

# INSTRUCTIONS FOR OFFICIALS TO USE THE RAMP GAMESHEET APP

**ALL Officials MUST download the RAMP Game sheet APP  (free) on their smartphones. This app is to be used for all OWHA games.**

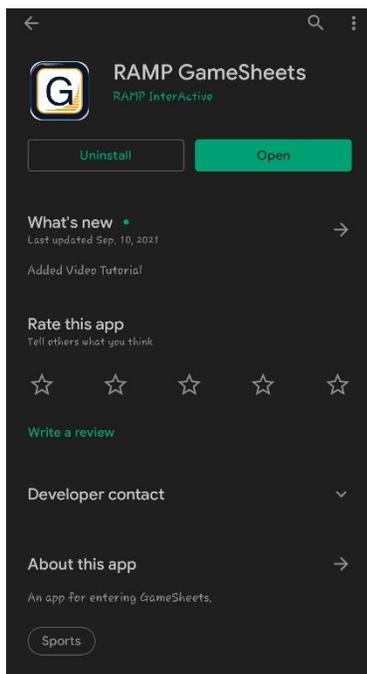
**Depending on your smartphone (android or tablet) you must go to the Google Play store or the app store.**

**IMPORTANT: Officials must provide their names and OWHA ref # to the timekeeper so that it can be entered into the electronic game sheet before the start of the game.**

The Tournament Convenor /Home Team or Referee scheduler will provide you with the game sheet app codes that you need for the games that you will be officiating in. There will be a different code for each game.

Once you have your “Officials Code” to access the game sheet, you can then complete your responsibilities on the date of the game.

This app works just like any other app. Once downloaded you will have to create a personal account so that you can access the app. This account is not tied to a team or an association. It is your **personal account**. Once created, your home screen will look like the following image below on the right.

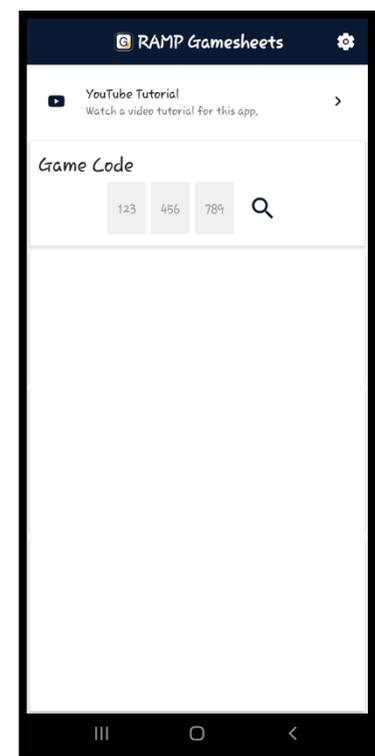


The image to the left is taken using an Android device. When you go to the play store, you must look for the “RAMP GameSheets App”. The icon for the app is pictured here for you.

The image to the right is what you will see when you have downloaded the app and created your account.

This will be the home page screen of the app each time you open it.

You will be entering the officials code in the box you see there and then tap on the search icon for the game information to show up



**\*\*\* Each game will have its own unique code. \*\*\***

**The game codes that you have entered into the app will automatically be deleted 7 days following the end of the game. They cannot manually be deleted**

At the top of the screen, you will see the following icons. They will take you to various pages where information pertaining to the game can be entered or viewed.

