

GameSheet Cheat Sheet

SCORING KEY IS ipad-asha-cbjb for all regular season league and exhibition games

Load a Game

1. Connect iPad to WIFI hotspot if not internet connected. Apple and Android both have a quick access under settings or the main pull down. Look for your phone in the list of WIFI and then enter your password. The data is extremely minimal, so fret not.

2. Select + New Game, then Load from schedule.

3. Find your game in the list, then select Load game.

4. When the game loads, a coach for each team must review the roster:

- At left, select Home Roster or Visitor Roster.
- Review the Players roster. As needed, set players to Sitting out, Injured, etc.
- Be sure to select the team

s starting goalie.

(If a team has multiple goalies, during the game you can select Change next to the team

s goalie and select the current on-ice goalie.)

- If you need to make changes to the roster, select a player and follow the prompts.

5. Once reviewed, at least one coach must sign the roster:

- Next to the coach'

s name, select Sign.

- Use their finger or stylus to sign their name in the signature window, then select Save.

6. Repeat the previous steps for the other team. Make sure that the coach signs to approve.

7. If Errors or Warnings are displayed in the menu bar left, select the item and correct the issues before you can start to score the game. Common errors are not setting a starting goalie and missing the coach'

s signature.

8. At left, select Game details. Review and confirm game details, including period lengths, etc. You can adjust these times on both the Game Details page and the Scoring page, but you can only add additional periods from the Game Details Page.

- Set the Start time to the actual time that the ref drops the puck to start the game.

Scoring a Game

1. At left, select Scoring to start scoring a game.

2. Shots are tracked at the bottom of the scoring screen. Select the + or – button for the home or visitor team to add or remove shots.

3. Goals are added at the top of the screen under the home or visitor team name:

- Select Add Goal.

- Enter the time of the goal. Use the time of the current game clock as shown on the scoreboard. You don't need to calculate the time into the period, only the scoreboard time.
 - Select the player that scored the goal from the list of rostered players.
 - Select the player the made an assist from the list of rostered players. If the goal was unassisted, select anywhere on the screen to return to the scoring window.
4. Penalties are added near the middle of the scoring screen:
 - Select Add Penalty.
 - Enter the time of the penalty. Use the time of the current game clock as shown on the scoreboard. You don't need to calculate the time into the period, only the scoreboard time.
 - Select the duration of the penalty.
 - Select the reason for the penalty such as Tripping or Slashing.
 - Select the player received the penalty from the list of rostered players.
 5. At the start of each period, select the appropriate period such as 2, 3, or OT. If you don't change each period, scoring and penalties are recorded for the previous period.
 6. Continue scoring the game by adding shots, goals, and penalties.
 7. If you make a mistake and want to delete a goal or a penalty, swipe left over the play you want to delete, select the Delete button, then confirm that you want to delete the goal or penalty.

Finishing a Game

1. Select End Game at the top right corner when the game is finished.
 2. Wait for the referees to come into the scoreboard after they leave the ice. They must select Add referee, review the goals and penalties recorded during the game, then sign their name.
 3. After the referees have both signed, select Lock Game. If they don't see their name, they can manually add themselves to the database by entering their name and email address, the ID will automatically populate once they submit.
 4. The game closes and returns to the Games page. Select the blue icon next to your game to upload the results.
- Make sure you upload the game before leaving the scoreboard! Back on the Game Sheet home screen,
- If your game still appears under Active Games, you haven't uploaded the results.**