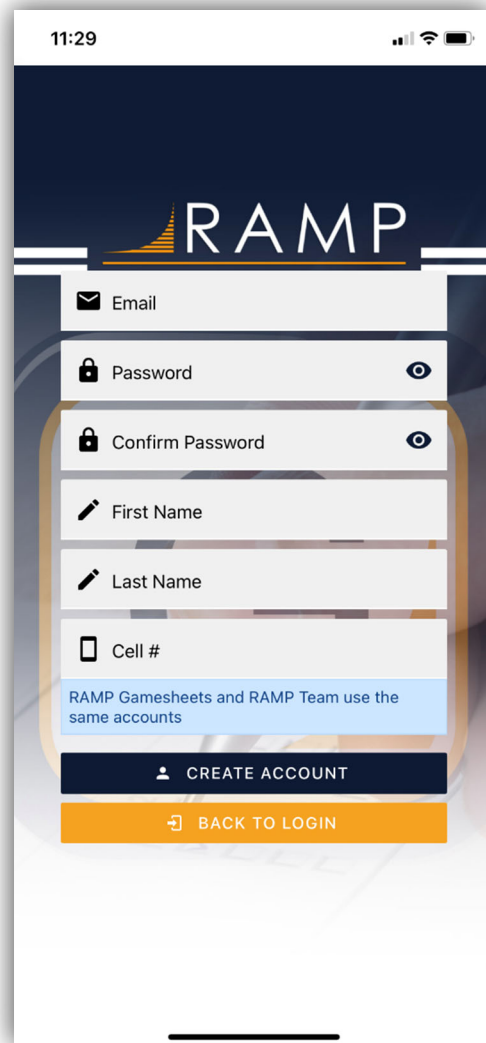
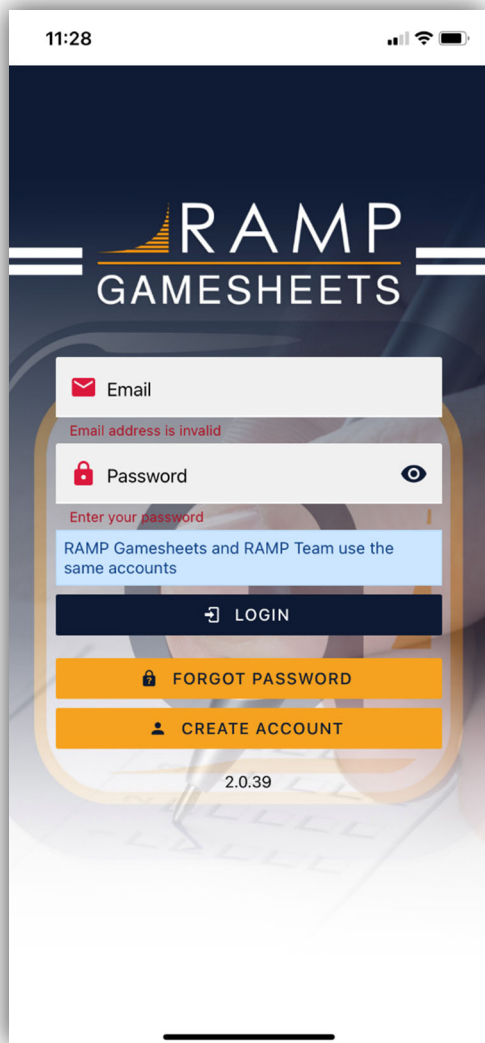


# RAMP GAMESHEETS instructions – Scorekeepers

## To access RAMP GAMESHEETS

- ALL scorekeepers MUST download the RAMP GAMESHEET APP (free) on their smartphone or tablet. Depending on the device, the APP can be found in the Google Play Store the APP Store.
- Once the APP is downloaded (1<sup>st</sup> screen below), you will have to create a personal account by selecting CREATE ACCOUNT. Enter your personal information (2<sup>nd</sup> screen below). This account is not tied to a team or an association. It is your personal account.

