



INSTRUCTIONS FOR OFFICIALS TO USE THE RAMP GAMESHEET APP



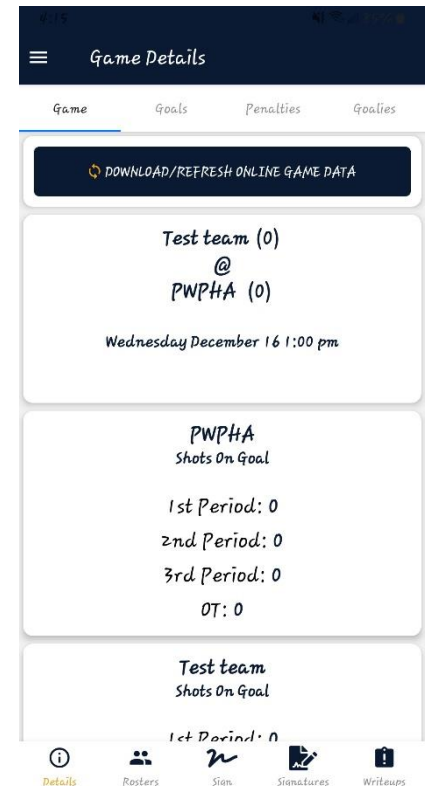
ALL Officials MUST download the RAMP Gamesheet APP (free) on their smartphones.

The HOME team schedules the game on RAMP and will provide the code to the assigned officials prior to the game.

Once the official has their “Officials Code” to access the gamesheet, they can then complete their responsibilities on the date of the game.

Below is a detailed outline of the features that are available under the officials’ code for each game.

1. Upon entering your officials code for the game, you will then be taken to the following screen:
2. You will also see the following tabs across the top of your screen: Goals, Penalties and Goalies. Across the bottom of the screen, you will see more tabs: Rosters, Sign, Signatures & Writeups.
3. The home team will be entering all the game data (goals, penalties and stats). You will be able to see this information if you click on the various tabs available to you.



4. This is a sample of the “Goals” tab. Any information regarding Goals scored by each team will be shown here.



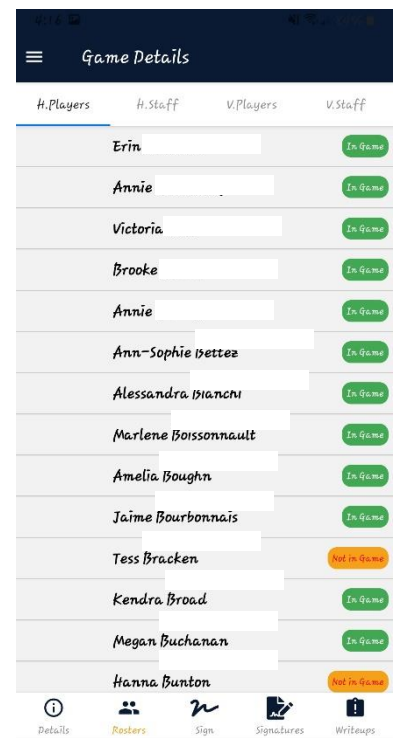
5. This is a sample of the “Penalties” tab. You will be able to view and to verify that the correct penalties were entered under the appropriate codes and assigned to the appropriate player/staff. You must verify the information entered to ensure that it is correct before you sign and submit any writeups.



6. The “Goalies” tab will provide you with information regarding Goalies for each of the team. It is not mandatory for the teams to enter information in this tab but if they choose to enter information, it will look like the screen shot on the Right.

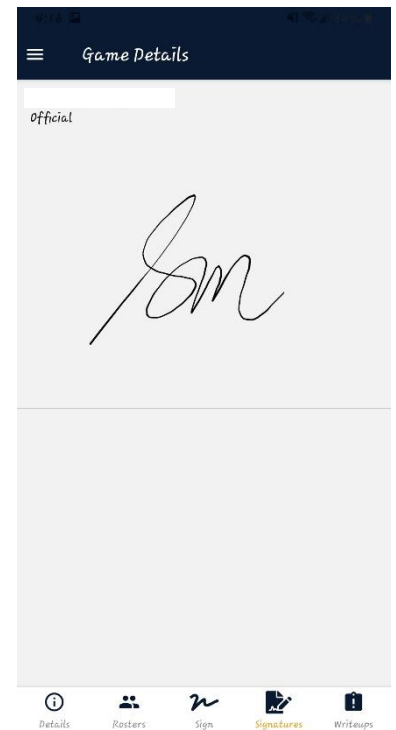


7. The screen shot to the right shows the “Roster” tab at the bottom of your screen. You will see the names of the players on the roster for both the Home and the Visitor teams. You will also be able to see a list of the Staff members for both teams. Beside each name of player or staff it will show you who is “In the Game” and who is “Not in Game”. You will not be able to make any changes or access any information on players or staff.

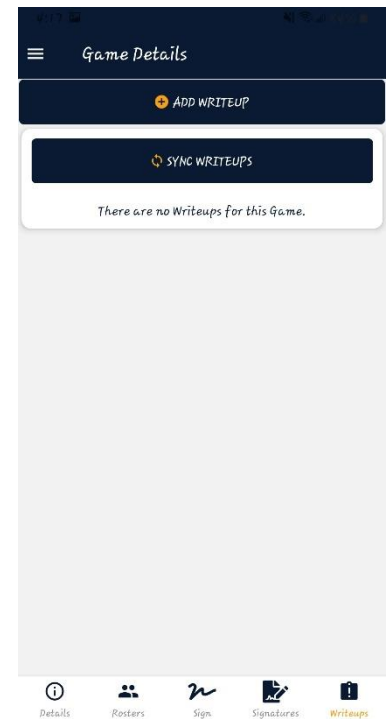


8. At the bottom of the screen, you will see the “Sign” tab, here you will be able to put your electronic signature onto the game sheet. Use your finger to sign directly onto the screen.

9. Under the “Signatures” tab, you will be able to view the signatures of the Home Team and Visitor Team as well as all the official’s signatures.



10. Under the “Writeups” tab, you will be able to enter any comments regarding the game. When you click on the “Add Writeup” button on the top of the screen, there will be option to either include an Officials Note or an Incident Report. You will be able to leave your comments regarding any penalties that were issued during the game.



Once you have entered your comments and you have signed the gamesheet, please select the “Details” tab at the bottom of the screen. This will take you back to the game page, where you should select the button at the top “Download/Refresh Online Game Data” to ensure that all your entries are uploaded.

If you have any additional questions or concerns, please email registrar@owha.on.ca