District 15 League Game Posting & Reporting Instructions

All Head Coaches or their Team Managers are responsible to add their team contact information, team roster, and District 15 Home League Games into the District 15 League website. Coaches and/ or managers are required to double check and ensure that all of their away league games are also posted correctly by the opposing teams. After each game, the winning team is responsible for entering the game results and information from the game score sheet into the league standings **within 24 hours following each game**. The opposing team is responsible to follow up after 24 hours to ensure the winning team posted the game results and that they agree with the accuracy. The Head coaches are ultimately responsible to ensure all district game reporting is completed and accurate immediately following all league games played. **All PeeWee, 12U, Bantam and 15U district game results must be recorded to the district website by Monday night (10pm) for the previous 7 days. Results must be reported by agreed district procedures. Points not reported by Monday at 10 pm will be lost by both teams.**

FYI- Points as follows: Win=2 points, Loss= 0 points, Tie= 1 point for each team
Each team can earn 1 Fair Play Point per game.

1. **Logging into the District 15 website:** Before being able to post games or results on the district website teams must set up a user login and password.
   a. **How to create a username and password**
      i. On the homepage of our website www.district15hockey.org click on the login tab in the upper left hand corner of the page to join the website if you currently have a Sportsengine login or click on create an account tab.
      ii. Complete all required fields
      iii. Click join or sign up for Sportsengine account
      iv. After you have completed the registration information you will receive an email. It will have a link that you must click on to activate your District 15 website login.
      v. After creating an account, click on "Become a Member" on the top of the page (this allows the webmaster to find your user name to give you access to your team page.)
      vi. Once you have activated your account please send an email to district15hockey@gmail.com with the following information:
         1. Your Name and Position (John Doe: Team Manager)
         2. Your Team and League (Fergus Falls Bantam A team)
         3. Your personal email and phone number
         4. Your Sportsengine login username that you activated (Be sure to activate it & become a member before sending an email.
         5. The webmaster will them go to the website and grant you editing access to your team pages and the ability to add or edit your game results and other information.

2. **Getting to your Team's Home Page:** Your team's district home page is where you will enter your contact info, roster, home league games, and results from your home league games. This page is only for District 15 league games and information. DO NOT use it to track your non-league games and tournaments.

a. Log into the District website by clicking on the **login button** in the very upper left hand corner of the home page.
b. Then **click on the D15 League Button** at the top of the home page. This will take you to the District 15 League Page that lists all the District 15 Level Leagues on the menu bar on the left side of the page.
c. Then **click on our team page** from the teams listed down the left side of your league page. This will take you to your team page where you can enter your roster, home games, and results of games played.

3. **Adding your team contact information:** Each team is required to post at a minimum their Head Coach and Team Manager's Contact information for communicating with one another if mistakes are made when entering game results. If you are correctly logged into the website an edit/ user switch button will appear at the top right hand corner of your page.
   a. **2017-2018 Season**- Instructions below (Letter b thru h) are for adding the text box that is already created for each team on their page. **Click on the edit button** on the upper right corner of the page element and add the requested information to the text box. Scroll to the bottom and click on **Save**. Go to #4.
   b. **Click on the edit/user switch button** to change the page to edit mode. After clicking to edit mode yellow element bars will show along with editing tabs across the top of the page.
   c. Above your team calendar element of your home page will be an add a page element button in yellow. **Click on this add page element button.**
   d. **Click on the Text Block Page Element** at the top of the page elements.
   e. Enter Team Contacts in the subtitle header.
   f. Enter your team contact information for your head coach and team manager or whoever is responsible for posting games and results etc. At least one email and phone number must be listed for each contact.
   g. **Click create this page element**
   h. If you need to make changes to the contact information, **click on the edit button** on the upper right hand corner of the page element.

4. **Add Your Team's Home League Games:** At the start of the season each team is responsible to add all of their home league games into the district website. Only your District 15 league games should be entered into the District website. Do not entertain any tournament games, games or scrimmages with teams from outside the district, or any teams in the District that are not in your team's league. (Example: If a District 15 AA team is playing a District 15 A team, do not enter the game in the website.). The District 15 Leagues are Bantam AA, Bantam A, Bantam B, PeeWee AA, PeeWee A, PeeWee B, 12U A, 12U B. Squirt and 10U teams do not have league standings and do not need to post or report any of their games for the season. District 15 League Associations are: Alexandrian, Benson, Brainerd, Detroit Lakes, Fergus Falls, Little Falls, Long Prairie, Moorhead, Morris, Northern Lakes, Park Rapids, Sauk Centre, Wadena, and Walker.
   a. **Click on the edit/ user switch button** to change the page to edit mode. After clicking to edit mode yellow element bars will show along with editing tabs across the top of the page.
   b. **Click on the game schedule tab** at the top of the page. **Click on add game button** to schedule and enter a game.
      i. Next to Team 1 select your team from the drop down menu and home from the drop down menu next to it.