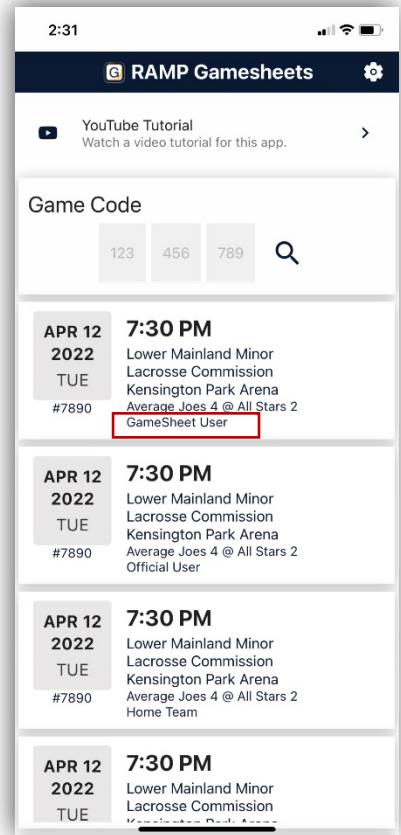
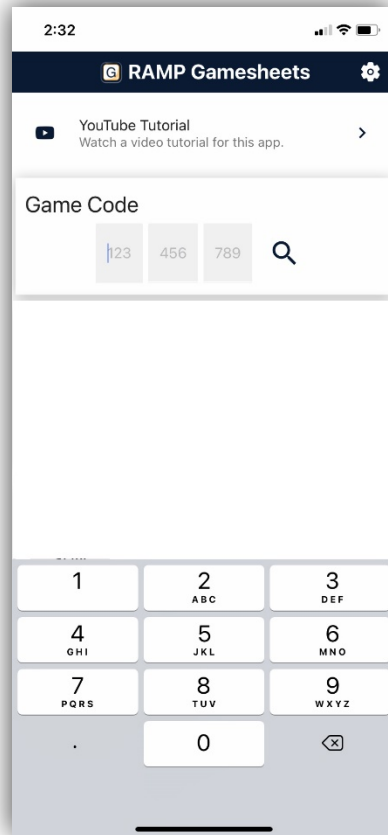
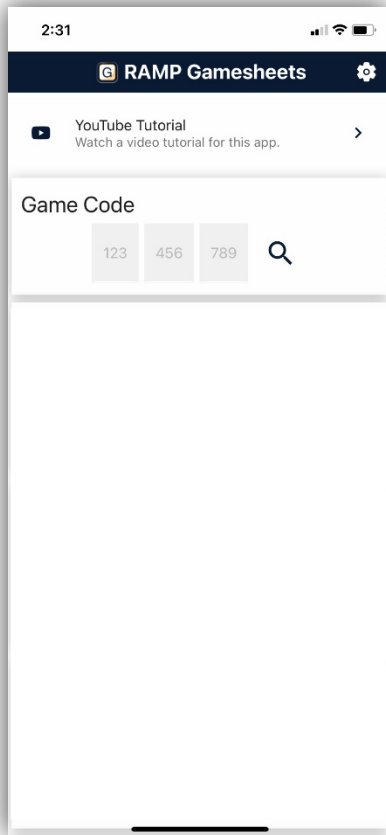


# RAMP GAMESHEETS instructions – Scorekeepers

## Prior to games

### Entering codes

- When you sign into the APP, you will see your home screen (screen to the right).
- Your manager will provide you with the GameSheet code for the game. **Each game will have its own, unique code.** You should also receive/enter the Official Code in case the referees do not have their own devices.
- You must enter the GameSheet code when you have access to Wi-Fi or the internet so the game information will load onto your device.
  - Even if you have spotty (or no) WIFI during the game, the APP will automatically save the information and it will upload the next time the device has internet connection/WIFI.
- From the APP home screen (1<sup>st</sup> screen below), enter the Home or Visitor Game Code (2<sup>nd</sup> screen below).
  - Tap on the search button and your game will appear (3<sup>rd</sup> screen below).
  - The last line of each section indicates which code it is for (GameSheet User, Official User, Home Team, Visiting Team).
  - As scorekeeper, you will be using the GameSheet User code.

