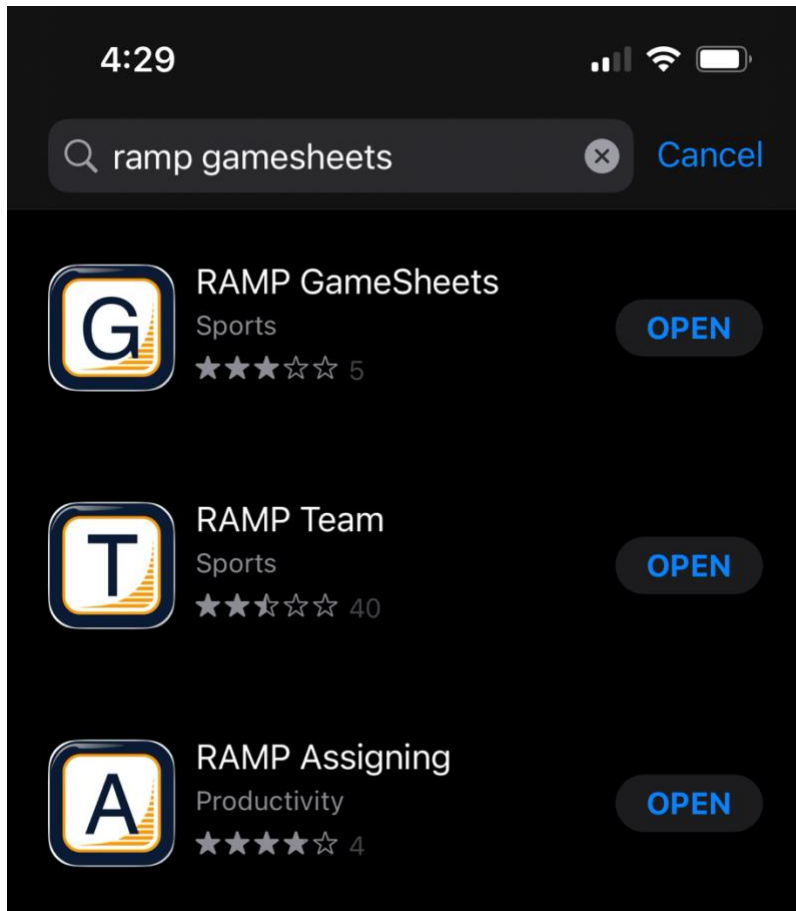
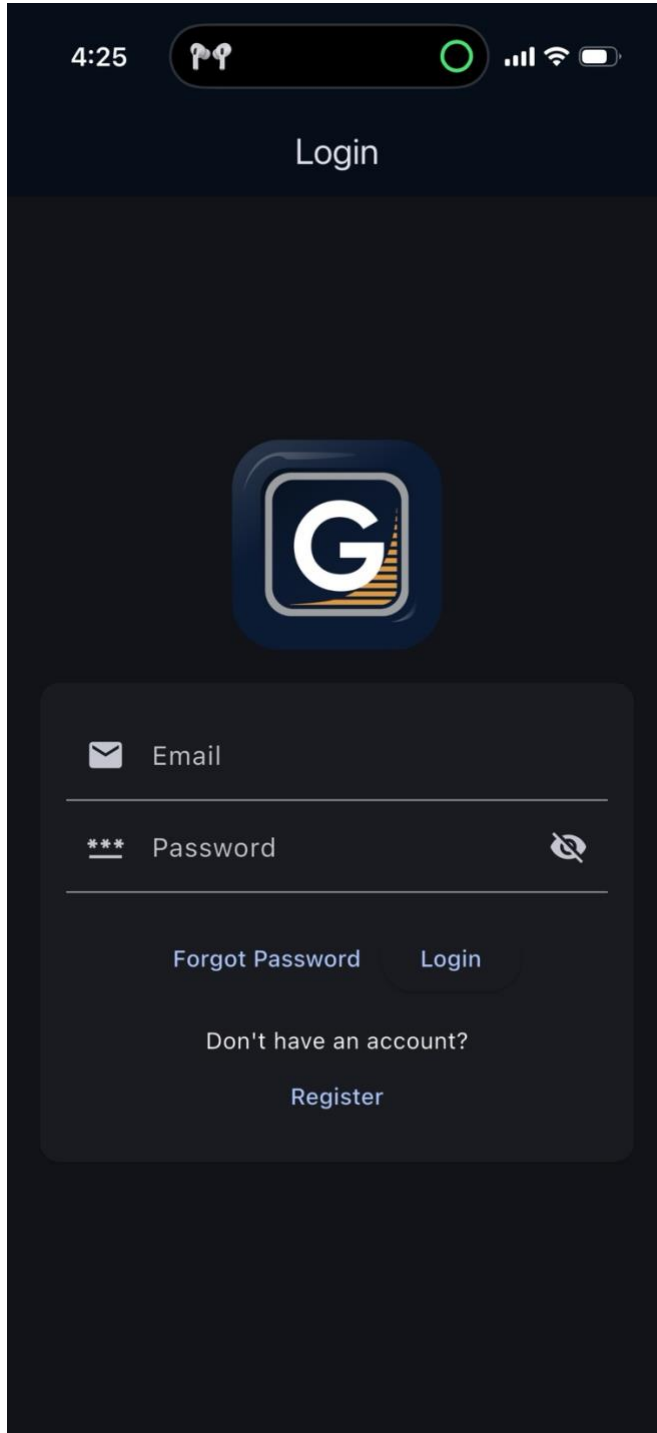