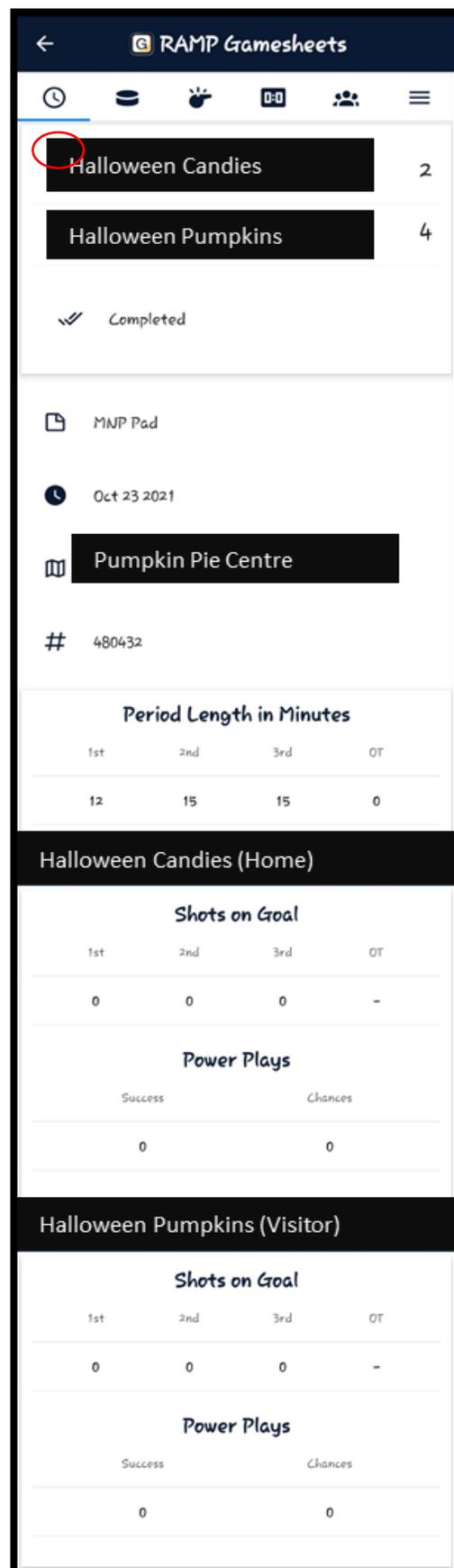


## GAME DETAILS TAB/PAGE

1. Upon entering your officials code for the game, you will be taken to the game details screen for that specific game. You will see all the game details here.
2. The timekeeper will be entering all the stats for the game using their own access code. You will be able to review the details following the end of the game and you must sign off on the game sheet to confirm that the details are all correct. You will have 24 hours following the end of the game to review the game stats and details and to sign off on the electronic game sheet. You do not have to do this immediately following the end of the game if you are not able to.
3. Upon reviewing the game details if there are any discrepancies, please email [stats@owha.on.ca](mailto:stats@owha.on.ca) to notify the OWHA so that the information on the electronic game sheet can be amended.

You do not have the ability to make any changes to the information entered into the app. You must reach out to the OWHA to notify us so that we can make any changes.

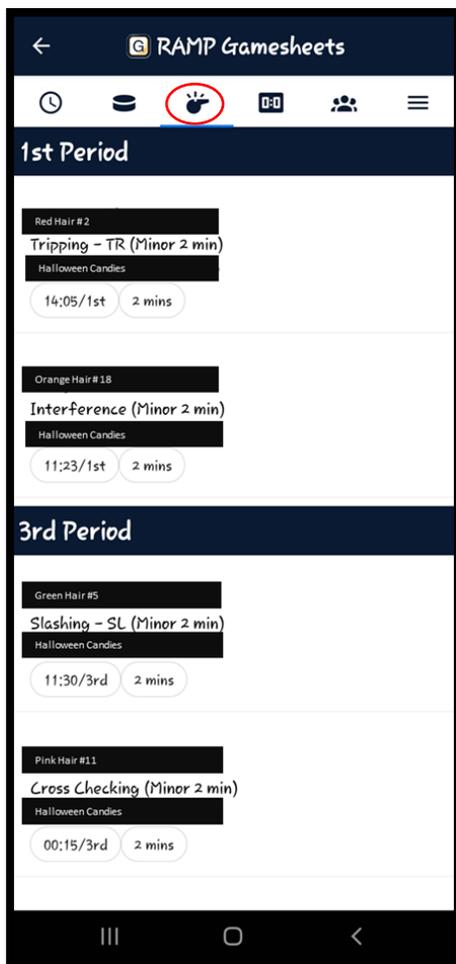
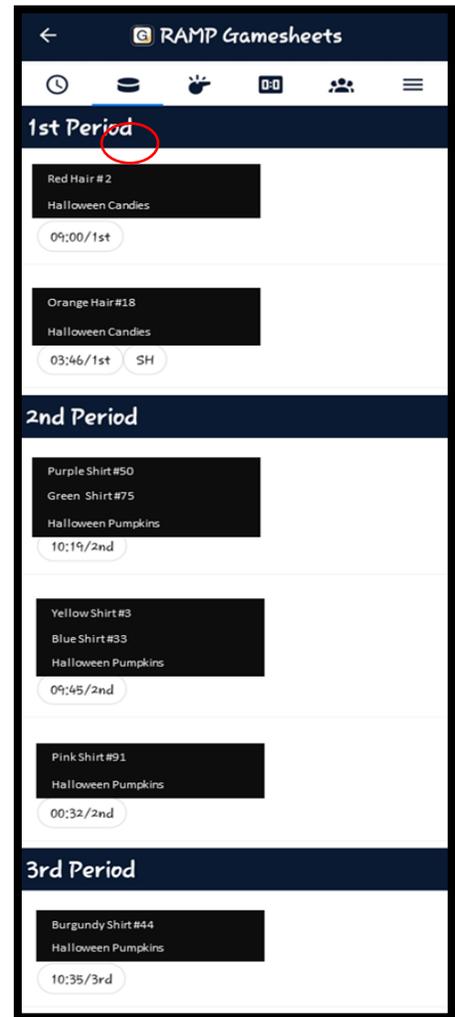
You cannot sign off on the game sheet using the timekeeper's device. If this is done, it will appear as if the timekeeper officiated the game and it will be logged in that way.



