



## GELC Team Entry Instructions

### RAMP Team Entry Name Entry Format:

Please ensure that when entering your team names in RAMP, you use the following format. This will ensure that the Club RAMP and GELC RAMP will sync without error.

#### Team Names:

Team U7-1

Team U7-2

Team U7-3

*example Warriors U7-1*

*(no spaces before/after the dash)*

#### A level teams as follows

Team U15A

*Example Posse U15A*

*(No space after the age category)*

#### Women's Teams as follows:

Team U11F-1

*Example Titans U11F-1*

*(No Space after the age category, no space before/after dash)*

#### If Association uses a RAMP WEBSITE:

If your Association already uses a RAMP website, you can sync your league schedule, standings, and statistics to your team microsite on your local association website by using the following process:

1. Login to your Association team website and click on the "SETTINGS" tab.
2. At the bottom of the page select from dropdowns our league "Greater Edmonton Lacrosse or GELC", then the current season, division, and team. Below this add your "GELC" User Name and Password provided above and click "Save Settings"
3. Once you click "Save Settings", go to the bottom of the page and if you already have added your roster to your Association team microsite, you can now select your players and move this player information to the League. This way you do not need to re-add information to the league that you have already added to your Association team microsite. You can now get automatic league schedules and statistics directly to your Association team microsite!!! Additionally, you can fill out league Game Sheet summaries from your Association login.

#### If Association does not have a RAMP WEBSITE:

1. Go to the GELC homepage.
2. Click ADMIN LOGIN on the GELC homepage (top left corner) or [CLICK HERE](#)
3. Enter your team LOGIN and PASSWORD (This will be provided by GELC)
4. Click LOGIN
5. You are logged in and viewing the DASHBOARD of your team microsite within the GELC.

6. Click SETTINGS
7. If needed edit your email address to that of your manager or point person for GELC messages
8. Change your password if you so choose.
9. Click LEAGUE PLAYERS
10. Click ADD MULTIPLE PLAYERS OR you can add individually.
11. Enter in all your team's players information, including JERSEY NUMBER, FIRST NAME, LAST NAME (or initial if preferred). Do NOT enter email addresses of the players.
12. Click SUBMIT
13. For affiliate players, click ADD PLAYER
14. Enter in the affiliate player's information, including JERSEY NUMBER, FIRST NAME, LAST NAME (or initial if preferred). Do NOT enter email addresses or the players. If the jersey number is not going to be a consistent number for this affiliate player, then enter their number as a 99 or high nineties number that would not be a real number used on your team. Player stats will be tracked by player name, not jersey number.
15. Click the AFFILIATED (AP) box.
16. Do NOT click hide from the public.
17. Click SUBMIT
18. Click STAFF MEMBERS
19. Click ADD STAFF MEMBER
20. Enter in your Head Coach name, position of Head Coach, email address, and cell phone number.
21. Click SUBMIT
22. Click ADD STAFF MEMBER
23. Enter in your Team Manager name, position of Team Manager, email address, and cell phone number.
24. Click SUBMIT
25. Click ADD MULTIPLE STAFF
26. Enter the remainder of your team staff information (ex: Assistant Coaches, Trainer, Junior Coaches). This should include all team staff that will be listed on the Alberta Lacrosse Provincial Team Roster. You do not need to enter email addresses or cell numbers for these individuals.
27. Click SUBMIT
28. Please note: Do not delete players as the season progresses, as this will delete all those player's stats to date. Do not change the roster if jersey numbers change - enter statistics by using player names if the numbers do not match.
29. Your team entry is complete. Click SIGN OUT