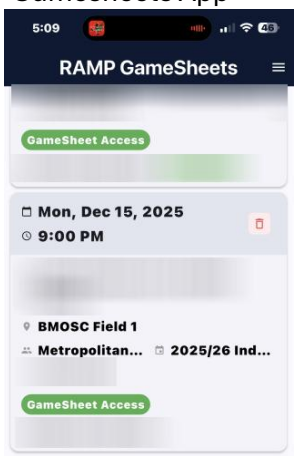
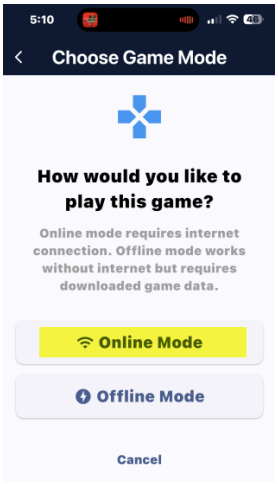
How to complete Game Reporting in the RAMP Gamesheets App

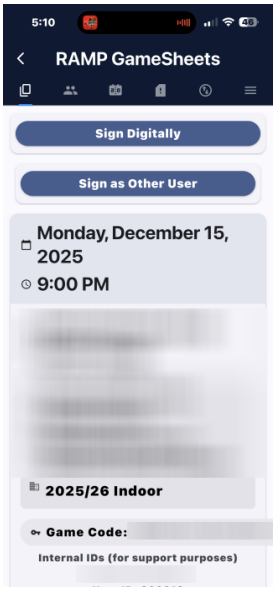
1. Click on the correct game in the RAMP Gamesheets App



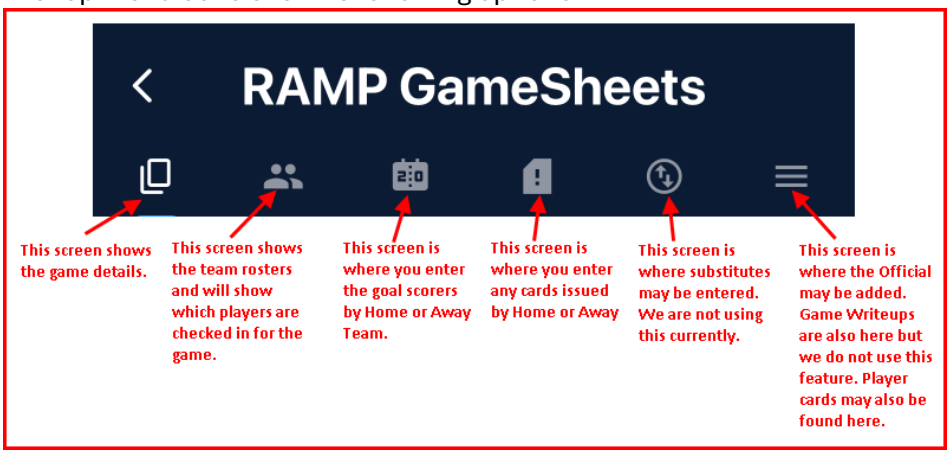
2. Select Online Mode
    - If Offline Mode is used, the data entered will need to be synced when there is access to WiFi.



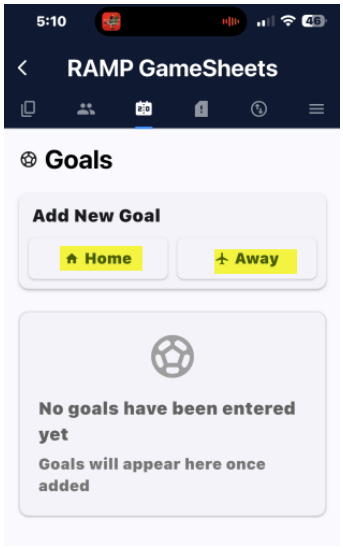
3. When the Game appears, there is a top menu that consists of several options



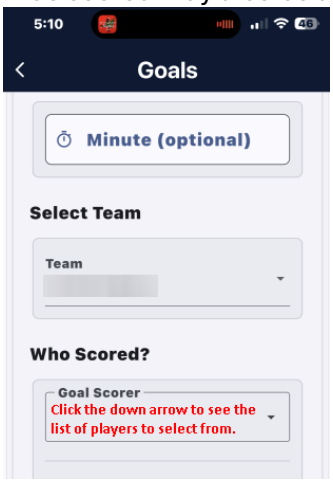
4. The icons in the top menu consist of the following options



