



MINOR HOCKEY ASSOCIATION E-GAME SHEET USER GUIDE

Introduction

For the 2017-18 season, Hockey Alberta is conducting a pilot study of an e-gamesheet platform connected to the Permits and Sanctions request site. For Exhibition Game and Tournament sanctions, the MHA/team granted the sanction is requested to fill out an e-gamesheet that will be submitted to the Zone Minor Discipline Coordinator. As well, each Minor Discipline Coordinator will select one or more MHAs in his/her zone to submit e-gamesheets for all exhibition games or tournaments.

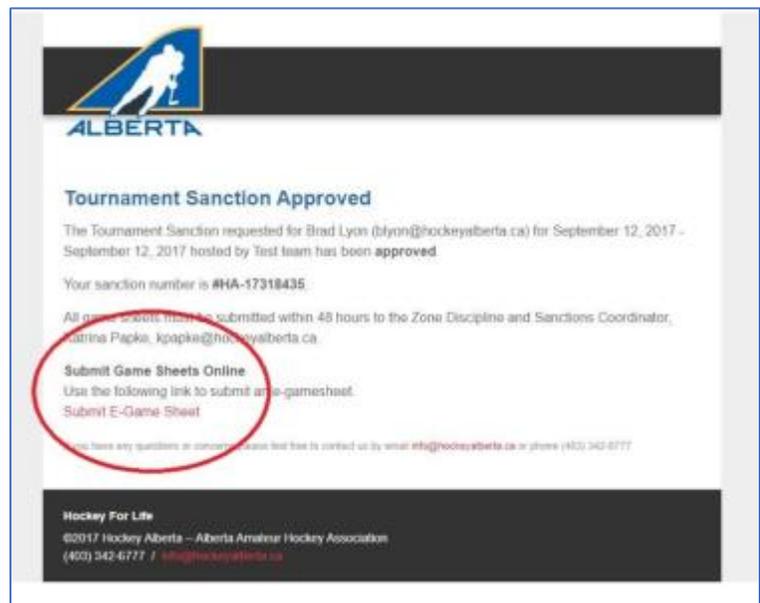
The e-gamesheet will be used by the Minor Discipline Coordinator to make disciplinary decisions on situations that arise in exhibition or tournament games.

If you have questions or concerns, contact your Zone Minor Discipline Coordinator.

Sanction Approval Email

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

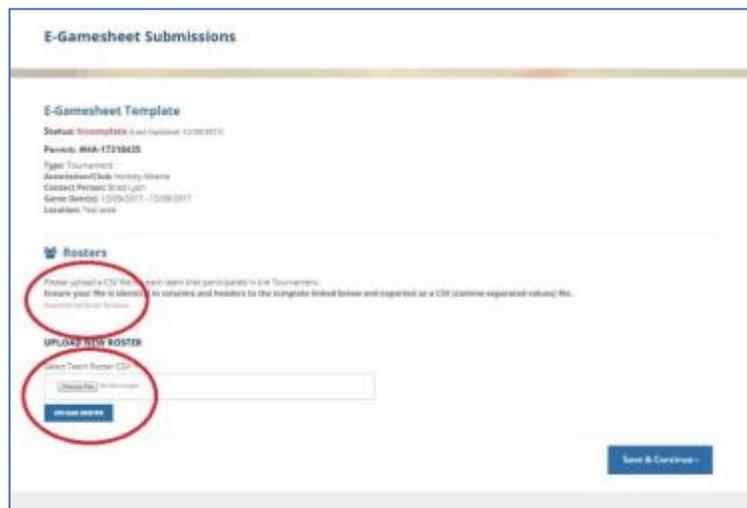
To submit the e-gamesheet, click on the SUBMIT E-GAME SHEET link.



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 upload the rosters for the participating teams. **This must be done using .csv files. Using an Excel file will result in upload errors.** A template can be downloaded from the Rosters section on the e-game sheet template.





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Repeat the steps to upload a roster for each participating team. As you add teams, a list of teams will appear.

The screenshot shows the 'Rosters' page. At the top, it says 'Please upload a CSV file for each team that participated in the tournament. Ensure your file is formatted as follows and upload to the link below and export as a CSV (comma separated values) file.' Below this is a table with columns for 'Team', 'Player', 'Position', and 'Age'. Underneath the table is a section titled 'UPLOAD NEW ROSTER' with a dropdown for 'Select Team Roster CSV', a file upload button, and a 'Save & Continue' button at the bottom right.

New Game Information

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.

The screenshot shows the 'Games' section with 'GAME DETAILS'. It contains various input fields: Game Number (1), Game Name, Division (Atom), Tier (2), Location/Venue (Test), Game Date (2017-09-12), Start Time (8 am), Finish Time (10:05 am), Home Team (Eagles (ABCMHA)), Away Team (Rangers (OHPA)), Referee #1 (Test Ref), Referee #2, Linesman #1 (Test Lines), Linesman #2 (Test Linesman), Time Keeper (Test Time), and Score Keeper (Test Score). At the bottom, there is an 'ORIGINAL GAMESHEET' section with a file upload field and a 'View PDF' link.