Maritime Club Championship  
General Coordinator Instructions

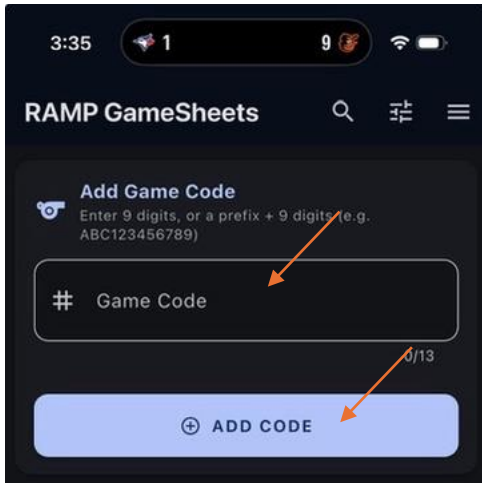
1. Download the RAMP GameSheets app from the Apple App Store or the Google Play store.



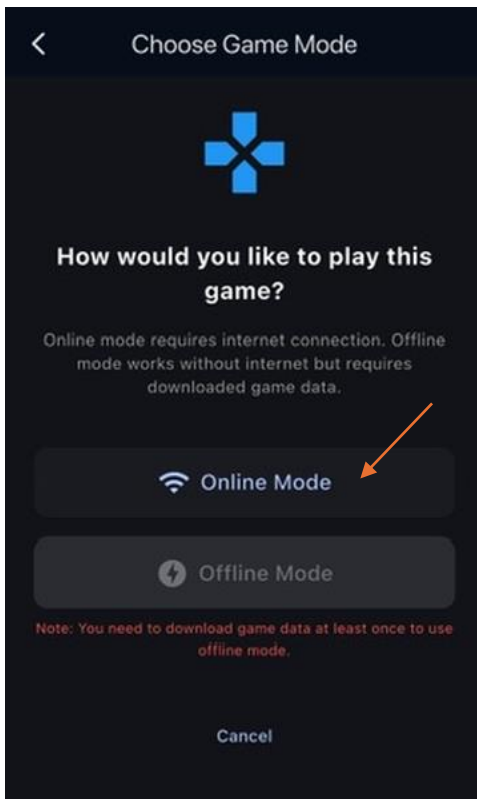
2. Login to your RAMP account, this is different than your registration account but is the same as your RAMP Team App or RAMP Unified Login If you do not already have an account, click the create register button. [CLICK HERE](#) to view an instructional video.



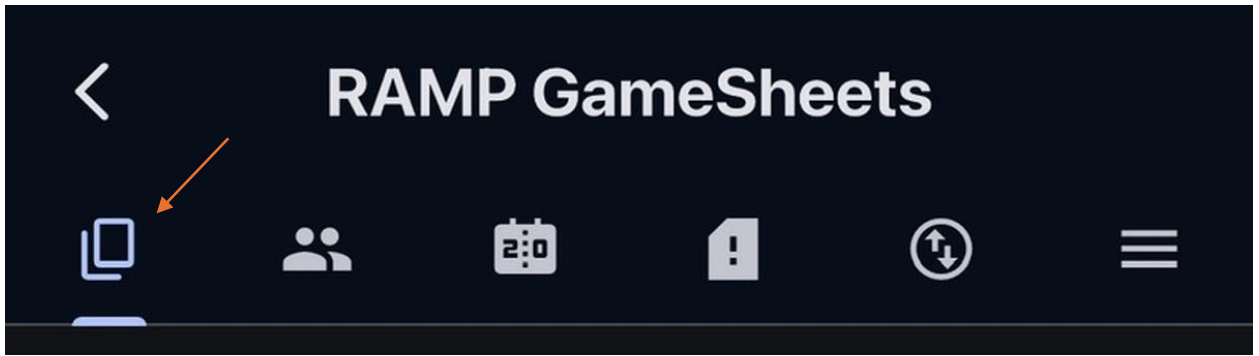
- Once logged in enter the Game Code from the main screen. Game Codes for all games have been provided to the host. Once code has been entered, select add code.