## GOALS TAB/PAGE



This page will walk you through the goals that were scored in the game, by periods for both teams. As per the image to the right, this page outlines the players that scored, the team they are rostered to and the time of the goal.



## PENALTIES TAB/PAGE



This page lets you view the penalties called during the game for both teams. The game official must look over these details to ensure that the information was entered accurately. This should be done via your own access code. If there are any issues, please ensure that you reach out to the OWHA ([stats@owha.on.ca](mailto:stats@owha.on.ca)) to notify us so that they can be investigated or changed if needs be.

You will not be able to make any changes to the information that was entered by the timekeeper after the game.



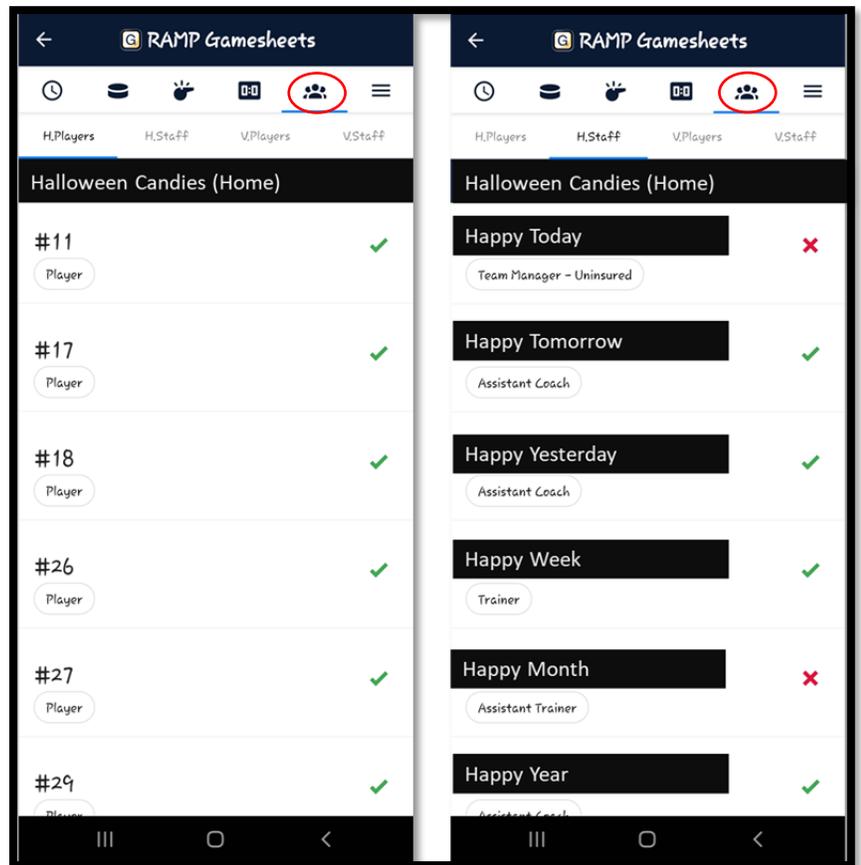
**GOALIES TAB/PAGE**

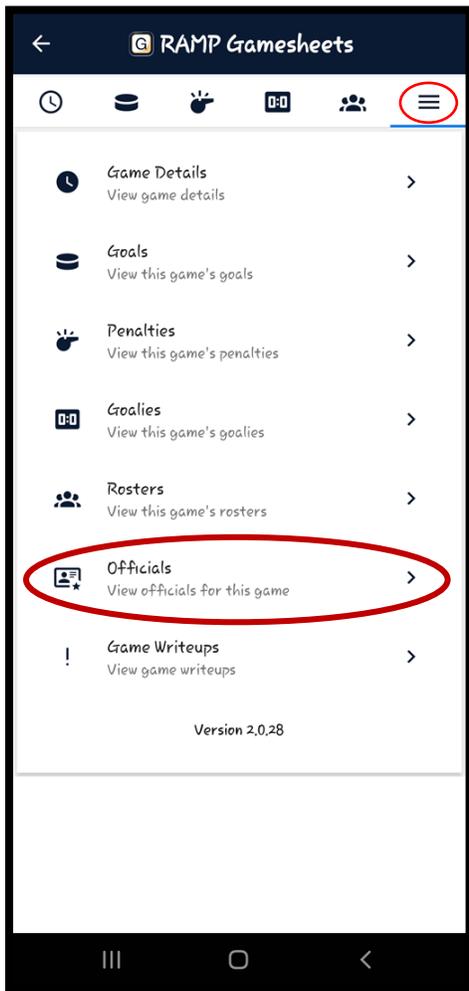
The "Goalies" tab will provide you with information regarding Goalies for each of the team. It is not mandatory for the teams to enter information in this tab.

IF they wish to track the information, they will notify the timekeeper so that information and stats can be entered while the game is being played.

