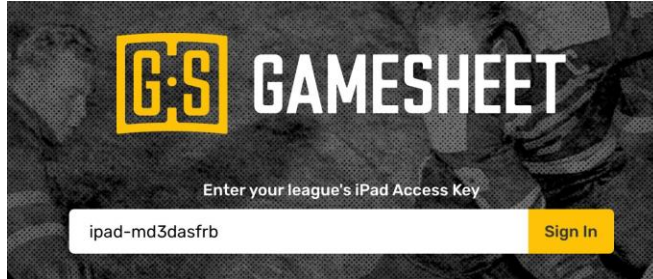




Finding a League Game to Score

1. Load and Log Into the Gamesheet app on Ipad

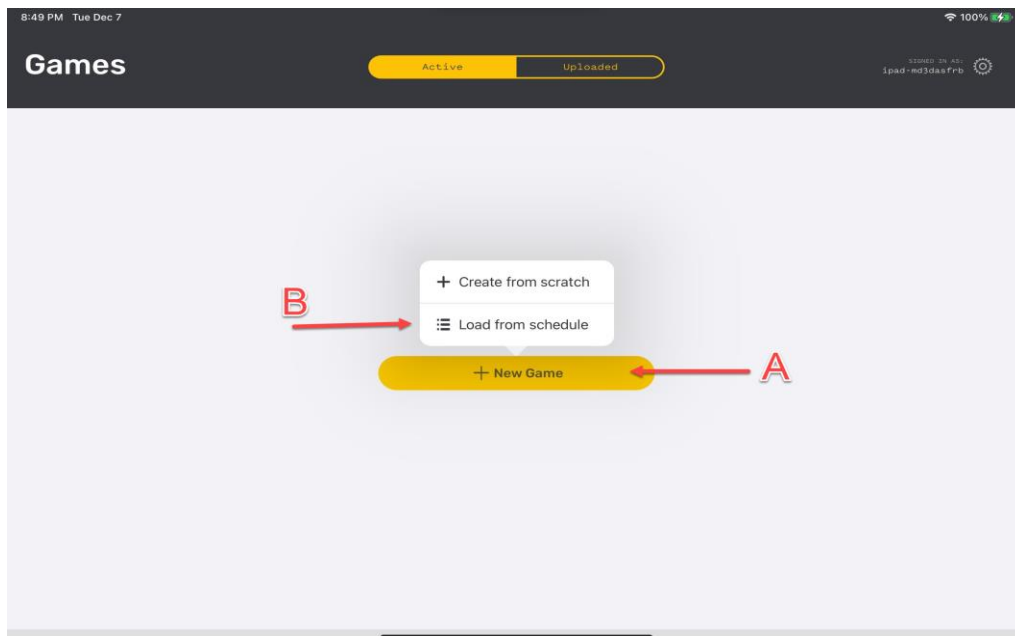
- A. Log into the Gamesheet App using the D6 Access Key -ipad-mnd6rs



- B. If Gamesheet is already logged in, make sure you are under the correct District ID. The ID is shown in the upper right corner. If the Access Key doesn't match D3, log out of the app and log in again using the D6 Access Key