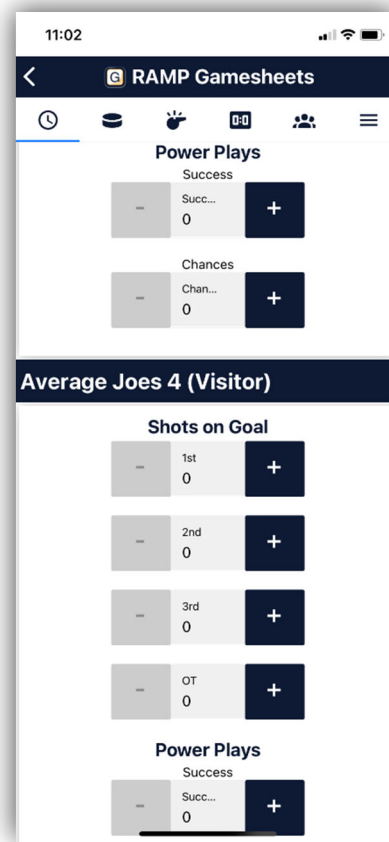
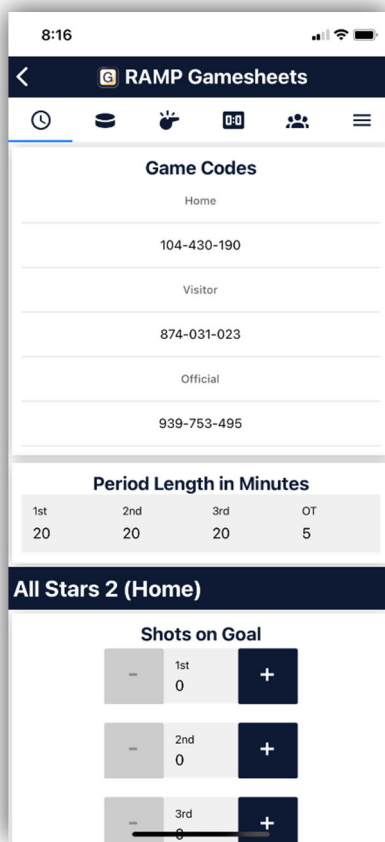
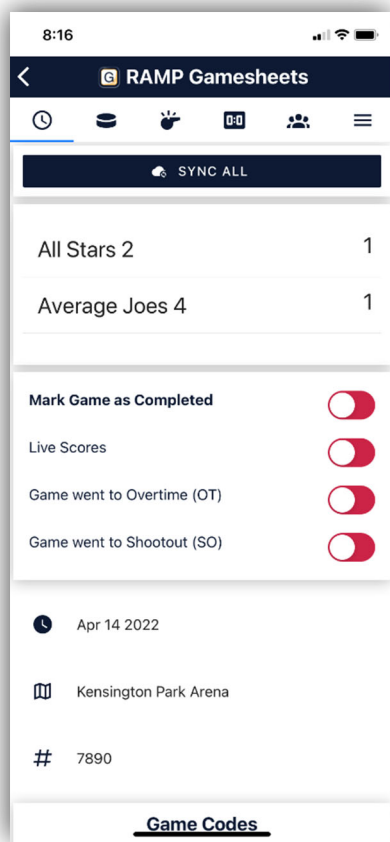


# RAMP GAMESHEETS instructions – Scorekeepers

## At the game

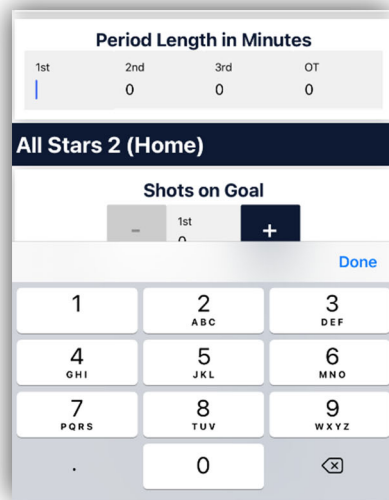
### Game details tab

- Once you have selected your game, you will see the game details screen for that specific game. All the game details will be provided here (screens below).
- You will be able to see the 3 other game codes for this game. The Home Team Code, The Visiting Team Code and The Officials Code.





- You must enter the Period Lengths for the game in the area provided. Simply click on the periods to enter the required minutes (screen to right).
- If teams choose to, Shots on Goal and Power Plays can be tracked/entered on the Game Details tab (screens above).