**ROSTERS TAB/PAGE**

The screen capture to the right shows the "Roster" tab. 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 player or staff name it will show you who is "In the Game" and who is "Not in Game". This is represented by a green ✓ or a red ✗. You will not be able to make any changes to any information on this page. It is for your viewing only.





### MORE TAB/PAGE

The three lines on the screen will enable you to access additional information

The official's tab is located here.

To access official information and to sign off on the game sheet, you must select the Officials tab (see red circle).

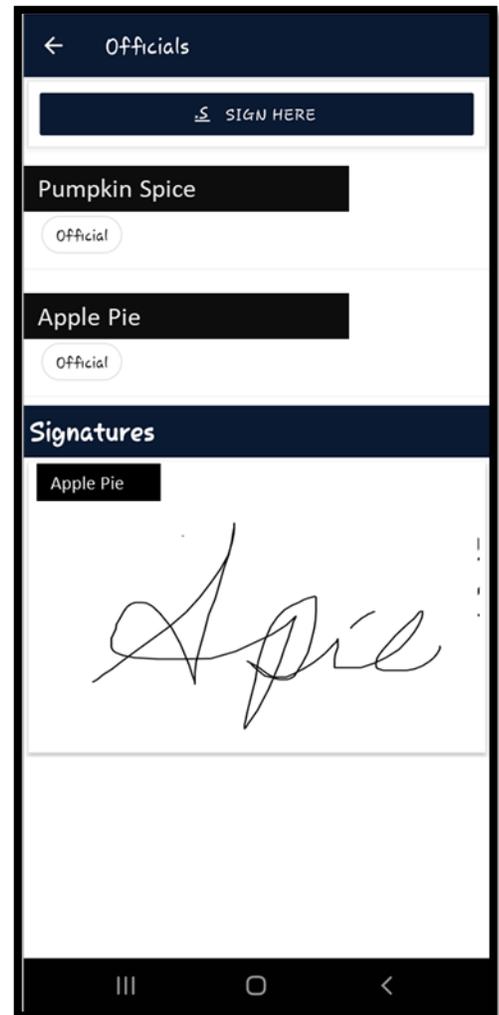
SEE BELOW IMAGE FOR DETAILS.

### OFFICIALS TAB/PAGE

This page will show you the names of all the officials for the games. This information was entered by the timekeeper. The official must sign off on the game sheet once they have reviewed the game details for accuracy.

To sign off on the game sheet, select the "Sign Here" tab at the top of this page, you can then electronically sign or initial the game sheet via your phone screen, using your finger to draw your signature.

If there are any issues, please ensure that you reach out to the OWHA ([stats@owha.on.ca](mailto:stats@owha.on.ca)) to notify us so that the issues can be investigated or changed if needs be.

