**ELECTRONIC GAME SHEET INSTRUCTIONS**

* **IPAD PASSCODE** – ENTER YOUR PASSWORD INFORMATION
* **GAME SHEET APP** 
  + LOGIN: ENTER YOUR LOGIN INFORMATION
  + PASSWORD: ENTER YOUR PASSWORD INFORMATION
  + If having trouble accessing a game sheet trying logging off the app and logging back.
* WIFI INFORMATION IF AVAILABLE
* **GAME SHEET CODE** – This is the code you use to do the game sheet; it allows access to enter Goals/Penalties, and access to rosters of both teams.
* **OFFICIALS CODE** – This is the code Officials can use to sign off on the game sheet and enter any needed write ups. **OFFICIALS MUST SIGN OFF ON ALL GAME SHEETS AND ENTER THEIR NAME, NO DIFFERENT THAN PAPER ONES.** Suggest putting all Officials Codes in the Officials Dressing Room as well as the scorebox.
* **HOME CODE** – This is the code the Coach of the **HOME** team can use to access their game sheet to input roster and sign off. Teams will be sent this but if a Coach forgets they can use the device in the scorebox to fill out. **REMIND COACHES TO ENTER IN CAPTAINS AND ASSISTANT CAPTAINS.** It is suggested that home teams have a list of all game sheet codes in the box in case a Coach needs their code.
* **VISITORS CODE** – This This is the code the Coach of the VISITORS team can use to access their game sheet to input roster and sign off. **REMIND COACHES TO ENTER IN CAPTAINS AND ASSISTANT CAPTAINS.**
* **LIVE SCORE** – Make sure prior to the start of the game to click of LIVE SCORES on the home page (symbol to get to home page is the little clock at the top, furthest to the left)
* **COMPLETED GAME** – at the end of the game, on the home page make sure click off MARK GAME AS COMPLETED. (Symbol to get to home page is the little clock, furthest to the left)
* **GOALS** – to enter goals, click on the little hockey puck across the top (second from the left). From here:
  + Click New Goal
  + Enter Period, Minute, and Seconds that the goal took place.
  + Choose the Team who scored
  + Choose whether penalty was Even, Power Play, Short Handed etc.)
  + Chose Scorer
  + Can enter up to two additional assists to the goal.
  + Click Save
  + If you make an error, click on the goal information to edit.
* **PENALTIES** – to enter Penalties, click the little whistle symbol across the top (third from the left). From here:
  + Click New Penalty
  + Enter Period, Minute, and Seconds that the penalty took place. Ignore the optional time on.
  + Choose the Offense, offenses are labelled as BOX or FIELD, make sure to pick accordingly.
  + If a player is given a penalty that the time is not available in the App might need to enter the same penalty twice. Example, if a player is given four minutes for Face Masking, enter the 2-minute minor option twice.
  + Choose the Team who is receiving the penalty
  + Choose the Offender from the list of players. If another player is serving the penalty on behalf of that player (the player gets kicked out), then also enter the serving player information on the Optional Served list.
  + Click Save
  + If you make an error, click on the goal information to edit.

**\*\* IMPORTANT, IF ROSTERS ARE NOT CLICKED OFF PROPERLY, YOU WILL NOT BE ABLE TO ENTER GOALS AND PENALTIES \*\***