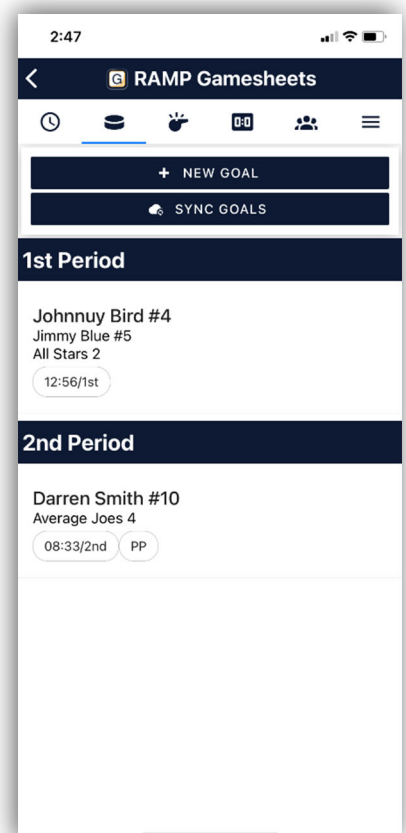
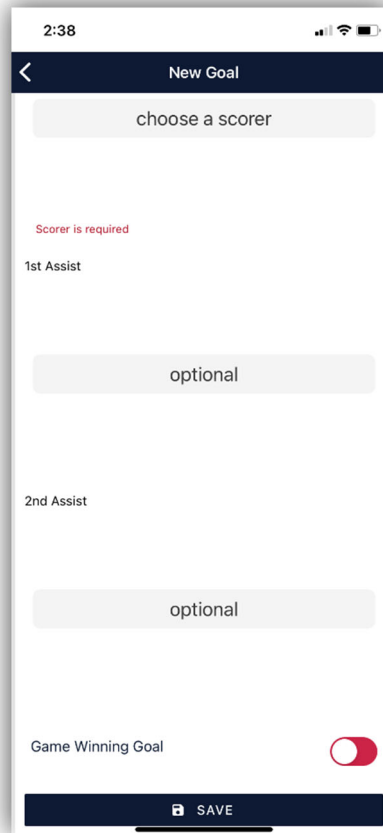
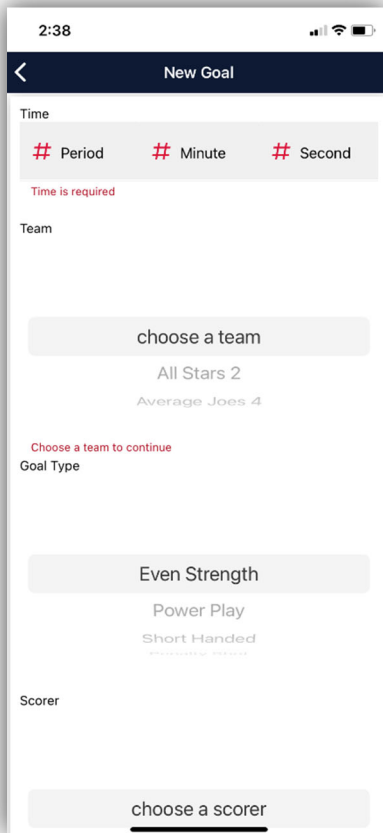
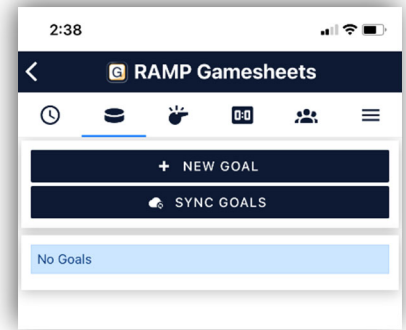
**Note:** the game codes you have entered in the APP will automatically be deleted after 7 days. They cannot be deleted manually.