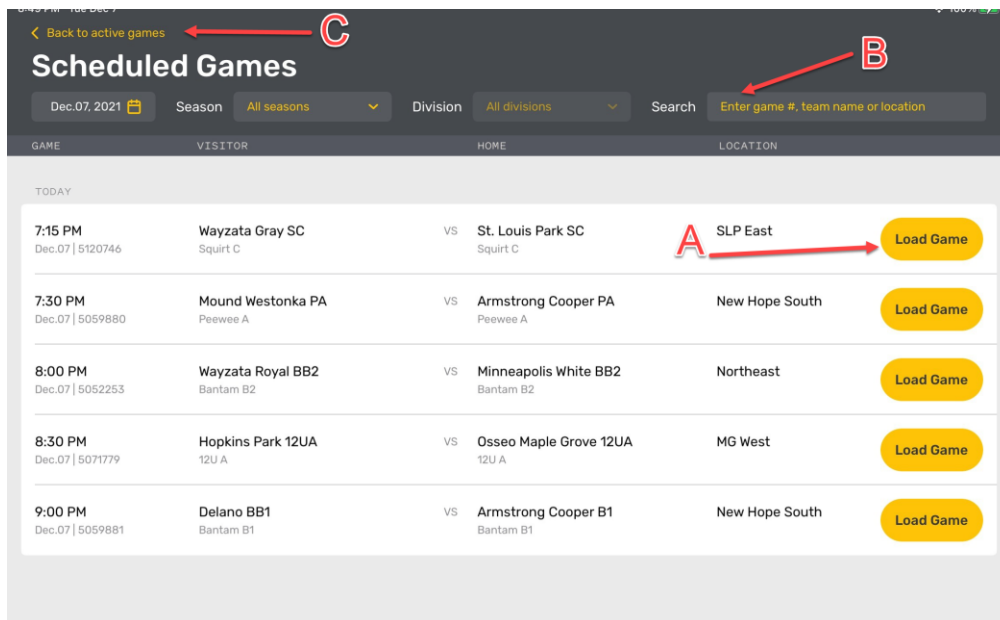
2. Locate Game to Score

- A. Tap "+New Game (Labeled A)"
B. Tap "Load from Schedule (Labeled B)"





The Gamesheet app will load the list of scheduled games as shown below.



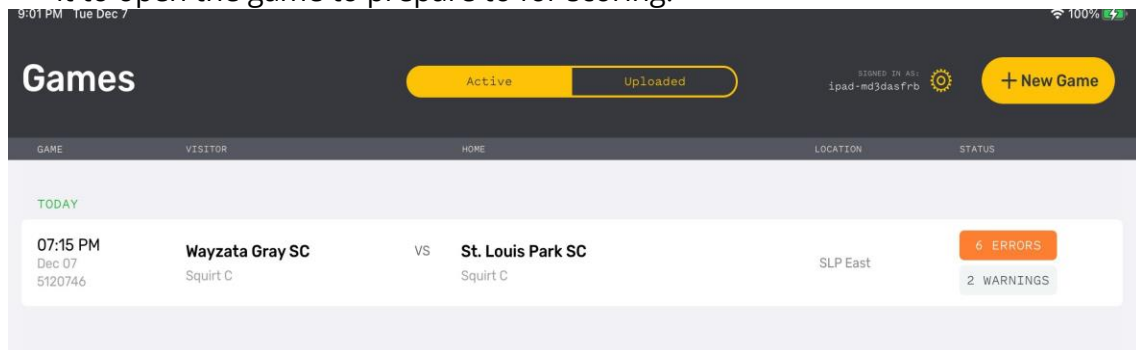
C. Locate the game you are looking to score. When you locate game, touch the "Load Game" button, labeled A

If you can't locate your game, use the filters to try to narrow your search (labeled B). If you look and can't locate your scheduled game, you can create it from scratch by clicking on "Back to Active Games", which will take you to the Active Games page. Can't locate your game? Follow the Create New Game steps to create a new game.