ii. Next to Team 2 select the visiting team from the drop down menu. (Do not use the outside league option.)

iii. Enter Game Date and Time

iv. Click on Venue- Enter Location of game (Name of Arena and/or City)

v. Make sure affections standings shows in the drop down menu.

vi. No Overrides should be selected in the drop down menu next to home and away standings points for a normal 2 point game.

vii. If the game is a 4 point game enter "**4 Point Game"** after the arena/ city in the Venue.

viii. Enable game comments should be checked.

ix. All remaining options do not need to be completed.

x. **Click create game button** at the bottom to schedule and post the game.

xi. If a 4 point game *(meaning you are playing the team 1 time for 4 points instead of playing them 2 times for 2 points each game)* is scheduled, enter a 2nd game on the same date and at the same time as the previous game on the game schedule. Your game schedule will show 2 games for scoring with "4 Point Game" entered in the Venue.

5. **Changing/ Editing a Game:** If you need to change the details or edit a scheduled game return to game schedule and select the game from the games listed in the box scores **by clicking the time of the game** located under "Status" in the game box.

   a. On the Game Schedule Page, **click on the wheel** in their upper right hand corner of the game element header and then **click on edit game details**.

   b. Enter any changes such as date, time, etc. of the game. The teams cannot be changed on this screen, to change the teams the game will need to be deleted and then re-created.

   c. To delete a game **click on the wheel and then delete** in the upper right hand corner of the game element next to the edit game details. A box will open asking you to type Delete to confirm and then click Delete.

6. **Entering Game Results and Stats of League Games**- The **WINNING team is responsible to enter the game results within 24 hours of the completion of the game.** The losing team should verify the stats within 48 hours of the results being finished. Teams may use the score game live option if they choose but must also complete a manual game score sheet as backup. **ALL GAME RESULTS MUST BE REPORTED BY THE WINNING TEAM TO THE DISTRICT WEBSITE BY MONDAY NIGHT 10PM FOR THE PREVIOUS 7 DAYS. RESULTS MUST BE REPORTED BY AGREED DISTRICT PROCEDURES. POINTS NOT REPORTED BY MON. 10PM WILL BE LOST.**

   a. On your home team page **Click on the edit/ user switch button** to change the page to edit mode. After clicking to edit mode yellow element bars will show along with editing tabs across the top of the page.

   b. **Click on the game schedule tab** at the top of the page

   c. Select the game you are scoring from the box scores list of games by **clicking on the game time** located to the right of the game.

   d. **Click on the Quick Score button** located under the live score button in the middle of the page.

   e. **Enter all the game stats from the game score sheet.**

      i. Enter goals scored for each team. Click the "Overtime" box if game went into Overtime.

      ii. Enter Fair Play Points if earned by each team (1 point per team).

         1. Teams receive a fair play point unless any of the following occur:

a. The game is stopped by the referees to have a spectator removed from the arena for violating the spectator conduct rule.
b. Coach is assessed a Game Misconduct or Match Penalty.
c. An off ice official from one of the teams is removed from their position by the referees for their conduct.
d. Total Team Penalty Minutes Exceed the following:
   i. Girls 10U- 8 minutes
   ii. Girls 12U- 10 minute
   iii. Squirts- 10 minutes
   iv. PeeWee- 12 minutes
   v. Girls 14U- 12 minutes
   vi. Bantams- 14 minutes
   vii. Jr. Gold- 16 minutes
      1. <u>Fair Play penalty minutes equivalencies</u>:
         a. Bench Minor- 2 minutes
         b. Major Penalty- 5 minutes
         c. Misconduct Penalty- 10 minutes
         d. Game Misconduct- 10 minutes
         e. Match Penalty- 10 minutes
         f. Check Behind- 12 minutes
         g. No mouth guard- 2 minutes

f. Click Final Button at the top of page
g. Click Save
h. <u>4 Point games</u>- In "Quick Score", enter a score of 1-0 for the winning team and enter Fair Play Point exactly as points were entered for the 1st game. This will add the correct points for the standings on the website.

Reporting game input errors or mistakes, game results not entered, or game result disputes.

Please contact the home team responsible for entering the game details by email on any errors or mistakes that you may find, please copy district15hockey@gmail.com on all emails sent. If there is a dispute between teams about game reporting please scan and email the original game sheets along with an explanation to district15hockey@gmail.com or bushy@moorheadyouthhockey.com for review.