



# 2018-19 MINOR HOCKEY ASSOCIATION E-GAME SHEET USER GUIDE

## Introduction

For the 2018-19 season, Hockey Alberta requires e-gamesheet(s) be completed for each Exhibition Game and Tournament sanction issued. E-gamesheets are automatically submitted to the Zone Minor Discipline Coordinator who approved the Permit or Sanction. The e-gamesheet will be used by the Minor Discipline Coordinator to make disciplinary decisions on situations that arise in exhibition or tournament games. If you have questions or concerns, contact your Zone Minor Discipline Coordinator.

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## Sanction Approval Email

When an Exhibition Game or Tournament sanction is approved, the requesting MHA/team receives an email with the permit number. Included in that email is a weblink that connects directly to the e-gamesheet platform.

To submit the e-gamesheet, click on the SUBMIT E-GAME SHEET link.

  
**Tournament Sanction Approved**

The Tournament Sanction requested for Bradley Lyon (aeiou357@yahoo.com) for September 09, 2018 - September 10, 2018 hosted by Red Deer (Atom) has been **approved**.

Your sanction number is **#HA-18324573**.

All game sheets must be submitted within 48 hours to the Zone Discipline and Sanctions Coordinator, Katrina Papko, [knapke@hockeyalberta.ca](mailto:knapke@hockeyalberta.ca).

**Submit Game Sheets Online**  
Use the following link to submit an e-gamesheet.  
[Submit E-Game Sheet](#)

NOTE: If a team receives an Officials' Report during this event, the game sheet(s) and the Officials' Report(s) must be submitted immediately to your Zone Minor Discipline Coordinator, either via the E-Game Sheet link or email address listed above.

Best Western is the **OFFICIAL HOTEL PARTNER** of Hockey Alberta. When you require accommodations while on the road, go to [bestwesternalberta.com/hockey](http://bestwesternalberta.com/hockey) and book your rooms at Hockey Alberta's special rate.

If you have any questions or concerns please feel free to contact us by email [info@hockeyalberta.ca](mailto:info@hockeyalberta.ca) or phone (403) 342-6777



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## E-Gamesheet Submission

When you click on the e-gamesheet link, you will be taken to the E-Gamesheet Submissions page. Under the E-Gamesheet Template heading, information about your sanction will be auto-filled.

To start, you need to enter the name of each participating team. Three slots are provided, and you can add additional slots by clicking ADD ADDITIONAL TEAM.

Once all team names have been entered, click SAVE & CONTINUE.

### E-Gamesheet Submissions

Welcome to the Hockey Alberta E-Gamesheet Platform.

For the 2018-19 season, Hockey Alberta requires e-gamesheet(s) be submitted for each Permit or Sanction granted for an Exhibition Game or Tournament. E-gamesheets are submitted through the link found in the Exhibition Game or Tournament sanction approval email. If you run into problems, please contact your Zone Minor Discipline Coordinator for assistance.

#### User Guide

Please review the manual below before starting on your submission.

[E-Game Sheet User Guide](#)

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### E-Gamesheet Template

Status: **Incomplete** (Last Updated: 24/08/2018)  
Permit: #HA-18324573  
Type: Tournament  
Association/Club: Hockey Alberta  
Contact Person: Bradley Lyon  
Game Date(s): 09/09/2018 - 10/09/2018  
Location: yup

### Rosters

Please enter the names for each team that participated in the Tournament.  
To remove a team simply empty the text.

|                       |                       |
|-----------------------|-----------------------|
| Team Name *<br>Team 1 | Team Name *<br>Team 2 |
| Team Name *<br>Team 3 | Team Name *<br>Team 4 |
| Team Name *<br>Team 5 | Team Name *           |

[ADD ADDITIONAL TEAM +](#)

[Save & Continue >](#)



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## New Game Information

At the top of the screen, a green SUCCESS bar will appear to let you know you added teams successfully.

Now, proceed to entering the information about the games played.

On this screen, you will fill in the details pertaining to the game. For **Game Number**, you can enter the permit number, or for a tournament, the game number on the schedule. **Game Name** is optional, but you could enter Final, or Consolation Semi, etc.

Fill in the Division, Tier, Location, Game Date, Start Time, Finish Time, Referee(s) Name(s), Linesman Names, Timekeeper and Scorekeeper fields with the information that appears on the original game sheet.