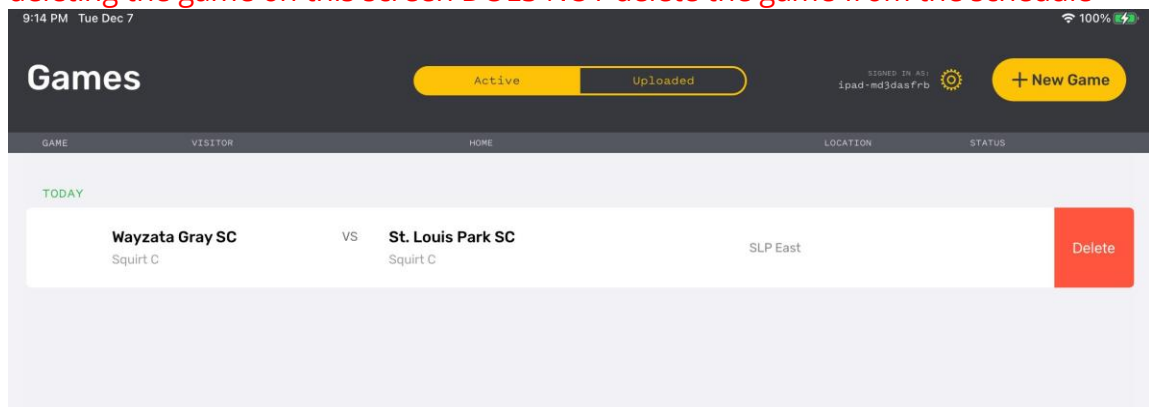


Check Game Rosters and Validate Game Information

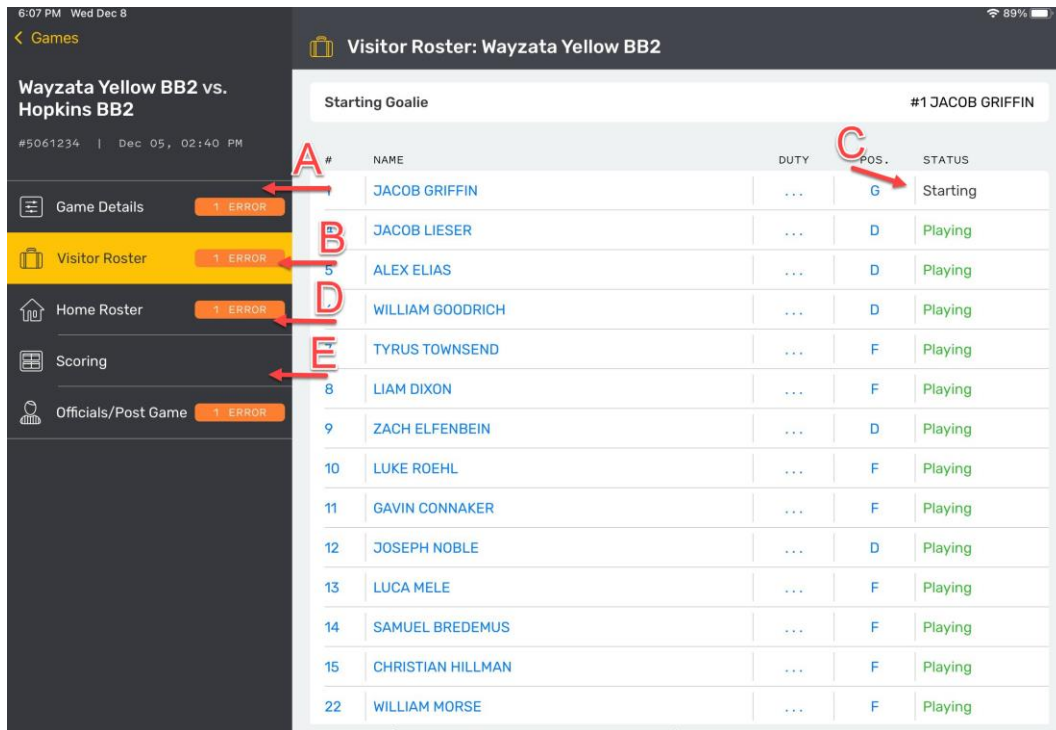
1. Once the game is loaded on the iPad, it will appear on screen (shown below) Tap it to open the game to prepare to for scoring.