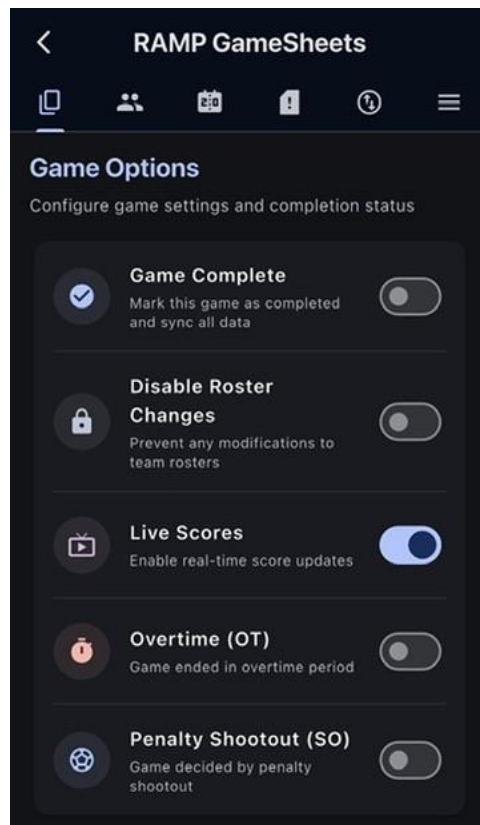
- Select Online Mode



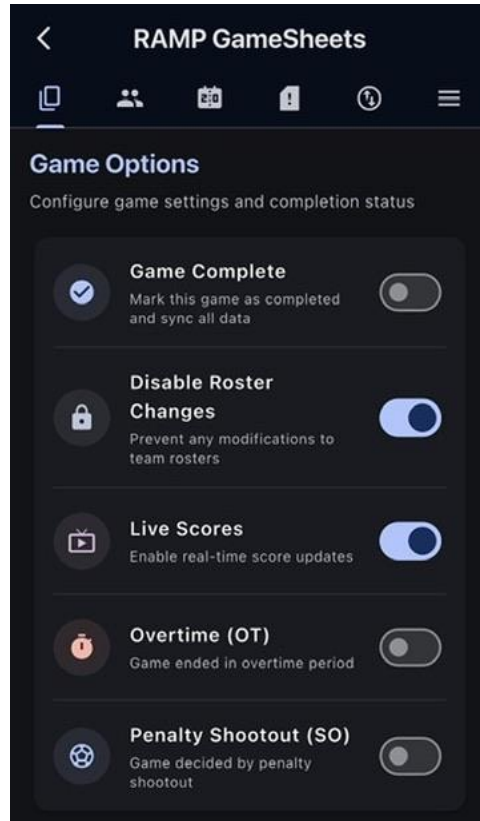
- The first screen has all the details for the game. Prior to the game beginning there are a few items that will need to be completed on this page.



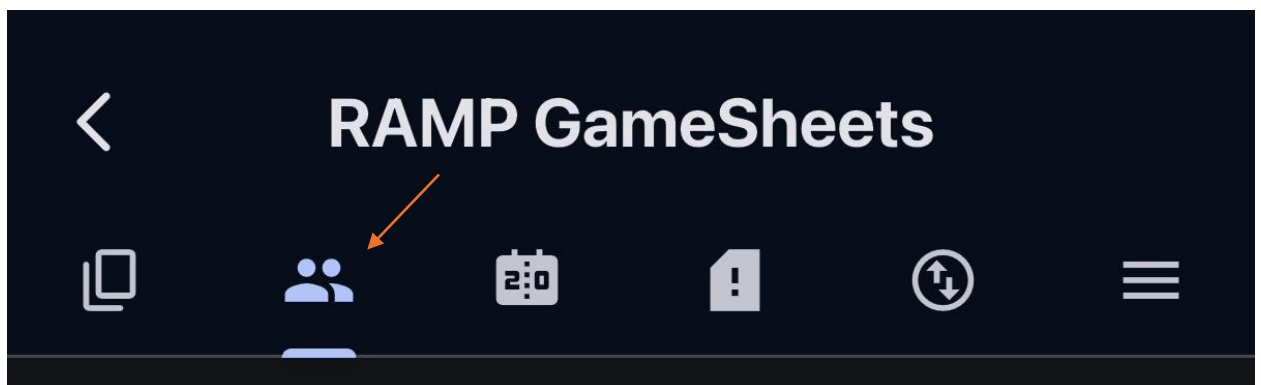
- a. Scroll down on this screen until you reach the toggle options for Game Options. Prior to the game beginning check off Live Scores.