Select the Home Team and Visiting Team from the dropdown menus. All teams whose rosters you have uploaded should appear in the dropdown menus.

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.



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Click ADD GAME, under the box where you have attached the original game sheet. **DO NOT CLICK SAVE AND CONTINUE** until you are ready to submit all game sheets to your Minor Discipline Coordinator.

Original Gamesheet(s) * (Max 100 KB)

Choose File No file chosen

ADD GAME

Back

Save & Continue

Event Details

Once the game is created, you now must enter each event that occurs – goals and penalties. Click ADD NEW EVENT. Each goal and penalty is entered separately as a new event, using the appropriate dropdown menus and fields.

ORIGINAL GAMESHEET

Submit a PDF of the original gamesheet(s) in case of any discrepancy with the information entered in this online form.

Original Gamesheet(s) * (Max 100 KB) View PDF

Choose File No file chosen

EVENT DETAILS

Add/Remove the game events below. Remove an event click on the Remove button.

ADD NEW EVENT

It does not matter what order you enter the events. The program will automatically sort by Time of event. When entering a goal, the program is set so that you select the same player to award the goal or any assists.

Event Details

Select Team * Revers (Acom) Event Type * Goal

Period * 3 Time * (Between 0:00 - 20:00) 19:43

Player * #6 - Joe Jones Goal Type * Even Strength

Assist #1 #8 - Tom White Assist #2 #30 - Steve Brown

Remove Event

ADD NEW EVENT

Cancel

Save Game Events



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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 'Event Details' form with the following fields:

- Select Team *: Ravens (Atom)
- Event Type *: Goal
- Period *: 2
- Time *: 03:57 (highlighted in red)
- Player *: #10 - Steve Brown
- Goal Type *: Power Play
- Assist #1: #7 - Bill Smith
- Assist #2: No Assist

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.

The screenshot shows the 'Event Details' form with the following fields:

- Select Team *: Eagles (Atom)
- Event Type *: Penalty
- Period *: 2
- Time *: 05:57
- Player *: #12 - Bill Smith
- Served By *: #12 - Bill Smith
- Penalty *: Game Misconduct (GM)
- Penalty Minutes *: 10
- Referee Infraction Report: (pdf, jpg, png) [Choose File] No file chosen
- Referee Infraction Report: #12 Eagles checked #14 Ravens from behind; assessed 4 min CFB and game misconduct (highlighted in red)

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.

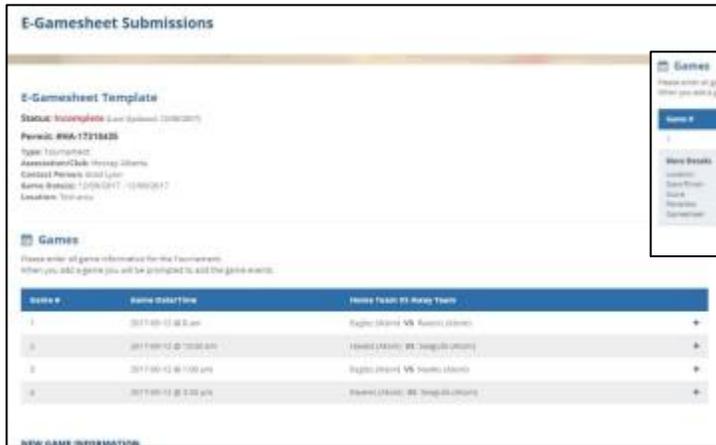
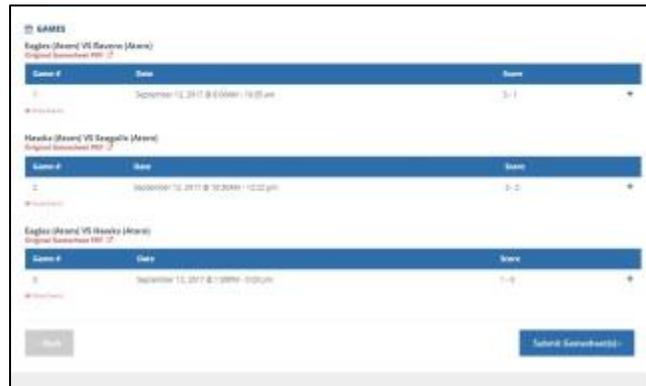


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Repeat the process for all game sheets that apply to your permit. When all games have been entered, now click **SAVE AND CONTINUE**.

Confirm Gamesheet Information

At this time, you can review the rosters 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.



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.





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