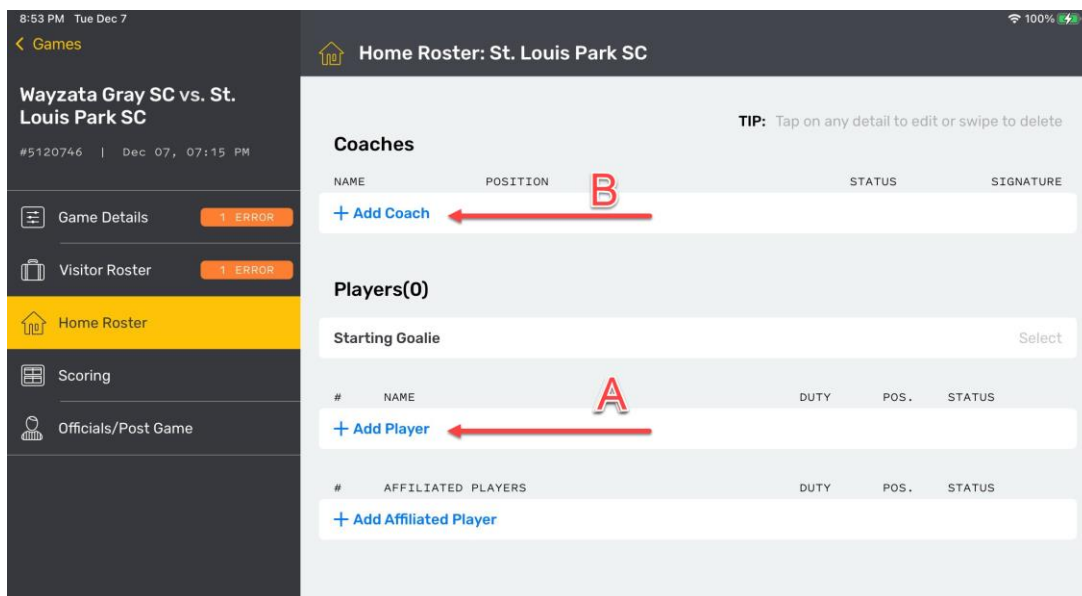
- **If the wrong game was selected to score, swipe your finger to the right to have the delete button show. Tap "Delete" to have the game removed from the iPad. **Note, deleting the game on this screen DOES NOT delete the game from the schedule**



2. Validate the Game Information by tapping the "Game Details" in left menu (labeled A below) and ensure correct start time is entered. Next, check the Visiting Roster by tapping the "Visitor Roster" (labeled B) and be sure to start the correct goalie (C). To start a goalie, tap on the player status and then select "Starting" out of the list. Then, check the Home Team roster by tapping the "Home Roster" menu item (labeled D) and be sure to change starting goalie status to "Starting". Finally, when ready to start scoring the game, tap the "Scoring" menu item (labeled E)



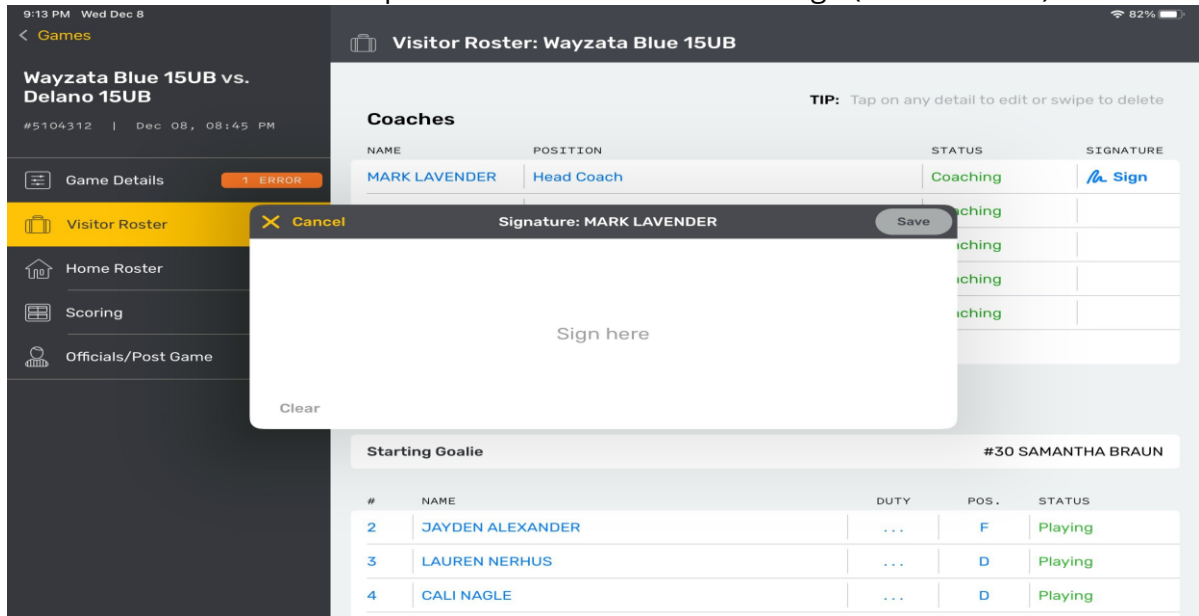
If a team roster isn't loaded or a player/s or coach is missing, it can be manually added by clicking the "Add Player" (labeled A) or "Add Coach" (labeled B).



