



## ELECTRONIC GAME SHEET MANAGEMENT - U9

Accurate game sheet management is essential for the operation of our league. In U9, we don't track goals, assists or most game data, but we do need to enter game participant information and any major penalties if applicable. Timekeepers and managers should familiarize themselves with the following instructions prior to any games. The process is fairly intuitive once you've gone through it once.

### DOWNLOAD THE APP *(completed by team manager and scorekeepers prior to game)*

- Download **RAMP Game Sheet App**. ([Android](#)) ([Apple](#))
- Create an account - if you have used RAMP for another sport team, you can use your same login information.

### GET YOUR CODES *(completed by team manager prior to game)*

- Access your team's [RAMP mini-site](#) through the [EFHL website](#).
- Your 8-digit **Team Code** is accessible by clicking the **Dashboard** tab. Your team code should be displayed near the top of the page.
- Your 9-digit **GameSheet, Official, Home & Away** codes can be accessed by clicking the **League Gamesheet App Codes** tab.

### ADD YOUR TEAM TO THE APP *(completed by team manager before season start)*

- In the *RAMP Game Sheet App*, click on Teams (★ Icon) at the bottom of the screen.
- Enter your **Team Code**
- When you go to your GAMES tab in the APP you should see all your games marked with VISITOR or HOME for each game.

### VERIFY YOUR ROSTER *(completed by team manager prior to each game start)*

- Click on Games ( icon)
- Select the appropriate game in the schedule (**HOME** or **VISITOR**)
- Verify your player and staff rosters by moving the slider for *active* players, coaches and manager from red to green. Leave missing or suspended participants inactive. Be sure that any affiliate players are added.
- Use your touchscreen device to sign your signature confirming your roster.

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### SET UP YOUR GAME (completed by HOME team scorekeeper prior to game)

- Click on Games ( icon)
- Click on "+ ADD A GAME CODE" and enter the 9-digit **Game Sheet Code & Official Code** provided by your team manager.
- Select the **Gamesheet** option for your particular game.
- Once in gamesheet - click on the clock icon () , and scroll down and enter the period lengths (1st Period - 25min, 2nd Period - 25min).
- Go back to the **Games** tab and select the "**Official**" option for your game.
- Have the officials add their name and position - and then have them sign the game sheet
- Officials may also do this themselves if they have the Ramp App on their device. Timekeepers will need to provide them with the **Official Code**.

### ENTER GAME DATA (completed by HOME team scorekeeper during game)

- You do not need to track goals, shots, minor penalties or goalie info.
- Track **major PENALTIES** (rare for U9) - under the WHISTLE TAB
- Entering information should be fairly intuitive, but detailed instructions on how to enter game details can be found [here](#).

### SYNC THE FINISHED GAME DATA (completed by HOME scorekeeper after game completion)

- Click on Games ( icon) and go to the Gamesheet option for your game.
- Once verifying all game details are correct, find the "Mark Game as Completed" slider and make it green.
- If not connected to wifi during the game, connect to nearest wifi and refresh your GAMES tab by swiping down. This syncs the game details to the RAMP server.
- To verify game data synced to RAMP, login to your RAMP mini-site and go to the LEAGUE GAMES tab. It should say YES under the "Finished" column.

### VERIFY GAME DATA (when you are AWAY team)

- Login to your [RAMP Mini-site](#) and go to the LEAGUE GAMES tab. It should say YES under the "Finished" column and have additional icons on the game row.
- Click the ORANGE CHECK BOX - this verifies the game (please do this within 24 hours of the game ending)