

SAWHA GAME SHEET ENTRY CHEAT SHEET

LOGGING IN

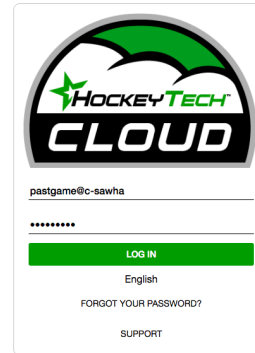
<https://lsadmin.hockeytech.com/login/>

Login:

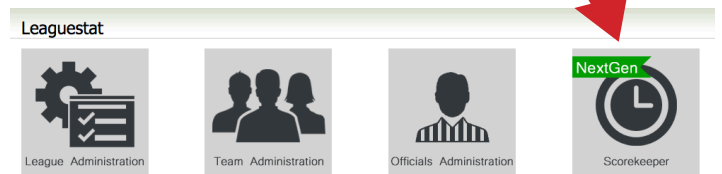
your team name@c-sawha OR

pastgame@c-sawha

Password: Password1

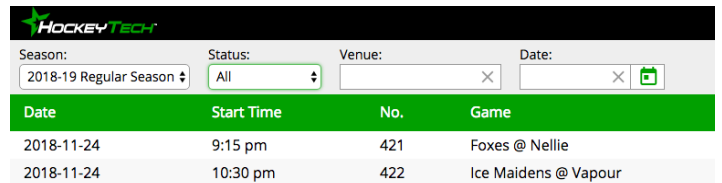


If you are entering game stats on game day, use your individual team login that was set up for you. If you are entering stats after game day, use the generic post-game login.

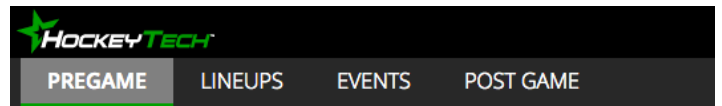


Go into the **Scorekeeper** function

If you don't see your game in the list, set the status to "Pre-Game." Click on your game – ignore the warning that pops up, press OK.

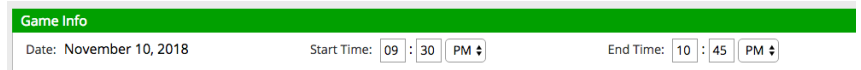


Now you'll work through the tabs on the top left.



PREGAME

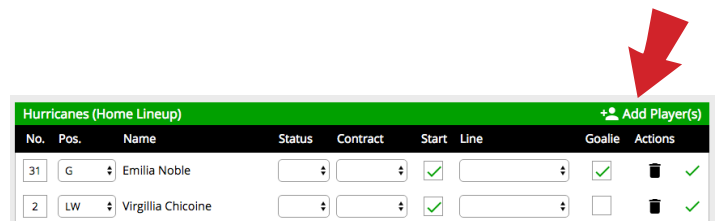
Game Info: Enter start time and end time.



LINEUPS

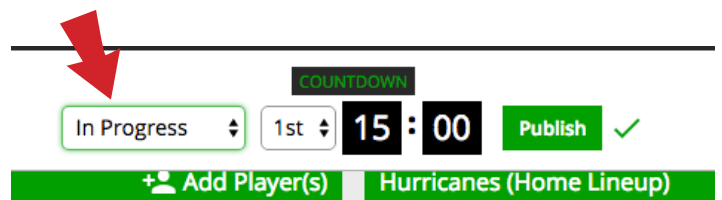
Fill in the lineups for the Visiting and Home team by clicking "Add Player" and checking off ONLY the names on the game sheet. There must be one player designated as Goalie.

In the "Start" column, check off 5 skaters and a goalie for the starting lineup (doesn't matter who).



NOTE TO TEAMS: Please make an effort to have regular players' jersey numbers listed accurately in the system. It's a headache to input game sheets if your jersey numbers aren't listed. Instructions for this are at the end of this walkthrough.

Change the game status to "In Progress" to make the Events tab live.



EVENTS

This is where you fill out all the goals and penalties from the game.

Goals:

Click “Goal” button (in the centre).

Fill out Period and Time of goal.

Select which team scored, and select the scoring player and assist players.

Click save.

Repeat for each goal.

Penalties:

Click “Penalties” button (top right)

In the new window that pops up, click +Add Penalty (top right for each team)

Fill in Player, Served By (may be a different player if the offender was kicked out for a Major penalty, for example) and the offence. Ensure you choose the offence with the correct time severity next to it.

Ignore PP, PS, and Bench boxes.

Fill in when the player was OFF the ice.

You can click N/A for Start and On.

Click Save (bottom right).

Double-check you’ve input all the goals and penalties correctly.