3. Coaches signatures are required to submit the game to the district. It might help to get signatures before the game starts. To capture the coaches signature, tap on the correct roster, then tap on the coaches name and then tap the "Sign"



button which will then open a screen for the coach to sign (shown below).

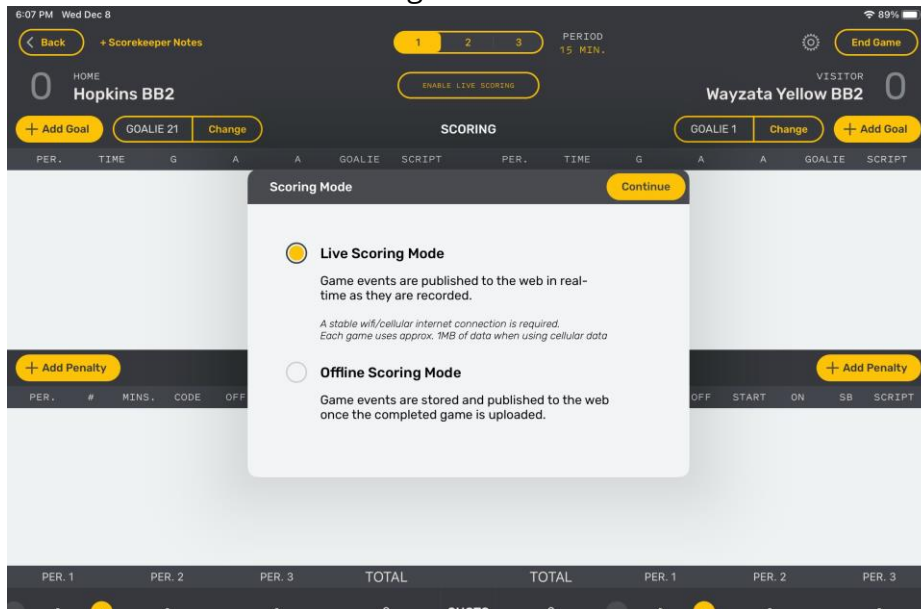


4. Warnings and Errors - As you proceed through the various screens in the iPad Scoring app, you'll begin to see icons appearing which indicate the number of Errors and/or Warnings present on each screen.
 - a. Errors must be corrected before a game can be locked and uploaded.
 - b. Warnings indicate fields which your league may want you to complete but are not required in order to lock and upload a game.
 - c. Tap an error/warning icon to view the list of errors and warnings.
 - d. Tap a specific error to view and correct it.