# RAMP GAMESHEETS instructions – Scorekeepers



## Goals tab

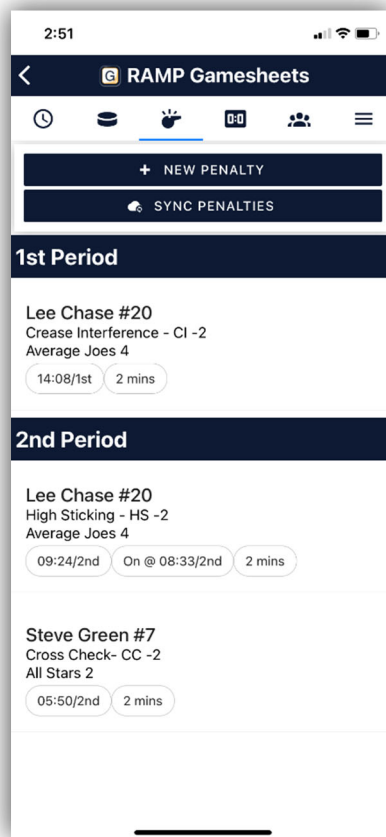
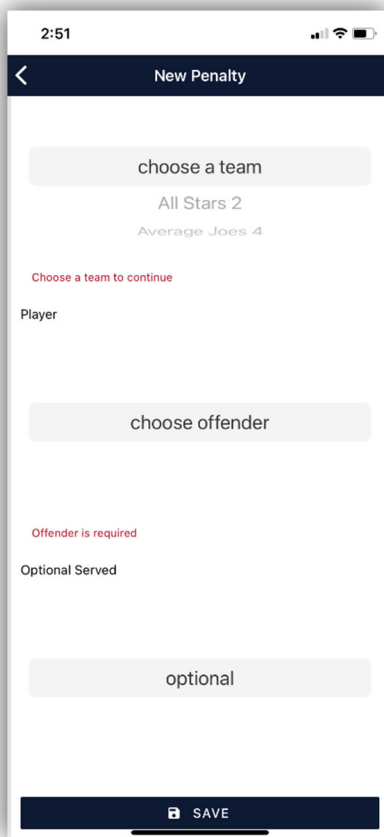
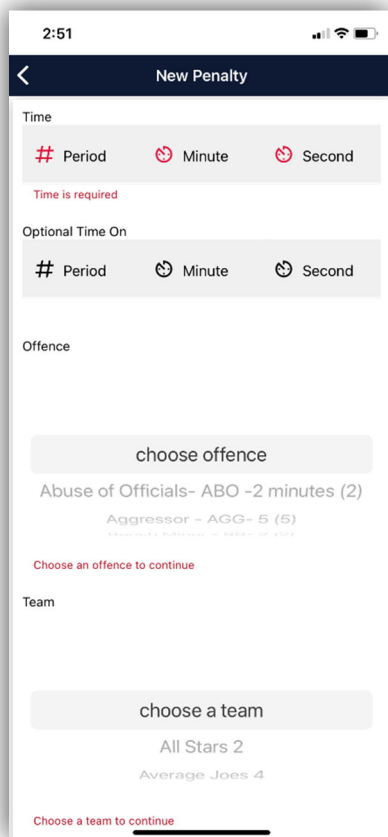
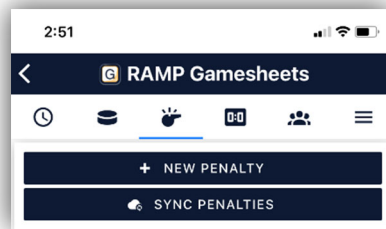
- On this tab you will be able to enter any goals scored for each period (screen to right).
- Select the  button. You will be taken to the New Goal page (1<sup>st</sup> and 2<sup>nd</sup> screens below) where you will be able to enter the goal information:
  - Time – #Period, #Minute, #Second
  - Team
  - Goal Type (not mandatory)
  - Scorer
  - 1<sup>st</sup> Assist and/or 2<sup>nd</sup> Assist (not mandatory)
  - Game Winning Goal toggle (toggle on to indicate that goal was game winner).
- Once you have entered all the information, select the  button.
- Once a goal is entered, you will be able to view them on the Goals tab. They will be displayed by period/time (3<sup>rd</sup> screen below).
  - You can tap on a goal to edit any of the details.



