**Manager - Ramp Cheat Sheet Nov 23/2021 – Rev 0**

**For each game If you are Home team.**

Ensure you have Ramp Game Codes for GameSheet User – This is the most important code as it contains all the other codes. Nothing has the GameSheet User code except your website access. You can get Home, Visitor and Official Codes from GameSheet user code.

*Helpful Hint: enter all your GameSheet User, Home and Visitor Codes for your games into your app in reverse order. Once they have been entered into your Ramp App you do not lose them.*

1. Get Tablet from Aces Room or use your own phone to enter and check the below items

If you use your own phone, you will still need tablet to give to the timekeeper when they arrive. Make sure you are logged out Ramp App on the tablet before giving it to the timekeeper.

The timekeeper needs to enter their own Ramp App login before entering in the GameSheet user code you provide.

* 1. Door code is 1920
	2. Locker code is 1234
	3. Tablet code is 1234
1. Enter in GameSheet User code
	1. Enter in period times on page 1 (clock icon)
	2. Get Referee info and input referees on page 6 (three lines icon)
	3. Exit out of GameSheet user code
2. Enter in Home Team code
	1. Check off all players that are present, you find this on page 5 (people icon)
		1. Green means present
	2. Check off all staff members that are present
	3. Press the “Sign Here” button found on H. Players or H. Staff page
		1. Click button and sign with finger in pop up menu.
		2. If “Sign Here” button doesn’t appear, check with coach to see if they can sign. Usually Head Coach and Manager have access to sign sheets.
	4. Check that Visitors have confirmed their Staff and Players.
		1. If they have not, please go to Visitor room to remind them prior to passing tablet to timekeeper.
		2. If they do not confirm players, the timekeeper cannot access player for penalties or goals.
3. Once game is completed collect Tablet back from Time Keeper.
4. Using your own phone (or tablet) enter GameSheet user code and
	1. check that Game has been marked as completed – (page1 Clock Icon)
		1. Green means completed.
	2. check that referees’ names and signatures have been entered. (page 6, three lines icon)
		1. Referees will not be able to sign if the game is not marked as completed.

**For each game If you are Visitor team.**

1. Enter in Visitor Team code
	1. Check off all your players that are present, you find this on page 5 (people icon)
		1. Green means present
	2. Check off your staff members that are present
	3. Press the “Sign Here” button found on H. Players or H. Staff page
		1. Click button and sign with finger in pop up menu.
2. You are done.