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

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

1. Get Tablet from Home Team Manager or Coach at the home team dressing room or use your own phone to enter and check the below items. Please note that if the Aces are not responsible for any damage to your phone during timekeeping if you have chosen to use it.
2. Ensure you get the GameSheet User code from manager or coach.
3. Log into your Ramp App login on tablet.
	1. Tablet password is 1234
	2. Check that the Tablet is connected to the Rink Wi-Fi.
4. Enter in GameSheet User code given to you by manager or coach.
	1. Check that period times have been entered on page 1 (clock icon)
	2. Check that Referee info has been entered on page 6 (three lines icon)
		1. If Referee names were not added ensure to get them prior to game starting.
	3. Check that Home Teams, Visitor Teams and Staff have been confirmed and there is a signature for each team
		1. If they haven’t, go to Home team manager or coach and let them know.
5. Once game starts enter in goals and penalties as supplied by Referees.
6. Once game is completed
	1. Write down the official code from page 1 (clock icon) on your note pad so you can give to the Referees after the game.
	2. Select the Game Complete button and ensure it is set to green, on page 1 (clock icon)
		1. The referees will not be able to confirm and sign sheet if the game is not marked complete.
7. Logout of GameSheet code but do not log out of Ramp App yet.
8. Log into the Official user code you wrote down in item 6A above.
9. Bring tablet to Referee’s room after the game. Ask if they need the code, give it to them if they do.
	1. If they don’t have app downloaded yet. Open the official signature section on page 6, (three lines icon) and give tablet to one of the refs the tablet with the Official code already entered and have official sign.
	2. Only one ref can sign under your login.
	3. If another ref signs it will delete the first signature.
10. Once Referees have signed. Log out of the ramp game sheet app and bring Tablet back to manager or coach of the home time.
11. You are done.