



RAMP SCOREKEEPER CHECKLIST

Quick Check:

- Players and Team Staff checked off
- Head Coaches signed
- Referee and Minor Officials listed
- Period Lengths
- Goal and Penalty Details correct
- Timeouts added
- Final score for Home and Away correct
- Mark Game as Completed
- Sync All
- Return "scratch" game sheet to arena desk

Codes for RAMP GameSheets App

- Home and Visitor Codes:
 - o Head Coach and Manager use the Home/Visitor Code to check in players (mark Captain(s) and Assistant Captain(s)) and team staff for the game
 - o Head Coach must sign the game sheet using the Home/Visitor Code
- Game Sheet Code is the code to access the electronic game sheet used by the Scorekeeper to score the game

Scorekeeper tasks:

- Download the RAMP Game Sheets App to your device from the App Store
- Create & use your own PERSONAL login
- Use this [RAMP Game Sheets App Guide](#) to understand how the App works
- Watch this video to further familiarize yourself with using the App
<https://youtu.be/mH9lWiNPAFM?feature=shared>
- Get the "scratch" game sheet from the arena help desk and fill it in during the game. It is important to enter data on this sheet before putting it in the app so no data is lost. Return completed scratch game sheet to the arena desk following the game.

Before the Game

- o Ensure both teams have checked in their players and team staff and signed the game sheet in RAMP Game Sheets App
- o Type Referee names in the officials area (ask them for their names)
- o Type Shot Clock Operator, Timekeeper and Scorekeeper names in the officials area
- o Type the period length in minutes by tapping under 1st period and 2nd period
- o Optional- "Live" score only if you choose to

During the Game

- o Write Goals and Penalties on your scratch game sheet and enter in the App as you have time to do so
- o If there is a timeout, write it on your scratch game sheet and enter in the App

After the Game

- o Details for each Goal in the App match your "scratch" game sheet
- o Details for each Penalty in the App match your "scratch" game sheet
- o Final Score for Home and Away match your "scratch" game sheet
- o Mark Game as Completed
- o Click Sync All
- o Return "scratch" game sheet to the arena volunteers at the desk in the lobby