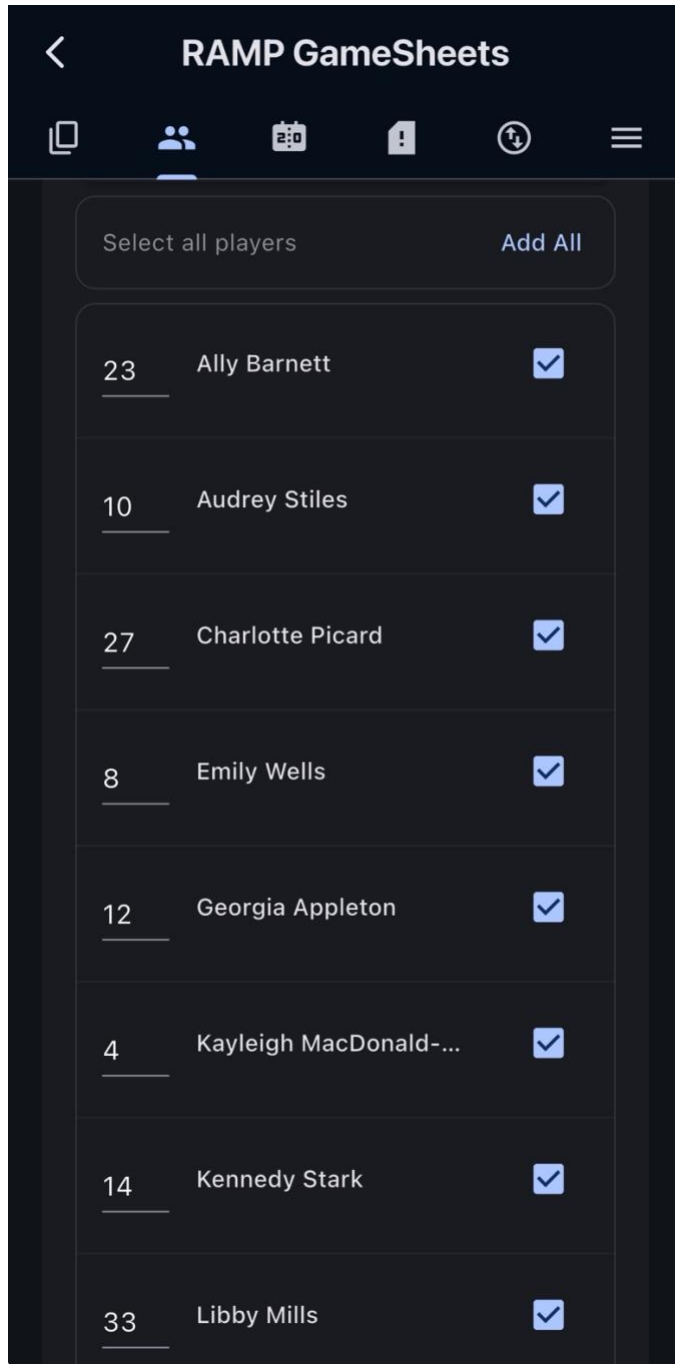
- b. 45 minutes prior to the scheduled start time check off Disable Roster Changes.



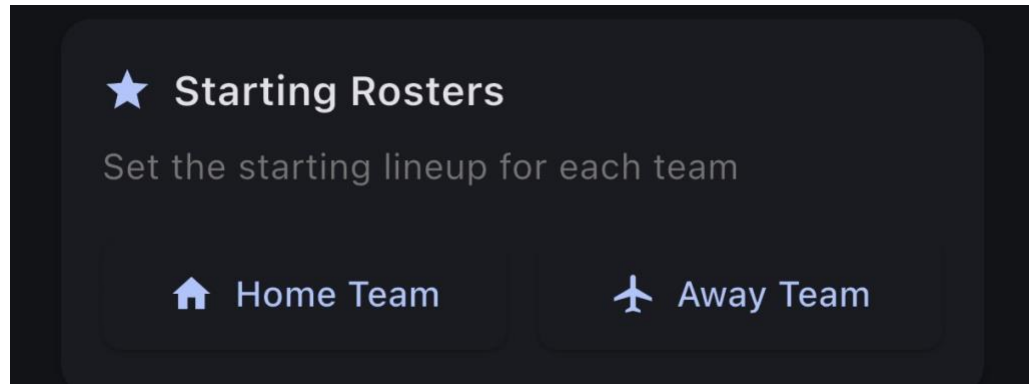
6. The 2nd screen has all the team's roster details.