Score the Game

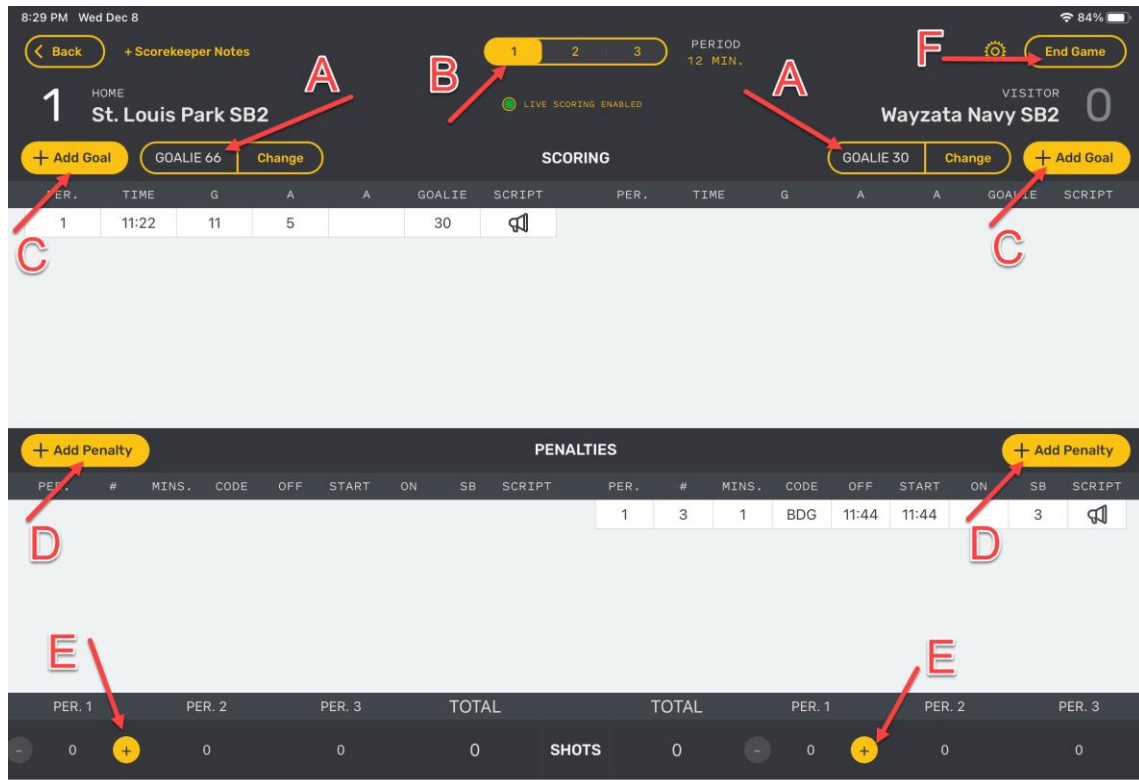
1. When the scoring screen opens, it will prompt you on what scoring mode to use. Leave the default "Live Scoring Mode" checked.



2. Scoring the game:
 - A. Confirm starting goalies for each team are correct (labeled A below).
 - B. Check the period is set to 1 (labeled B) and can be changed throughout the game by tapping on the correct period number.
 - C. To track shots on goal throughout the game, tap the "+" at the bottom of the screen (labeled E) for each team.
 - D. When a goal is scored, tap on the "+Add Goal" button for the correct team. Enter the time of the goal, then select the player that scored the goal, then add the assist players (if any). The goal should then appear in your scoring screen as shown below.
 - E. To add a penalty, tap on the "+Add Penalty" button (labeled D). Add the time of the penalty, then search for the penalty type and select. Finally, add the player of penalty and the penalty should display on the app.

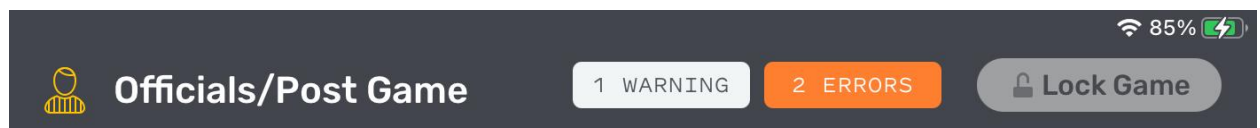


F. When the game is finished, tap the “End Game” button (labeled F)



Finalize and Submit Game

1. Verify that there are no errors displayed in the top right corner of the Post Game / Officials page. If the orange Error icon is displayed, tap the icon and then tap on the error to make the necessary adjustments. Warnings should be reviewed, but do not need to be addressed to upload the game. **NOTE:** If there are errors, they need to be addressed in order to submit the game.

