

PCFLL RAMP Game Sheet Instructions

Step 1: Download and Log In to the RAMP App

- Download the RAMP Game Sheets app from Google Play or iTunes.
- Log in using your unique team username and password. Save the admin login page for quick access.
- Each scorekeeper should have their own login
- If you already have the RAMP app from box/other sports no need to re-download as it is the same.

Step 2: Add Your Team Roster

- Go to "League Players" in the app or website.
- Add players manually or in bulk:
 - Enter jersey numbers, last names, and optional first names or initials.
 - For call-up players, mark them as "AP" (Affiliate Player) and do not delete them from the system to ensure they count toward call-ups or provincials.
- Optionally, add player emails to send invites (not required).
- Submit to save the roster.

Step 3: Add Team Staff

- Navigate to the "Staff" section.
- Add staff members (e.g., manager, assistant coach) individually or in bulk.
- Include their names, positions, and NCCP numbers (required for coaches).
- Add contact details like email or phone for communication with the commissioner.
- Ensure staff details are hidden from the public, then submit.

Step 4: Prepare for the Game

- Access the game via the app by entering the nine-digit game code (without brackets or dashes) or your team code to auto-populate the schedule.
- Select "Online" to use data for live updates or "Offline" to save data (game will upload once connected to Wi-Fi or data).
- In the app, go to the roster section and check off players and coaches attending the game. Update both roster and staff lists.

Step 5: Record Game Details

- **Goals:** In the "Goals" section, select the period/quarter, time (minutes and seconds), goal type (e.g., even strength), and player number. Add assists if applicable, then submit.
- **Penalties:** In the "Penalties" section, select the period/quarter, time, player number, infraction type (e.g., technical for holding), and optional details like delay or return time. Submit the penalty.
- **Game Notes:** Add notes (e.g., call-up details or player serving a penalty) in the "Game Notes" section. Use "League View Only" for private notes to the commissioner.
- **Timeouts:** Record timeouts if applicable.

Step 6: Official Sign-Off

- Officials can sign off digitally via their own app login or the scorekeeper's device.
- In the app, go to "Officials" and add the scorekeeper, timekeeper, and referees' names.
- For digital signatures, confirm the data is correct, select the user (official, home, or visiting team), and sign.
- If offline, officials can review the game sheet on the scorekeeper's device and sign off later when online.

Step 7: Finalize and Verify the Game

- Upload a scratch sheet (backup paper record) via the website if required by the commissioner. Take a photo of the scratch sheet and upload it from your phone.
- Mark the game as "Finished" in the app to ensure stats update correctly.
- Verify the game on the website using the orange "Verify" button. Add any notes for the commissioner (e.g., injuries or penalty concerns) and save.
- Note: Games lock three hours after completion, so make changes within this window.

Step 8: Monitor and Share

- Live games display a red indicator on the RAMP website, showing real-time scores and penalties.
- Parents or others can track live games on the website if data is enabled.
- Print or save the game sheet as a PDF before verification if needed.

Key Tips

- App Uses minimal data; the app works offline and uploads when connected.
- Keep a scratch sheet as a manual backup, especially in poor weather.

- Do not remove AP players from the roster to ensure eligibility for provincials.
- Ensure the game end time is correctly entered to avoid login issues.
- Contact the commissioner or RAMP support (ramp@pcfl.bc.ca or 604-551-3577) for issues like login failures or incorrect game times.