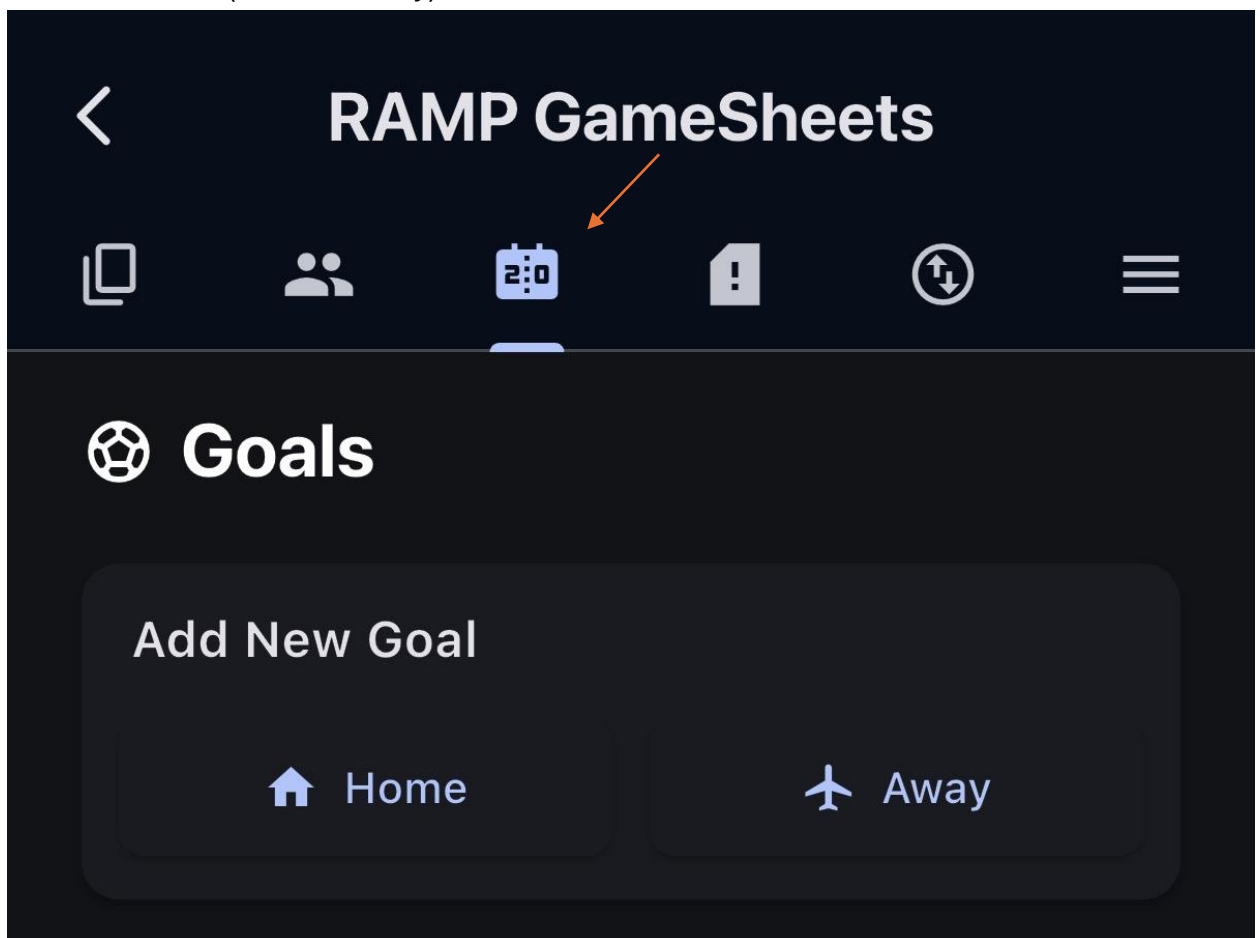
- a. Ensure each team has all players AND team staff who will be on the bench during the game checked off and that all players have a jersey number. The number of players checked off must match the number of players on the teams bench, the number of team staff checked off must match the number of team staff on the bench.



- b. Ensure each team has a starting 11 selected and the starting goalie is selected (click in to each team). NOTE: this all must be completed prior to the 45 minute mark prior to kick-off.



7. The 3rd screen is where goals are entered, to add a goal, in the Add New Goal box select the team (home or away) which scored. **REPEAT FOR EACH GOAL**



- a. Enter the minute of the game the goal was scored (the screen says optional, please make sure the time of the goal is recorded accurately!). Along with the

player who scored the goal. Once time and goal scorer are entered select Add Goal. NOTE: assists are optional.

Goals

Minute (optional)

Select Team

Team  
Halifax County United U15AAA

Who Scored?

Goal Scorer  
#4 Kayleigh MacDonald-Stoddard

Assists (Optional)

Primary Assist

Secondary Assist

Add Goal

8. The 4th screen is where cards are entered. To add a Card, select the team (home or away) of the person who received a card. **REPEAT FOR EACH CARD.**