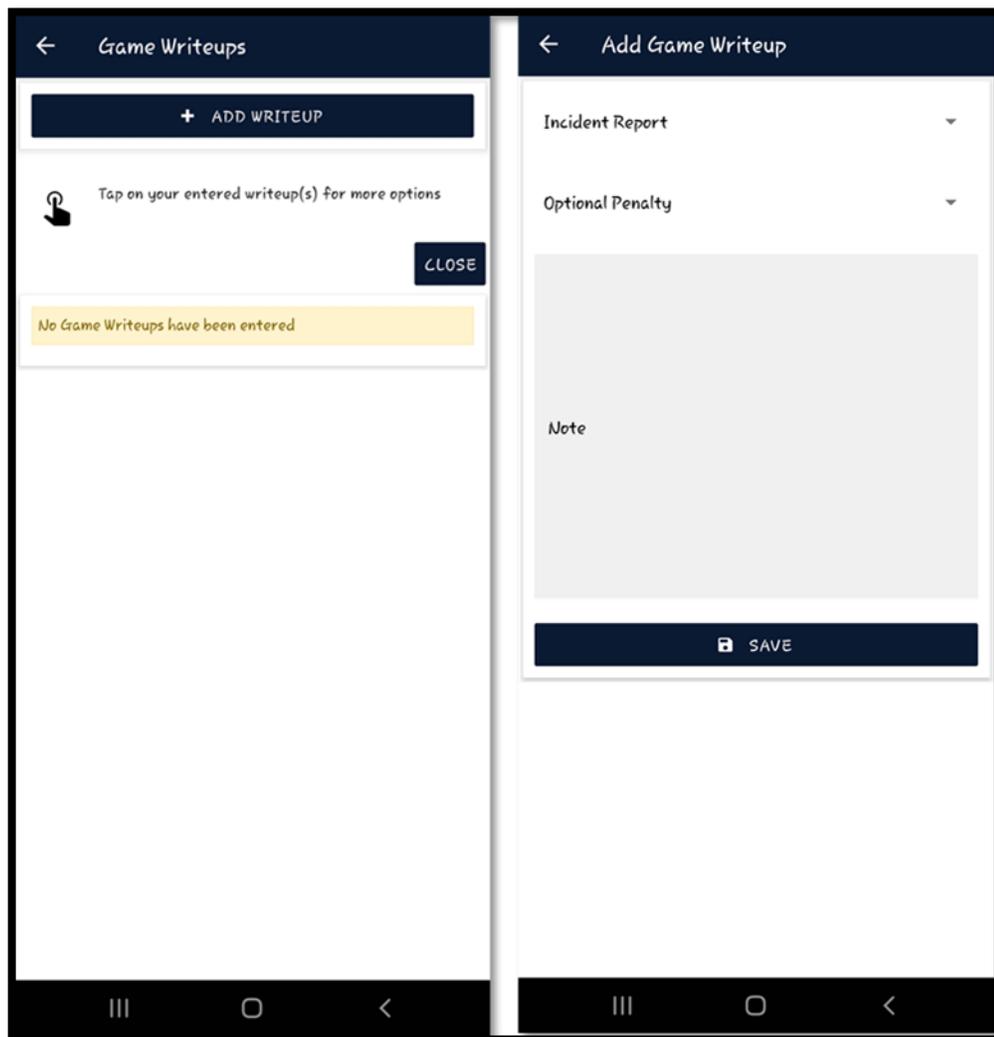


## WRITEUPS TAB/PAGE

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 Incident Report or an Optional Penalty.

If you wish to make notes pertaining to a certain penalty that was issued, please tap the little icon to the right of the Optional Penalty and a drop down of the penalties issued during the game will appear. You can select the one you wish to comment on and then leave a note. These notes are **only** visible to the OWHA once they are submitted.

They will not be visible to the teams.



Any data entered in the app will automatically upload as soon as you have a wifi or internet connection.

If you are at a facility in which wifi access is limited, we advise that you enter the code for the game before you get to the facility and ensure that the game on the app remains open so that the game information can be loaded onto your device. You do not have to carry their device with you while skating. You can review the information entered into the app after game and you will have up to 24 hours from the start of the game to review the game and sign off on the game sheet. If you have issues with the information entered for a specific game, please reach out to [stats@owha.on.ca](mailto:stats@owha.on.ca)

Please note that the writeups and notes section in the app **does not** replace the Officials Game Report form, Incident Report form or the Match Penalty Report form. These documents must still be completed via the OWHA website and submitted for review if there are incidents in the game that require these forms to be completed.

Thank you for your hard work, commitment, and dedication to Female Hockey.