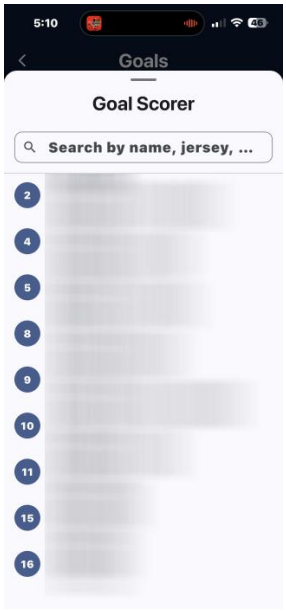
5. To add goal scorers to the game, click on the score sheet icon
   - Goal Scorers may be added for the Home and Away Teams
   - Click on the Home button to add goal scorers for the Home Team
   - Click on the Away button to add goal scorers for the Away Team



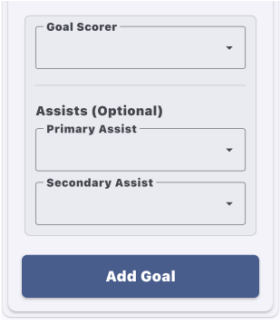
6. Click on the Home button to advance to the next screen which will show the Team Name, and you can select the goal scorers from a drop-down menu in the Who Scored? box
   - The Minute time that the goal was scored may also be added in the Minute box



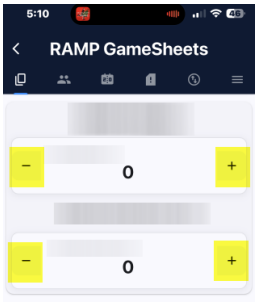
7. When you click on the Who Scored? drop-down menu, the list of players will appear to select the goal scorers



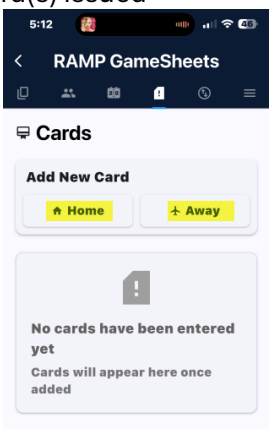
8. Select the appropriate player. Once they appear in the Goal Scorer box, click the Add Goal button at the bottom of the screen
    - Repeat this process for all Goal Scorers for the Home Team and the Away Team until all are entered
        i. The Home Team or Away Team rosters will appear in the drop-down menu to select the goal scorers when you click on each button – Home and Away
        ii. Each goal must be added separately for each goal scorer even if the goal scorer has scored multiple goals
        iii. The rosters will not appear if the players have not been checked off for the game by the team staff



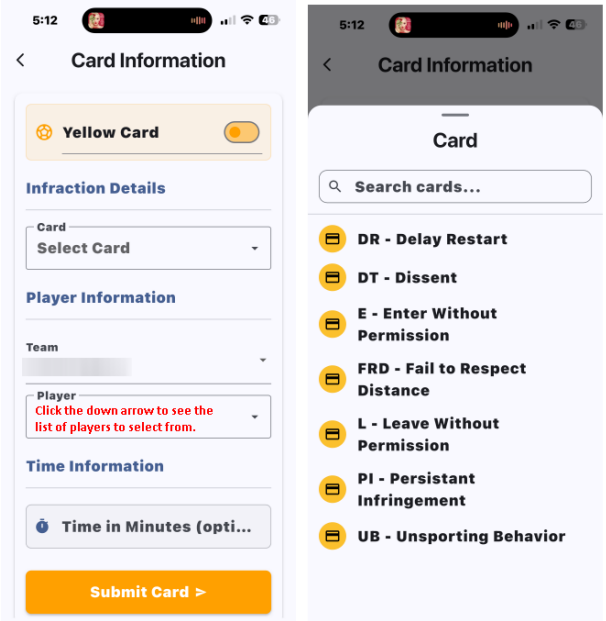
9. Once the goal scorers have been added, the score will populate to the Final Score on the Game Details screen designated by the two sheets/windows icon
    - Scroll down past the game and teams' details to the Final Score boxes
    - If there are no rosters for a team showing or missing jersey numbers, the final score may be adjusted here so the accurate match score can be recorded
        i. The plus and minus buttons can be used to increase or decrease the score
        ii. Or you can simply adjust the numbers for the score in each box



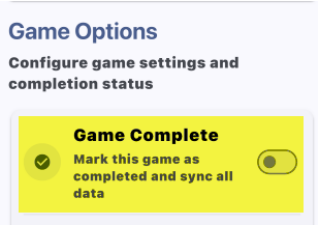
10. To add Yellow cards and Red cards, click on the exclamation point (!) icon
    - Yellow cards and Red cards are also added by using the Home and Away buttons to access each team's players to submit the card(s) issued