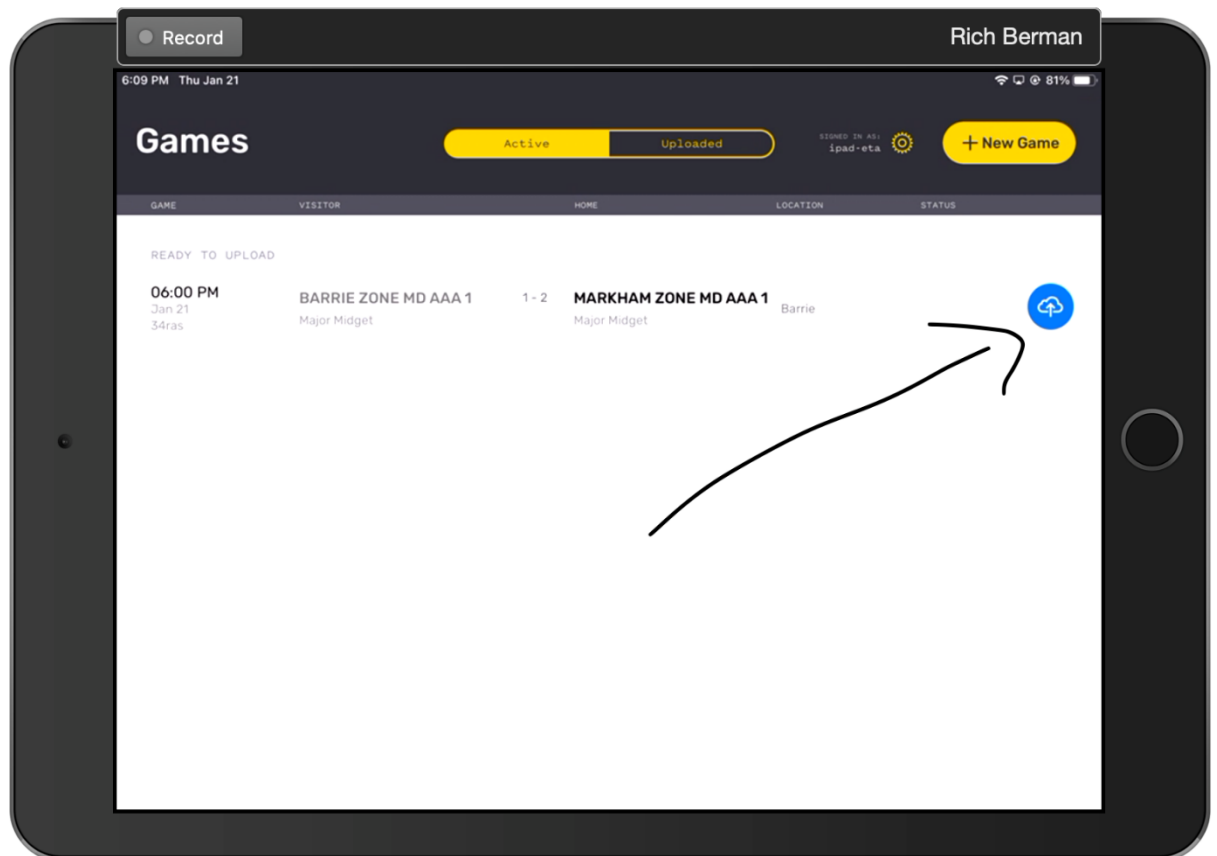


2. Give the iPad to the referees to complete the Officials / Post Game page and sign .

Referees are expected to:



- a. Add themselves to the game by tapping "+ Add Referee".
 - b. Review the penalties and confirm the codes and lengths have been correctly recorded.
 - c. Add notes to major and misconduct penalties (if instructed to do so by the league).
 - d. Sign.
 - e. Lock the game by tapping "Lock Game" button.
3. After the referee has locked the game the app will return to the Games page and a blue icon will appear to the right of the game. Tap the blue icon to upload the game. Once uploaded the game will disappear from the Active games list, the District will have a copy of the game, the website will be updated and the managers and coaches of both teams will have been sent a copy of the scoresheet via email.