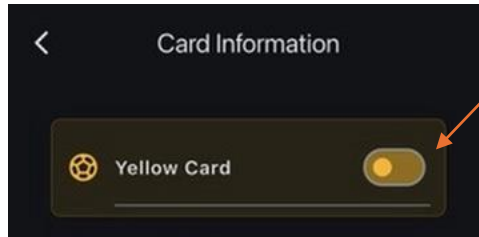
RAMP GameSheets

Cards

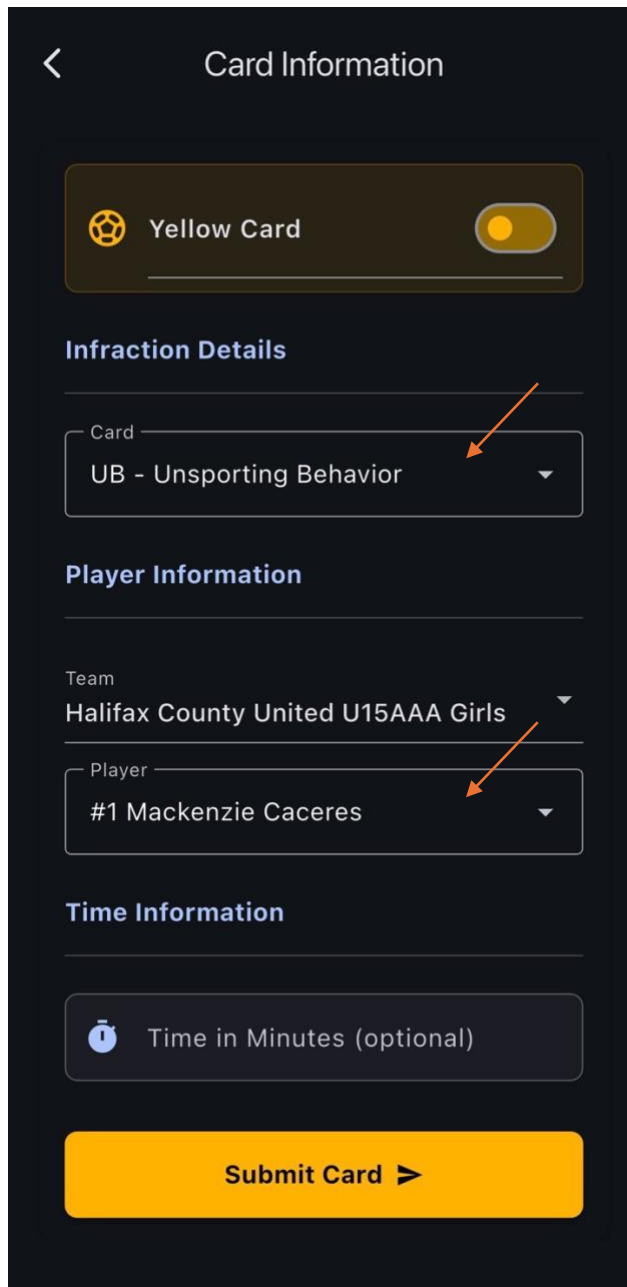
Add New Card

Home Away

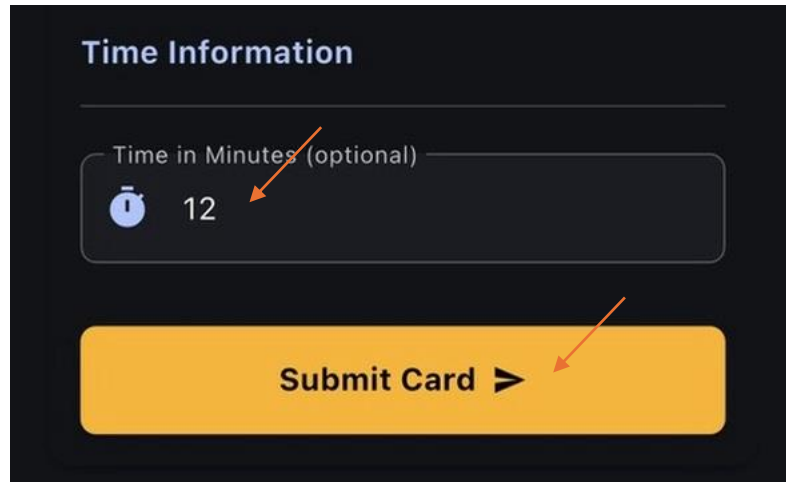
- a. Toggle the Yellow/Red Card Option at the top of the screen to select the type of card (Red or Yellow).



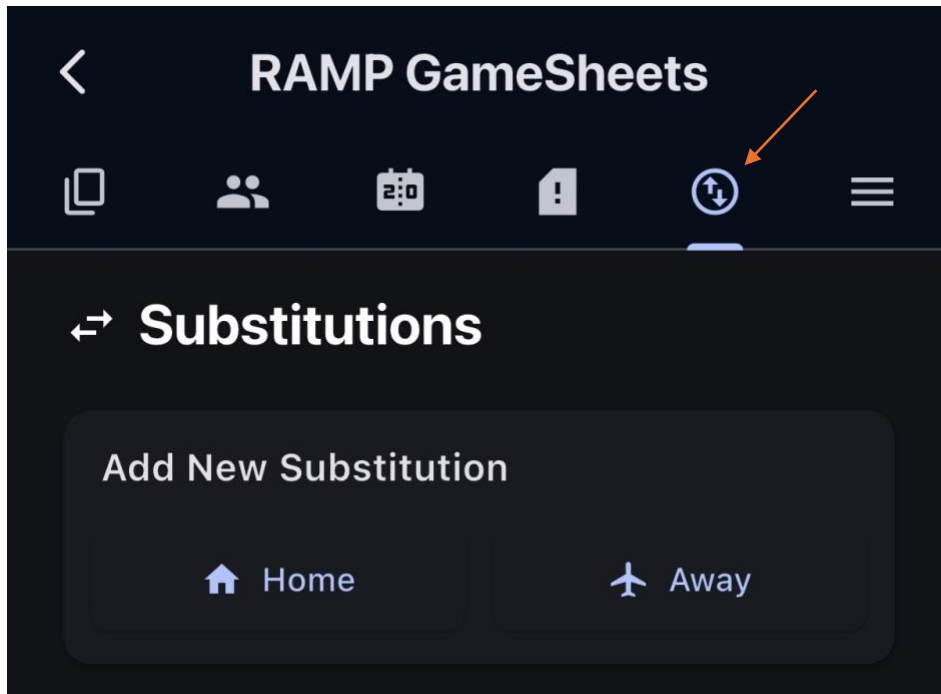
- b. From the drop down, select the reason for the card being shown as well as the person who received the card.

A screenshot of the "Card Information" screen. At the top is a back arrow and the title "Card Information". Below is a dark grey rounded rectangle with a yellow soccer ball icon, "Yellow Card", and a yellow toggle switch. Below this is a section titled "Infraction Details" with a dropdown menu labeled "Card" showing "UB - Unsporting Behavior". Below that is a section titled "Player Information" with a dropdown menu labeled "Team" showing "Halifax County United U15AAA Girls" and another dropdown menu labeled "Player" showing "#1 Mackenzie Caceres". Below that is a section titled "Time Information" with a text input field containing "Time in Minutes (optional)" and a blue clock icon. At the bottom is a yellow button labeled "Submit Card" with a right-pointing arrow. Orange arrows point to the "Card" and "Player" dropdown menus.