Select the Home Team and Visiting Team from the dropdown menus. All team names you entered should appear in the dropdown menus.

Under Original Gamesheet(s), click CHOOSE FILE to attach a PDF or JPEG file copy of the original game sheet, so that if there are any discrepancies the Minor Discipline Coordinator has the game sheet for comparison. Maximum file size is 1 GB, so you should have no issues with file size.

Click ADD GAME under the box where you have attached the original game sheet. This creates the game and adds it to the list of games played. **DO NOT CLICK SAVE AND CONTINUE** until you are ready to submit all game sheets to your Minor Discipline Coordinator.

E-Gamesheet Template

✓ SUCCESS  
Teams successfully saved.

Status: **Incomplete** (Last Updated: 24/09/2018)  
Permit: #HA-18324573  
Type: Tournament  
Association/Club: Hockey Alberta  
Contact Person: Bradley Lyon  
Game Date(s): 09/09/2018 - 10/09/2018  
Location: yup

**Games**  
Please enter all game information for the Tournament.  
When you add a game you will be prompted to add the game events.

| Game # | Game Date/Time    | Home Team VS Away Team |   |
|--------|-------------------|------------------------|---|
| 2      | 2018-09-08 @ 3:10 | Team 3 VS Team 4       | + |
| 1      | 2018-09-09 @ 3 pm | Team 1 VS Team 2       | + |
| 3      | 2018-09-09 @ 5 pm | Team 5 VS Team 1       | + |
| 4      | 2018-09-09 @ 7 pm | Team 3 VS Team 4       | + |

**NEW GAME INFORMATION**

Game Number: \*  Game Name:

Division: \*  Tier: \*

Location/Arena: \*  Game Date: \*

Start Time: \*  Finish Time: \*

Home Team: \*  Away Team: \*

Referee #1: \*  Referee #2:

Linesman #1: \*  Linesman #2: \*

Time Keeper: \*  Score Keeper: \*

Original Gamesheet(s): \* (Max 1GB PDF)  
 no file chosen



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## Event Details

Once the game is created, you now enter each Penalty Event that occurs. Click ADD NEW EVENT. Each penalty is entered separately as a new event, using the appropriate dropdown menus and fields. For PLAYER, you need to type the jersey number and player name in the field.

It does not matter what order you enter the events. The program will automatically sort by Time of event.

The screenshot shows the 'EVENT DETAILS' form. The 'Time' field is highlighted in red, indicating an error. The form includes fields for 'Select Team \*' (Team 3), 'Event Type \*' (Penalty), 'Period \*' (1), and 'Time \* (between 0:00 - 20:00)' (14:57). There is also a 'Player \*' field with a note '(include player # with full name)'. A 'Remove Event' button is visible at the top.

If you enter an invalid time, when you try to save the Game Events, you will receive an error message, and the Time field will be highlighted in red, so that you can correct it.

The screenshot shows the 'ORIGINAL GAMESHEET' form. It includes a section for 'ORIGINAL GAMESHEET' with a 'Choose File' button and a 'View PDF' link. Below this is the 'EVENT DETAILS' section with an 'ADD NEW EVENT +' button and a 'Cancel' button. A 'Save Game Events' button is located at the bottom right.

The screenshot shows the 'ORIGINAL GAMESHEET' form with the 'EVENT DETAILS' section expanded. It includes fields for 'Select Team \*' (Team 3), 'Event Type \*' (Penalty), 'Period \*' (1), 'Time \* (between 0:00 - 20:00)', 'Player \* (include player # with full name)' ((#) Player Name), 'Penalty \*' (Aggressor (AGG)), and 'Penalty Minutes \*' (- Select -). There is a 'Remove Event' button and an 'ADD NEW EVENT +' button. A 'Cancel' button and a 'Save Game Events' button are also present.



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If you enter a Game Misconduct, Gross Misconduct or Match penalty, you will be prompted to enter the referee's game report information pertaining to the infraction. Type the information into the fillable field. As well, you must attach a PDF or JPEG of the referee's incident report.

Please save regularly when entering the Game Events so that no entries are lost. You can click SAVE GAME EVENTS at any time. The game will then appear either on its own or as part of list (if you are entering games for a tournament). To continue, click the + sign, and Edit, and you can continue entering game events.