# RAMP GAMESHEETS instructions – Scorekeepers



## Penalties tab

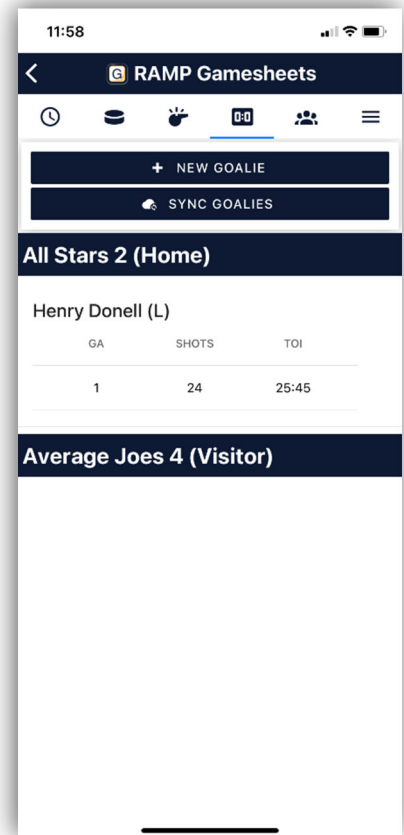
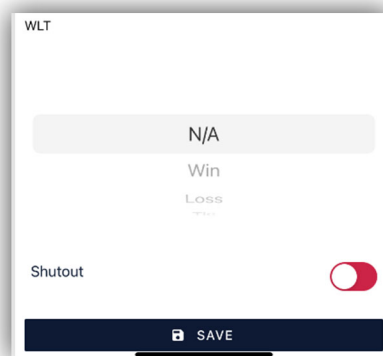
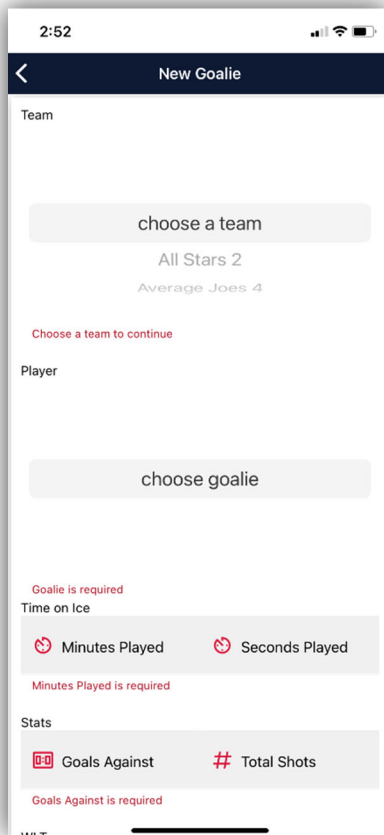
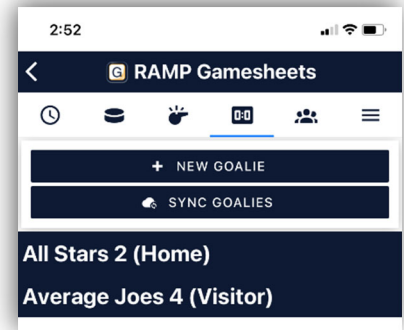
- On this tab you will enter any penalties assessed for each period (screen to right).
- Select the  button. You will be taken to the New Penalty page (1<sup>st</sup> and 2<sup>nd</sup> screens below) where you will be able to enter the penalty information:
  - Time – #Period, #Minute, #Second
  - Optional Time On – #Period, #Minute, #Second (as indicated, this is not mandatory)
  - Offence
    - The offences are prepopulated, so you need scroll through the list to find the correct offence. Penalty times are included in list.
  - Team
  - Offender
  - Optional Served (not mandatory)
- Once you have entered all the information, select the  button.
- Once the penalty is entered, you will be able to view them on the Penalties tab. They will be displayed by period/time (3<sup>rd</sup> screen below).
- You can tap on a penalty to edit any of the details.



# RAMP GAMESHEETS instructions – Scorekeepers

## Goalie stats tab

- This tab allows you to track goalie information (screen to right). This is not mandatory; it is up to each team.
- If your team chooses to track this information:
  - Select the  button. You will be taken to the New Goalie page (1<sup>st</sup> and 2<sup>nd</sup> screens below).
  - Select the team and goalie then enter the following information:
    - Minutes/Seconds Played
    - Goals Against
    - Total Shots
    - Win/Loss
    - Shutout
  - Select the  button at the bottom of the page.
  - Once the information is entered, you will be able to view it on the Goalie tab (3<sup>rd</sup> screen below).
  - You can tap on a goalie to edit any of the details.