- c. Enter the time of the card (not optional) and select Submit Card.



9. The 5th screen is where substitutions are entered. To add a sub, select the team (home or away) of the team making a sub. **REPEAT FOR EACH SUB.**



- a. Select the player coming out of the game in the 1<sup>st</sup> box and the player going into the game in the 2<sup>nd</sup> box.

**Add Substitution - Halifax ...**

**Halifax County United U15AAA Girls**

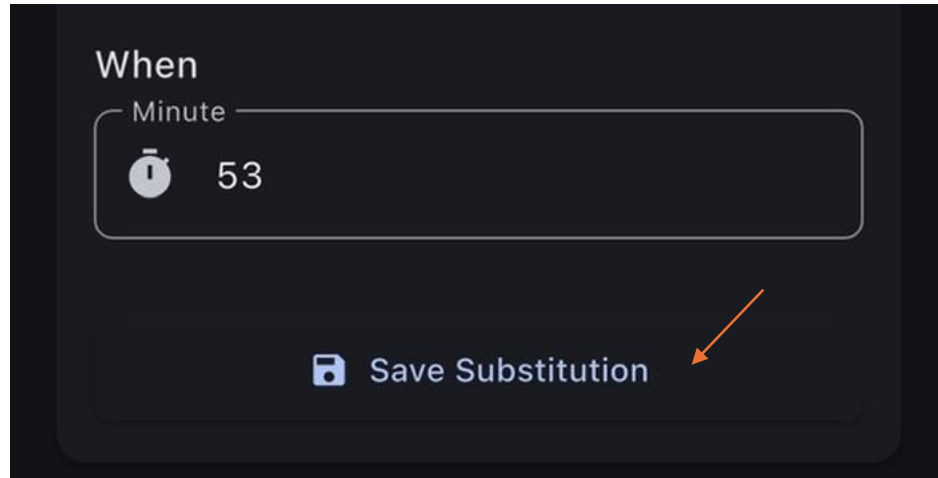
**Player to Substitute**  
Select Player  
#1 Mackenzie Caceres

**Substitute Player**  
Select Substitute  
#40 Shea Langille

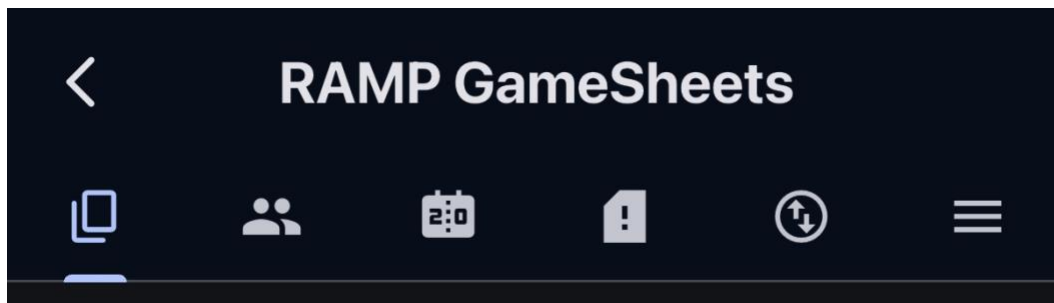
**When**  
Minute  
53

**Save Substitution**

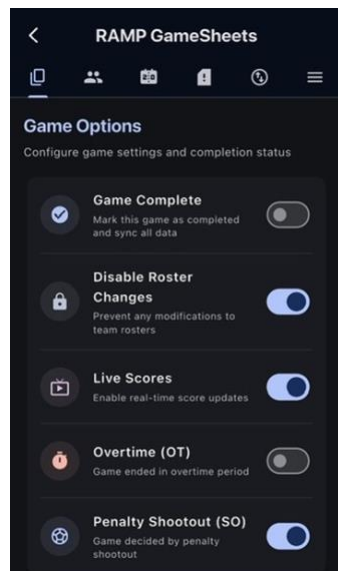
- b. Ensure the correct time of the sub is entered and select the save substitution button.



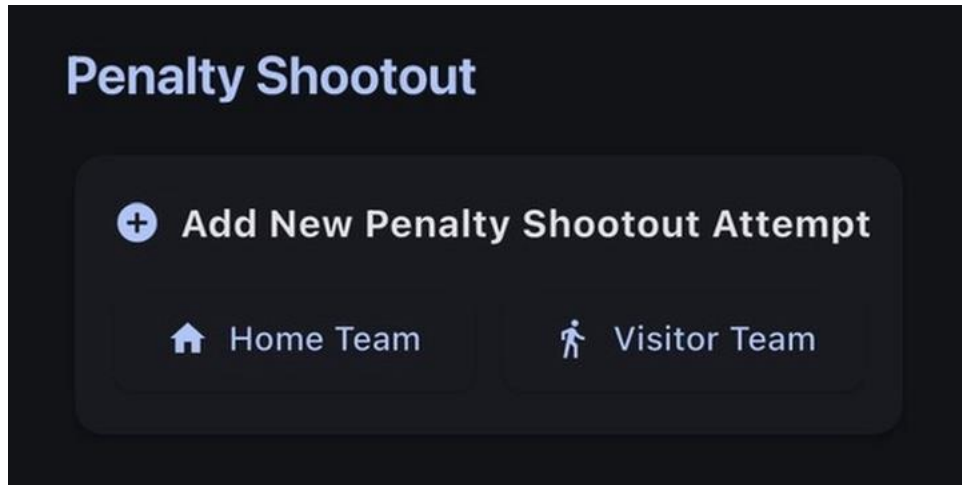
10. At the conclusion of regular time, go back to the first screen with the game detail



