline' mode as the verified rosters will be downloaded to the app. Therefore, the scorekeeper cannot do this until the coaches have verified their rosters.



- **STEP 1:** After entering into 'Offline Mode' view the 'Rosters' tab to ensure both coaches have verified their rosters with a 'Digital Signature'. If the rosters have not been verified, the scorekeeper will have to exit game and re-enter once the teams have verified their rosters
- **STEP 2:** Operate the game as normal (same steps above in 'Online Mode')

OFFICIALS

- **STEP 3:** Once a game has been completed, the scorekeeper will need to complete the game following the same steps above for Completing a Game. They will need to 'Sync Game' with data or wifi
 - Exit game by selecting the arrow in the upper left corner. Select 'Sync Game'.



- If the Scorekeeper does not have access to data or wifi, they can still complete the game and exit the game which will save a local copy on their app. Once they have access to data or wifi, they will need to go back into the game and 'Online Mode' for the sync to complete.