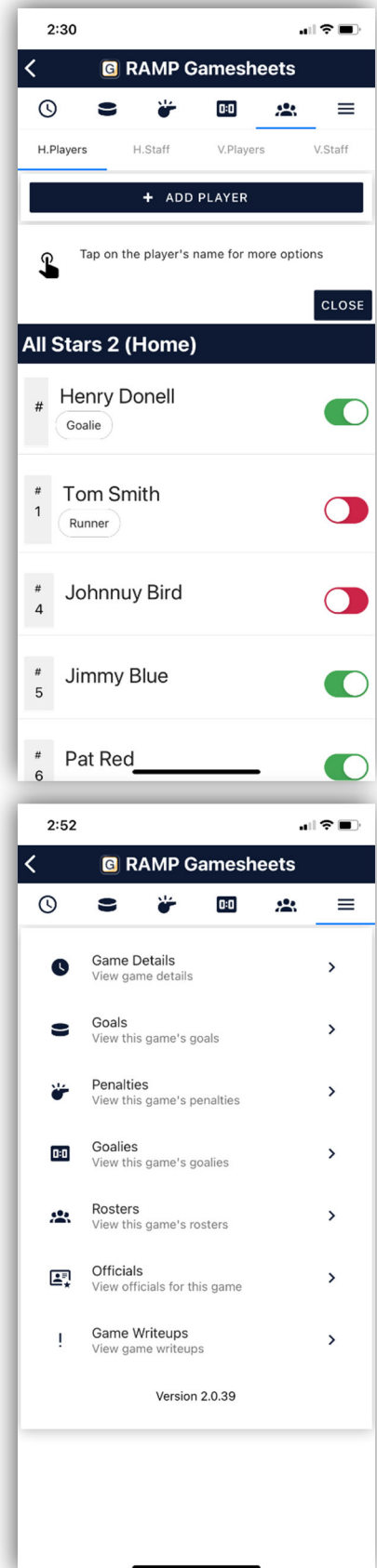
# RAMP GAMESHEETS instructions – Scorekeepers

## Roster tab

- You will be able to view the players and staff (coaches) for the home and visiting teams (screen to right).
- This information should not be changed once the game has started – unless a player's jersey number needs to be updated or a player shows up late/does not show up and their attendance needs to be updated.
  - On this screen, you can select which players or coaches are in attendance by tapping the toggle beside their name. Green for attending, red for not attending.

## More tab

- You will be able to jump to all the sections as well as access the Officials section (screen to right).
- When you tap on the Officials tab, you will be able to add officials to the game.
- YOU MUST enter the name of the referees that are officiating the game if they have not done that themselves. **You can only do this when using the Official code.** See details under Officials.
- You can only add game notes (timeouts, suspensions served, etc.) with the Officials Code. See details below.





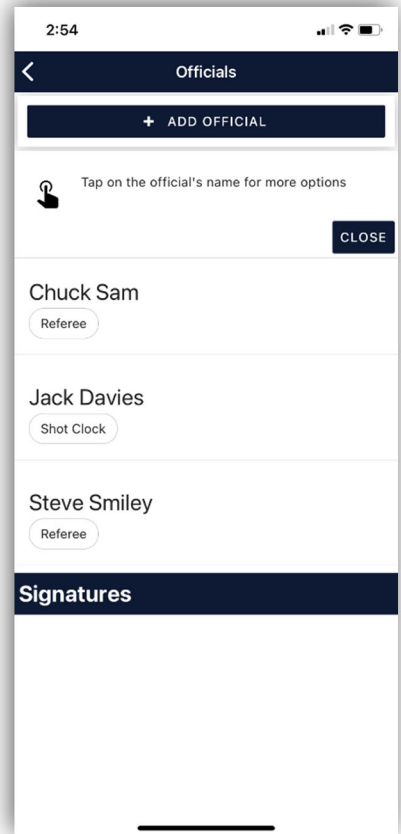
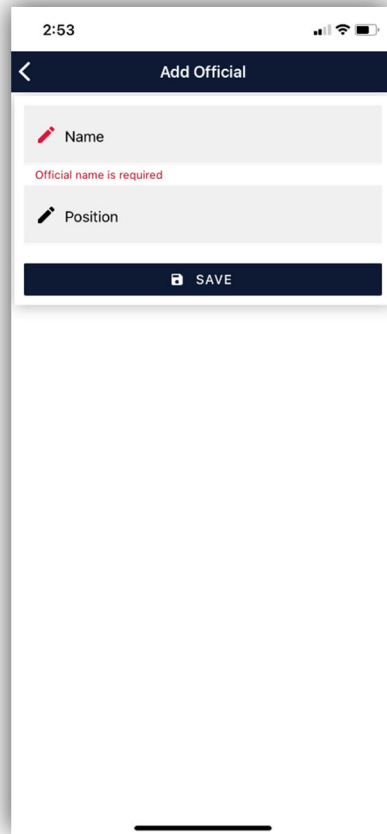
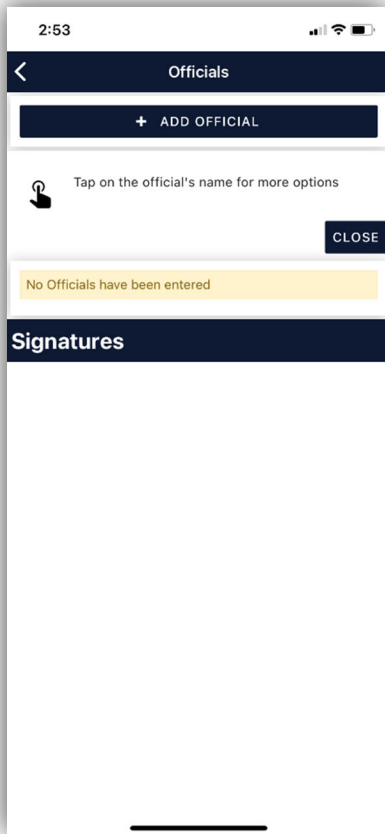
# RAMP GAMESHEETS instructions – Scorekeepers