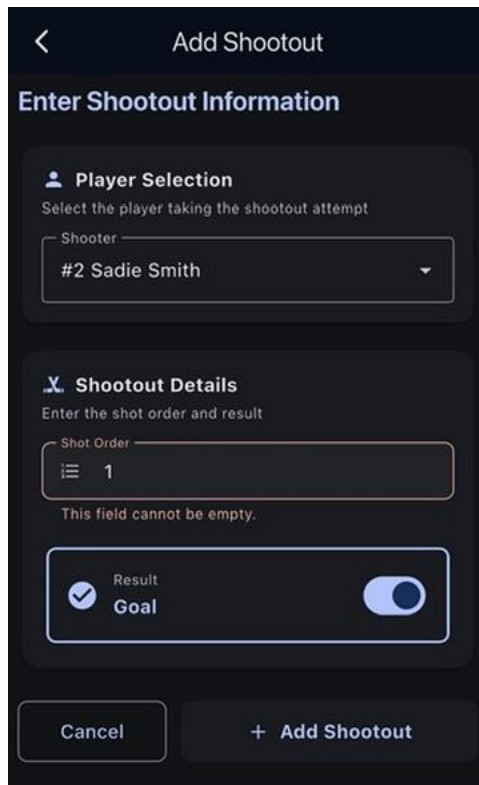
11. Scroll down on this screen until you reach the toggle options for Game Options. If there was a winner at the end of regulation time skip to step 12.
- a. If the game ended in a draw, select the penalty shootout toggle.



- b. This will add a menu directly below the toggles to add PK's. For shot attempt select the team (home or away) taking the shot.



- c. Select the shooter, the shot order (i.e 1<sup>st</sup> kicker) and if the kick was a hit or a miss. Select Add Shootout when shot complete. Repeat step 11 c for each kicker.



The screenshot shows a mobile app screen titled "Add Shootout". At the top left is a back arrow. Below the title is a section header "Enter Shootout Information".

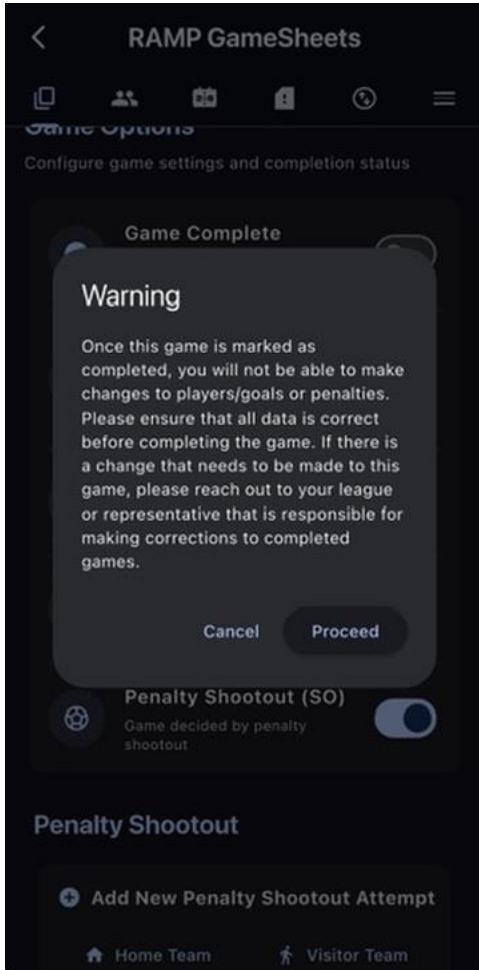
The first section is "Player Selection" with the instruction "Select the player taking the shootout attempt". It contains a "Shooter" dropdown menu with the selected option "#2 Sadie Smith".

The second section is "Shootout Details" with the instruction "Enter the shot order and result". It contains a "Shot Order" input field with the value "1" and a red error message "This field cannot be empty." below it.

Below the input fields is a "Result" section with a checked checkbox and the label "Goal", and a toggle switch that is currently turned on.

At the bottom of the screen are two buttons: "Cancel" and "+ Add Shootout".

12. If there was a winner at the end of regulation OR the PK's have concluded with a winner. On the 1<sup>st</sup> page scroll down on this screen until you reach the toggle options for Game Options. Select the toggle for Game Complete. Select proceed on the warning message so long as all the game data is accurate.



13. Once everything for the game has been wrapped up, select the back button in the top left of the screen. Select the two toggles on the screen and click sign.