FAQ's

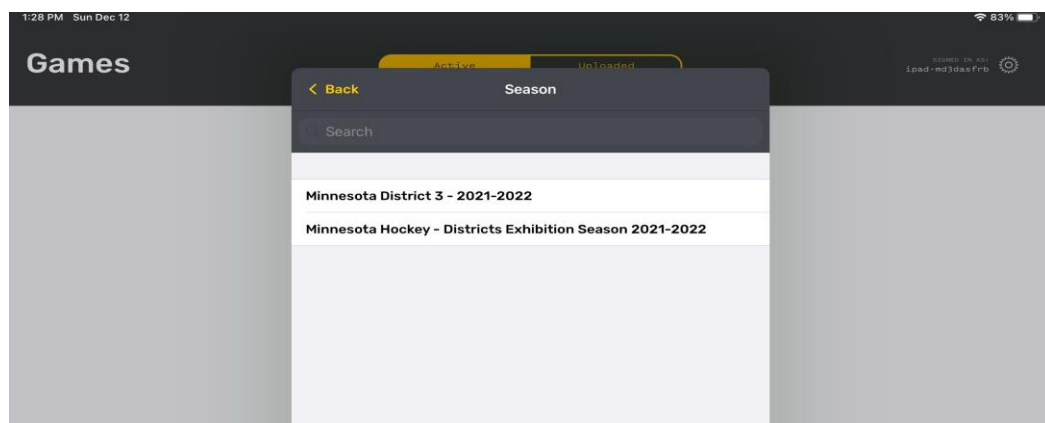
What is the difference between the Dashboard and the iPad Scoring App?

1. **The Dashboard is a Website.** This is where schedules are input, score sheets are accessed and where you can manage your team's roster. You can NOT score any games or make any scoresheet changed through the Dashboard.
2. **The iPad Scoring App.** This is the digital version of the paper score sheet that can only be run on an iPad. Games are scored using this app and are uploaded to the Dashboard website where they can be viewed.

What if I can't find my game in the iPad app?

First, make sure you are logged into District 6. If the game you are looking for still doesn't show, you can create a new game from scratch. To create a new game from scratch, perform the following steps:

1. Tap the "+ New Game" button and select "Create from Scratch"
2. If it's a league game, touch the "Minnesota District – 6-2024-2025" option. If it's a scrimmage, select the Exhibition Season option





3. Fill in the required fields as shown below and tap "Create".

A screenshot of an iPad app interface showing a "New Game" form. The form is titled "New Game" and has a "Cancel" button on the left and a "Create" button on the right. The form contains several fields with dropdown menus:

- Season: Minnesota Hockey - Districts Exhibition...
- VISITOR section:
 - Visitor Division: Bantam A
 - Visitor Team: Chaska Chanhassen
- HOME section:
 - Home Division: Bantam A
 - Home Team: Wayzata BA
- Game Date: December 16, 2021
- Scheduled Start Time: 02:30 PM

At the bottom of the form, there is a small note: "For best results create games no more than 24 hours in advance. Creating games too far in advance can result in incorrect rosters and out-of-date information." The background of the app shows a "Games" screen with "Active" and "Uploaded" tabs.

What if I didn't get my Gamesheet email after the game?

GameSheet automatically sends a **Post Game Email** within a few seconds of a completed game being uploaded. If you did not receive this email, there is a good chance your game wasn't submitted on the iPad it was scored. You will need to go back to the iPad that your game was scored, tap on the blue icon to upload the game. You will then receive your Gamesheet email.

What if I accidentally added the wrong player for a goal/penalty?

A Goal or Penalty can be removed by performing the following steps:

1. Swipe from right to left over the goal / penalty.
2. Tap the "Delete" button.
3. Tap "Delete" again to confirm.