## Officials

- The officials' names must be entered. If they do not have their own device, you will have to use the Official Code to assist them.

### Before the game – add names

- Select the ☰ icon, then Officials and you will see the 1<sup>st</sup> screen below.
  - Select the  button, add the Name and Position for the official (2<sup>nd</sup> screen below) then select the  button. You will be able to see all the officials listed (3<sup>rd</sup> screen below).

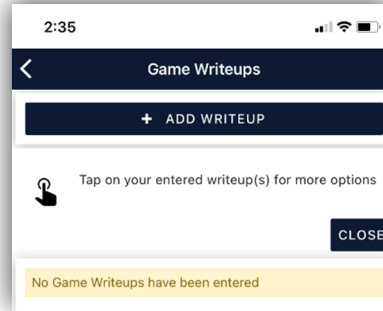




# RAMP GAMESHEETS instructions – Scorekeepers

## During the game – game notes

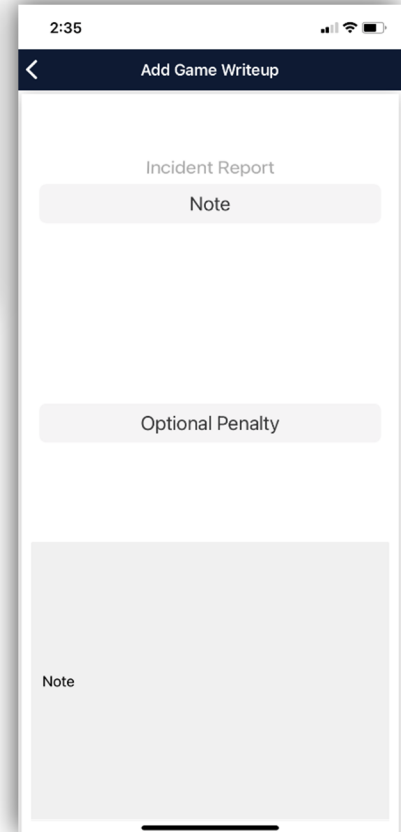
- To add game notes (timeouts, suspensions served, etc.) you must use the Official Code.
  - Select the ☰ icon, then Game Writeups (1<sup>st</sup> screen to right).
  - Select the



+ ADD WRITEUP button (2<sup>nd</sup> screen to right). This is where you will add any game notes.

- Select Note (NOT Incident Report), enter the details in the Note field, and select the

SAVE button.



## After the game – game sheet sign-off

- If officials do not have their own device, they will need to use yours to sign-off on the game sheet.
- Select the ☰ icon, Officials, then the SIGN HERE button (1<sup>st</sup> screen to right).
- The official can use their finger to sign the screen and select the SUBMIT SIGNATURE button.

**Note: if the officials use your device, there will only be room for one signature. They must each sign in with their own accounts and enter the Official Code to sign separately.**

- Once the officials sign the game sheet, their signatures will be visible in the Officials section (2<sup>nd</sup> screen to right).