Repeat the process for all game sheets that apply to your permit. When all games have been entered, now click SAVE AND CONTINUE.

The screenshot shows a form for adding a new event. It includes a 'Player #' field with a note '(include player # with full name)', a 'Penalty #' dropdown menu currently set to 'Game Misconduct (GM)', a 'Penalty Minutes #' dropdown menu set to '- Select -', and a 'Referee Infraction Report #' field with a 'Choose File' button and the text 'No file chosen'. Below these is a large text area for the 'Referee Infraction Report Summary \*'. At the bottom, there are buttons for 'Remove Event', 'ADD NEW EVENT +', 'Cancel', and 'Save Game Events'.

The screenshot shows a 'Games' section with a table of game information. The table has columns for 'Game #', 'Game Date/Time', and 'Home Team VS Away Team'. Below the table is a 'More Details' section for the selected game (Game # 2), showing 'Location: 3', 'Start/Finish: 3:10 - 4:30', 'Penalties: 0 - 0', and 'Gamesheet: View'. There is an 'Edit' button next to the details. The table lists three games:

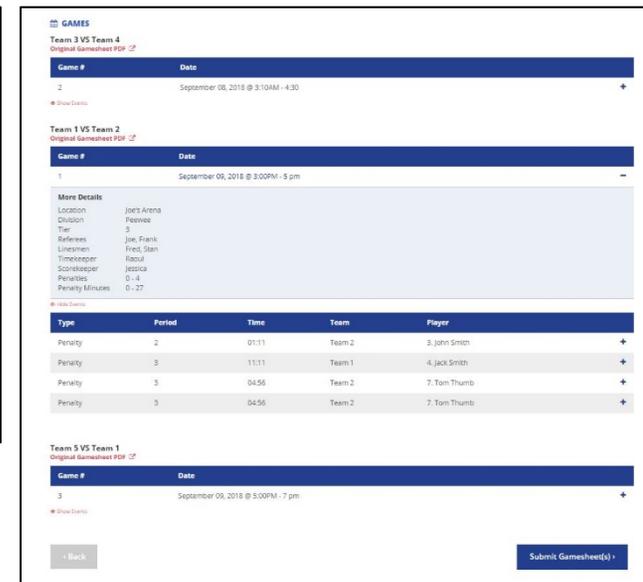
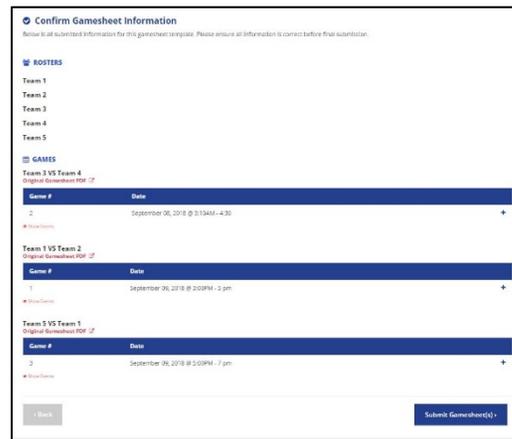
| Game # | Game Date/Time    | Home Team VS Away Team |
|--------|-------------------|------------------------|
| 2      | 2018-09-08 @ 3:10 | Team 3 VS Team 4       |
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## Confirm Gamesheet Information

At this time, you can review the list of Team Names and a summary of the information that you have entered for each game. If anything appears inaccurate, click BACK to go back to the Games list, select the appropriate game, and update/edit the game.



**NOTE 1:** At any time prior to submitting your gamesheets, you can click the BACK button (shown in light grey in the bottom left hand corner) to return to any previous page to edit, delete or add information.

**NOTE 2:** For a tournament, you do not have to wait until the completion of the tournament to enter game sheet information. You can enter the penalties for each game upon the game's completion. As each event is saved, it transmits directly to the Hockey Alberta website CMS. **DO NOT CLICK SUBMIT GAME SHEETS** until you are done entering all games related to the permit (See below).

## Submit E-Gamesheets

When everything is complete, click SUBMIT GAMESHEETS, and you will receive a confirmation message, along with an email to the email addresses that received the original permit.