POST GAME

In the Post-Game tab, change the game status to Unofficial Final. You’re done.

November 10, 2018 - Tsuut'ina Warriors @ Hurricanes

In Progress 3rd 01

GOAL PENALTY

PERIOD TEAMS EVENTS
1 2 3 TSUUT'INA WARRIORS HURRICANES ALL GOALS PENALTIES PENALTY SHOTS

EVENT EDITOR - GOAL

Period: 3 Time: 00 : 46

Situation *
Even Strength
Power Play
Short Handed

Shooting Team *
Foxes Nellie

Goal By _____ Goalie * Er

Assist 1 _____ Assist 2 _____

Penalties: In Progress 3rd 01 58 Publish ✓

Player *	Served by *	Offence *	PP	PS	Bench	Off	Start	On	Add Penalty
19 Kayla Baptiste	19 Kayla Baptiste	Hooking Minor, 2:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 : 7 : 15	✓ N/A	✓ N/A
17 Kristle Ward	17 Kristle Ward	Head Contact Roughing, 2:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 : 8 : 03	✓ N/A	✓ N/A
19 Kayla Baptiste	19 Kayla Baptiste	Slashing, 2:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 : 13 : 23	✓ N/A	✓ N/A

November 10, 2018 - Tsuut'ina Warriors @ Hurricanes

Unofficial Final 3rd 01 58 Publish ✓

Game Final Info

Start Time: 09 : 30 PM End Time: 10 : 45 PM

Game Notes

WHEN YOU'RE DONE:

Please send a photo of your game sheets to the following email addresses, accordingly:

Tier One: tieronegamesheets@gmail.com

Tier Two: tiertwogamesheets@gmail.com

Tier Three: tierthreegamesheets@gmail.com

Tier Four: tierfourgamesheets@gmail.com

Tier Five: tierfivegamesheets@gmail.com

Tier Six: tiersixgamesheets@gmail.com

Tier Seven: tiersevendgamesheets@gmail.com

- When entering scores, please mark games as “Unofficial Final.” Once game sheets are reviewed, the status will be changed to “Official.”
- We are having some problems in picture quality and size. Please ensure you are not sending small files and the image is visible before forwarding.
- Any game sheets with additional disciplinary action (majors, matches, misconducts and game misconducts) and game sheets indicating a player is serving a suspension must be forwarded to discipline@sawha.com within 24 hours.
- Contact discipline@sawha.com if you have any game sheet questions

TO UPDATE JERSEY NUMBERS

<https://lsadmin.hockeytech.com/login/>

Login:

pastgame@c-sawha

Password: Password1

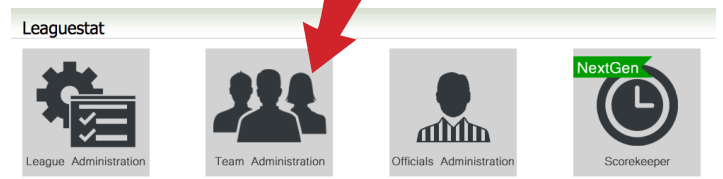
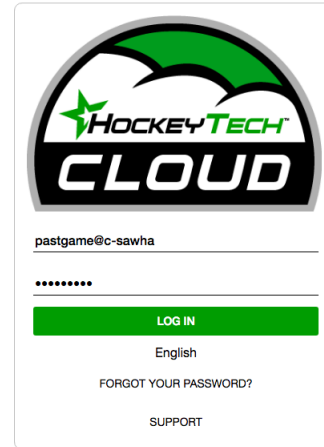
Choose Team Administration

Click “Roster” in the left tab navigation, then “Roster Management.”

Find your team in the drop-down tab.

Above the list to the right is the “Edit Mode” button, click that.

Update the jersey numbers in the left column, then press “Save All” (where the Edit Mode button used to be).



Logged in as: Pastgames Pastgame

Team Administration

- Team Administration
- Bulletins
- Memos
- Schedule
- Roster **1**
- Roster Management
- Player Transactions
- Team Portal
- Media Kit
- Online Reporting System
- Reports
- Web Tools

Roster Management

Aces **2** 2018-19 Regular Season Add New Player | Import Spreadsheet | Export CSV Edit Mode **3**

Roster view as of: View as of Season Start Date < 2018-11-2 > View as of Season End Date

	NO.	PLAYER	E-MAIL	POS	BIRTHDATE	BIRHTOWN		MERGE	NO
●	9						-		...
●	12						-		...
●	7						-		...
●	18						-		...
●	21						-		...
●	2						-		...
●	6						-		...
●	5						-		...
●	100						-		...
●	97						-		...
●	21						-		...