

How to Add/ Load a Game in Game Sheets

1. Open Game Sheets app on iPad
2. Select New Game:
 - a. **Check to see if the game has been pre-loaded by the Coach or Team Manager > select "Load from Schedule"**
 - i. Click on Game you want to load
 1. Must have internet access to load a game
 2. Load games as close to game time as possible
 - b. If the game has not been pre-loaded, select "Load from Scratch"
 - i. Fill in **ALL** the fields:
 1. Season:
 - a. Choose: MN District 15- 20XX-20XX for all District Games (in District 15 and at same level)
 - b. Choose: MN Hockey Districts Exhibition Season 20XX-20XX for all NON-District Games((games against teams outside of D15 or at another level (e.g. B1 v B2, B2 v C, B1 v A)
 2. Visitor Division: Choose the Division for the visiting team
 3. Visitor Team: Select the team
 4. Home Team Division: Choose the Division for the Home Team
 5. Home Team: Select the team
 6. Game Date: choose the dates for the game
 7. Start time: choose the time
 8. Click "Create the game"

What to do Before the Game Starts

1. Once game is loaded, click “**GAME DETAILS**” on the left side of the screen
 - a. Touch “Game Type” and choose Regular Season (for district games) or Exhibition (for all non-District games)- touch “Save”
 - b. Touch Start Time- the select the time starts- touch “Save”
 - c. Touch Location- add the arena
 - d. Specify if Zamboni flood will be will be between 1st & 2nd or 2nd & 3rd periods by touching the little button.
 - e. Pick Period Lengths for all 3 Periods (below is the required times for District games):
 - i. ALL Squirt and 10U games are 15- minute periods with 1 min 30 second penalties with 5- minute majors.
 - ii. 12U and PeeWee games are 15- minute periods with 1 minute 30 second penalties with 5- minute majors.
 - iii. All Bantam and 15U games are 17-minute periods with 2-minute penalties and 5- minute majors

2. Touch “**VISITOR ROSTER**” on the left side of screen
 - a. Ask visiting team coach to verify his team roster is correct
 - i. If a player is sitting out, suspended, or injured- touch “Playing” on the right side of the screen for that player and select the reason they are not playing in this game.
 - ii. If a player is wearing a different jersey number, touch the number next to the player and then type in the new number for this game. Choose if the change should be “saved to the roster” or “No, save for this game only”.
 - iii. If the goalie is not noted for the player, touch the position for that player and select goalie. Then above the list of players, touch”Select” and then select which goalie is starting the game.
 - iv. The coach needs to touch the Signature by his name and sign on the screen.

3. Touch “**HOME ROSTER**” on the left side of the screen.
 - a. Follow all directions for Visitor Roster above

Scoring a Game

1. Scoring Mode: Choose Live Scoring Mode if your arena has wi-fi available or Choose Offline Scoring Mode if your arena does not have Wi-fi.
2. Once game starts you must track shots on goal
 - a. Select **Period** at the top of the screen, be sure to select Period 2 when the 2nd period starts, etc.
 - b. Bottom of the screen you will see a **+** or **-** under each period for each team. When there is a **shot on goal**, click the **+** under the correct team. If you make a mistake and need to remove that shot, click the **-**
 - c. **Add a Goal:** When a team scores, choose “Add Goal” under the correct team
 - i. Enter the time of the goal from the scoreboard
 - ii. Then choose the player that scored, and the assists. If there isn't an assist, choose no assist.
 - iii. Make sure you add a shot on goal on the bottom for that shot as well.
 - iv. Then click on the megaphone icon and it tells you exactly what your announcer should say. You will see it calculates the correct time for the goal as well.
 - d. **Add a Penalty:** When a team gets a penalty, click the “Add Penalty” under the correct team
 - i. Enter the time of the penalty from the scoreboard
 - ii. Choose the duration:
 1. Reference: GM- Game Misconduct, MP- Match Penalty, PS- Penalty Shot, AG- Automatic Goal (rarely used in youth hockey)
 - iii. Choose the penalty by scrolling down the list or start typing the penalty and it will populate for you to choose
 - iv. Choose the Player receiving the penalty
 - v. The megaphone icon will tell you what to announce
 - vi. ON TIME: you must enter the time a player leaves the penalty box, either if a power play goal is scored or if time expires.
 - vii. 2 min penalty/ 10 minute penalty- you must add 2 penalties.
 - e. **MISTAKES:** If you make a mistake entering information such as a goal for the wrong team or wrong penalty, etc. Swipe to the left over that mistake and choose “Delete”. Then enter the correct information.
 - f. **Goalie Change or Empty Net:** On top under team name, select “Change” by the goalie
 - i. enter the time of the change
 - ii. touch the new goalie that will be playing.

What to do at Conclusion of the Game

1. When game is over, select “End Game” in the top right corner
2. Touch “Add Referees” - start typing name and list will populate
 - a. If the referee is not in the list, select “Add referee” and then start typing their name. Touch “create a referee”
 - b. Enter Name
 - c. May add ID or email address.
 - d. Then choose a position for the referees” Referee, Linesman, etc.
 - e. Touch “sign” by each Referee’s name for them to sign the game sheet on the ipad.
3. Once the referees have verified the game and added their signatures, Touch “Lock the game”.
4. Lastly, the game must be uploaded.
 - a. Touch the cloud on the right side of the screen to load the game.
 - b. You must have Wi-Fi to load the game.
 - c. Games must be loaded as soon as possible after the game is completed.
 - d. If there is a major penalty, misconduct penalty or match penalty, the game MUST be uploaded within an hour of the game.