



# MANVERS MINOR HOCKEY ASSOCIATION

Serving Janetville, Pontypool, Bethany & areas

## iPad Instructions

### Starting a New Game



The GameSheet Scoring app provides two different workflows for starting a new game.

#### New Game from Schedule

To load a new game from your league's schedule, perform the following steps:

1. Tap the "+ New Game" button and select "Load from Schedule"
2. Locate your game in the list of scheduled games and tap the "Load Game" button. When the game is loaded you'll be returned to the Games page.
3. Tap on the game to open it.

#### Pro Tips

- Connect to the internet before attempting to load a game from the schedule. This feature requires an internet connection.
- Adjust the date filter in the top left to view and load games from different dates. By default, only games from the current date are shown.
- Games cannot be loaded more than 24 hours in advance.

At this point (as far as I know) our schedule is not connected to the Gamesheet scoring app, so the games will have to be created from scratch.

#### 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. Fill in the required fields and tap "Create".



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Once you select 'Create from Scratch', the following list will pop up.

**Cancel**      **New Game**      **Create**

**Season**      **Required** >

VISITOR

**Visitor Division**      **Required** >

**Visitor Team**      **Required** >

HOME

**Home Division**      **Required** >

**Home Team**      **Required** >

**Game Date**      **Required** >

**Scheduled Start Time**      **Required** >

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 Creating games too far in advance can result in incorrect rosters and out-of-date information.

1. The season that you select should be the Three County option for all Manvers teams with the exception of the 11U rep team, they would select the TCHL option.
2. The division would be the age group of your team.
3. If there are multiple teams from the same centre at your age group, the specific team name should be listed on your team's calendar on the website. If not, you may have to use a trial and error approach.



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Once the game is created you will be brought to the Game Rosters and Scoring page.

The screenshot shows the 'Game Details' page in the iPad app. The left sidebar contains navigation options: Game Details (selected), Visitor Roster, Home Roster, Referees, and Game Sheet. The main content area displays the following information:

Date	November 28, 2018
Scheduled Start Time	06:00 PM
Location	Specify
Game Number	Specify
Game Type	Specify
Category	Specify
Official Scorekeeper	Specify
Scorekeeper Phone Number	Specify

The game number is provided in your team's calendar in square brackets next to the game. For example the number for the game below would be: U15LL-05

The screenshot shows a calendar entry for Saturday at 8:00 PM. The entry text is: @ Brock Township Wild vs Sunderland [U15LL-05].

The screenshot shows the 'Game Details' page in the iPad app, focusing on the game settings. The left sidebar is the same as in the previous screenshot. The main content area displays the following information:

Start Time	Specify
End Time	Specify
Curfew	None >
Flood between 1st & 2nd	<input type="checkbox"/>
Flood between 2nd & 3rd	<input type="checkbox"/>
Period 1	15 min
Period 2	15 min
Period 3	15 min
Overtime 1	10 min
Overtime 2	Specify

The period time lengths should be listed in your Manager's Duotang and the flooding between periods can be confirmed with the Arena Manager if you are not sure.



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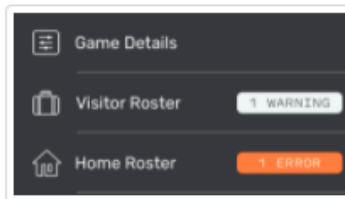
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### 2. Confirm Lineups

Team rosters are downloaded when the game is loaded, so coaches should only need to make updates specific to the game's lineup.

1. Tap either "**Visitor Roster**" or "**Home Roster**" on the left side to load the team's roster.
2. Pass the iPad to the coach/manager and instruct them set their lineup.
  - a. Players can be set to *Starting, Playing, Sitting Out, Injured, or Suspended* by tapping on their status.
  - b. Editing of players and coaches can be done by tapping the content you'd like to edit and following the prompts.
  - c. When the lineup is correct, the coaches must sign before returning the iPad.
3. **Verify that there are no errors displayed beside the Home and Visitor Roster page titles.** If the orange Error button is displayed, tap on it to review the errors.



4. Repeat these steps for both the **Home** and the **Visitor** teams.

The video attached to [this link](#) shows a summary of how to edit a roster.

### 3. Score the Game

The pre-game setup is now complete and the iPad should be given to the Scorekeeper.

1. Tap "**Game Details**" on the left side.
2. Fill in any missing details and confirm the period lengths are correct.
3. Enter the "**Start Time**", e.g. 7:01PM, when the puck is dropped.
4. Tap "**Scoring**" on the left side to enter the game scoring page.
5. Record the game's events.

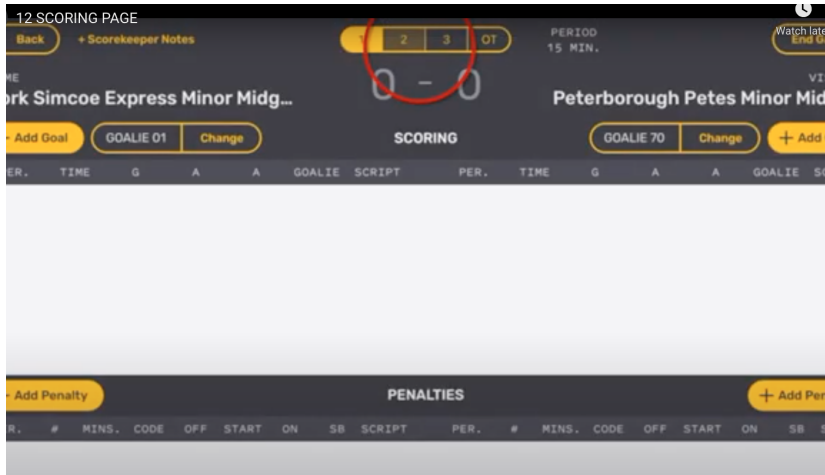


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1. Changing the period - select the period at the top of the screen



2. Adding a goal
  - a. Select 'Add Goal' from the appropriate side (the home team is always on the left side and the away team is on the right side)
  - b. Enter the time of the goal (try to do this before the ref gets to your window)
  - c. Enter the number of the scoring player followed by the assisting player(s) as told to you by the ref
3. Adding a penalty
  - a. Select 'Add Penalty' from the appropriate side (the home team is always on the left side and the away team is on the right side)
  - b. Enter the time of the penalty (try to do this before the ref gets to your window).
  - c. Enter the number of the penalized player
  - d. Enter the type of penalty (from the pre populated list)
  - e. Enter the length of the penalty (from the pre populated list)
  - f. The 'on time' is filled in after the penalty is over
4. Counting shots on goal
  - a. This is completely optional (most teams don't use it) but it can be done by selecting the +1 button on the appropriate side at the bottom of the screen.
5. Correcting a mistake
  - a. Left swiping on a penalty or goal that was entered incorrectly will allow you to delete them



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Typically the referee will complete all of the actions below (ending and posting the game). If you notice that the game is still listed under the Active Game list after the referee returns the iPad, you may have to complete some of the steps listed below.

### Post Game

1. When the game is over, verify there are no errors on the Scoring page (shown in the top right) and tap "**End Game**" in the top right corner. This will load the Officials / Post Game page.



2. 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.



3. Give the iPad to the referees to complete the Officials / Post Game page and sign .
4. 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. If any penalties are incorrectly recorded, the referee may edit them directly by tapping the "**Edit**" button above the penalties table.
  - 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.



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5. 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 league 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.