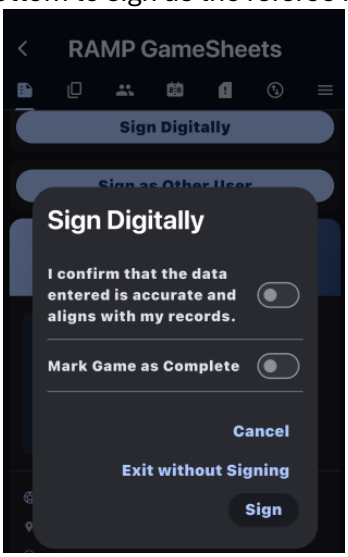
11. Click on Home or Away, to access the screen with the card options
    - Yellow card will appear – to access Red Cards, use the toggle button in the Yellow card box to change to Red card
    - Choose the appropriate card option in the Select Card box
    - Select the appropriate player from the Player box using the drop-down menu
    - Once all fields are completed, click the Submit Card button at the bottom of the screen
    - If a Red Card is issued, the online Dismissal Report must be completed
        i. The online Dismissal Report is located on the Soccer Nova Scotia website under Referee> Fees and Forms



12. After the goal scorers and cards have been entered, the game needs to be marked complete
    - This is done on the Game Details screen under the Final Score field
    - Use the toggle button to mark the game complete

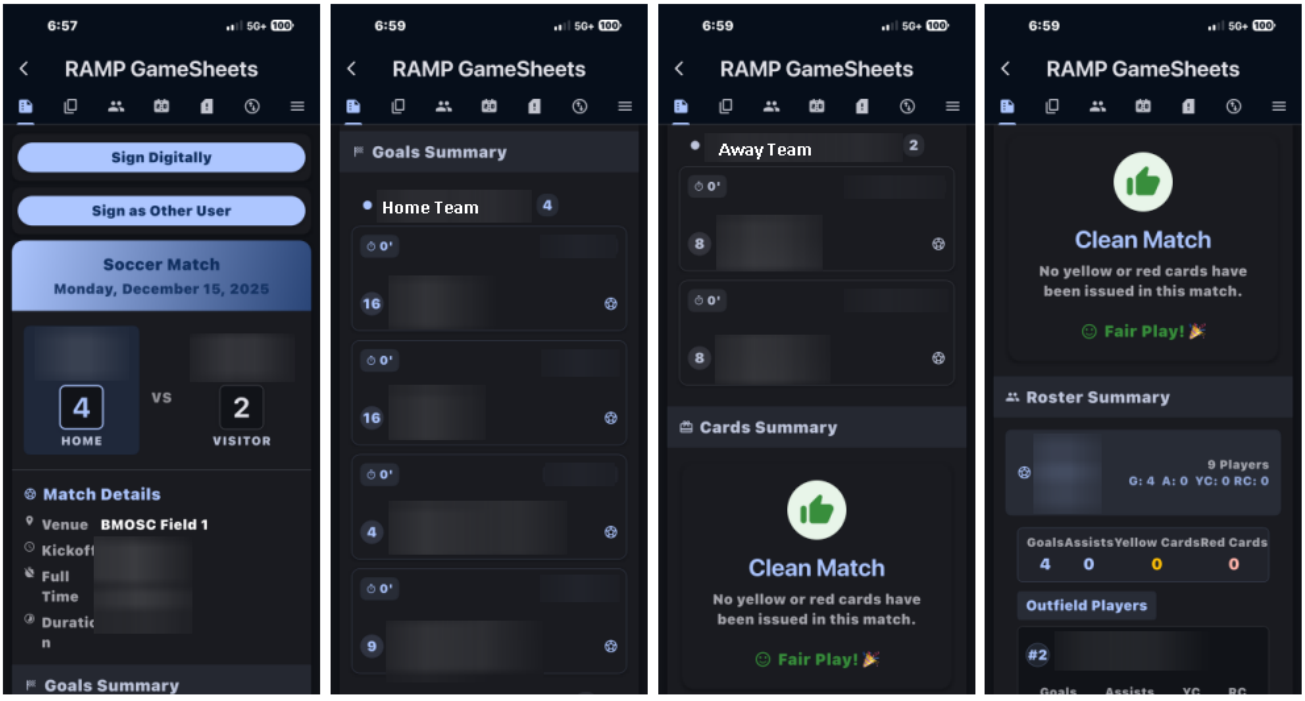


13. Marking the game complete can also be completed when exiting the game in the app
    - Use the toggle button to confirm the data entered is accurate
    - Use the toggle button to mark the game as complete
    - Use the Sign button at the bottom to sign as the referee for the game



14. Once a game has been completed in the RAMP Gamesheets App, an additional icon will appear in the top menu which includes a complete game summary. The icon appears on the far left of the top menu:

    - Items in the complete game summary:
        i. Final Score
        ii. Match Details
        iii. Goals Summary – goal scorers listed by team
        iv. Cards Summary – Clean Match will be listed if there have been no cards submitted
        v. Roster Summary – rostered players listed for each team



15. Ensure the Final Score is showing correctly on the Game Summary screen. If not, update by adding the correct goal scorers or by adjusting the Final Score on screen designated by the two sheets/windows icon