



EDMONTON FEDERATION HOCKEY LEAGUE

This season, in our continued effort to improve our processes, we are modifying our Game Sheet management and website input process. We require your cooperation, support, understanding, and input.

This will have several benefits which include:

1. More efficient Game Sheet Management.
2. Reduced time for Volunteers – Specifically our League Governors.
3. Improved accuracy of Game Sheet Input and Statistics.
4. Improved timeliness and accuracy of penalty tracking and suspension management.

Managers/Coaches are responsible to see that all:

- player rosters are added to the league website prior to the season, including any affiliated players
 - Players have the choice to have their names hidden on the Hockey Edmonton website, team managers should check the “Hide from Public” box on the player information page
- Game Sheets and referee incident reports, if any, are completely correctly and uploaded as PDF files into the league website.

If your Association already uses a RAMP website, you can sync your league schedule, standings and statistics to your team microsite on your local association website by using the following process:

1. Login to your Association team website and click on the “SETTINGS” tab.
2. At the bottom of the page select from dropdowns our league “Hockey Edmonton”, then the current season, division and team. Below this add your “Hockey Edmonton” User Name and Password provided above and click “Save Settings”
3. Once you click “Save Settings”, go to the bottom of the page and if you already have added your roster to your Association team microsite, you can now select your players and move this player information to the League. This way you do not need to re-add information to the league that you have already added to your Association team microsite.

You can now get automatic league schedule and statistics directly to your Association team microsite!!! Additionally, you can fill out league Game Sheet summaries from your Association login.



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New Gamesheet Management Process

The “HOME” team, as shown on the website schedule, is responsible for inputting the gamesheet information into the website within 48 Hours of completion of that game.

Once a Game Sheet has been inputted into the website by the HOME team it will be the responsibility of the VISITING team to verify the accuracy of the input. This will include reporting any errors in the note section of the game to advise HOME team.

All Exhibition and Tournament games are to be input. If your opponent is a non-league team, you will only need to input penalties for your team. The game sheet and any Game Incident Reports must be uploaded, NO EXCEPTIONS.

The process for submitting Game Sheets to the Category Director and inputting them on the website are as follows:

1. *Any game that results in an Incident Report must also be emailed to the Category Director, in addition to being scanned and uploaded to the website, within the specified time period in the regulations (48 Hours). (All Game Sheets must be scanned in PDF format)*
2. Login to Hockey Edmonton using your Team Login Name and Password Provided.
3. From your Team Dashboard, select League Games from the menu. Select the Green Game Sheet button once you locate the game to be finalized.
4. Enter the Final Score and Total Penalty Minutes for each team prior to checking the Game is Finished box and clicking submit to save the score.
5. Click “Roster” tab. Check off players for both teams. Add affiliate players if required. Hit “Save Roster”
6. Click “Goals” Tab, Add “Home Goals” and “Visitor Goals.”
7. Click “Penalties” tab. Add “Home Penalties” and “Visitor Penalties”. Please ensure all Game Misconduct penalties are entered separately from the initial infraction.
8. Click “Upload Files” tab. **All Game Sheets and Game Incident Reports** are to be “Scanned” and uploaded to the website within the time frame identified by Hockey Edmonton (48 Hours). There are many free “**Scan to PDF**” apps for smartphones that you may want to use. These apps create files that are a reasonable size. FILE UPLOAD TAB Simply “Browse” your drive to select the scanned image (**PDF**) and then upload. Please ensure you select the type of upload as well (Game Sheet, Incident Report or Other). You can also supply any notes to the upload. You have completed your Game Sheet entry. Please go through the tabs one more time to ensure accuracy.
9. Return to the “Final Score” tab and click submit.
10. The Visiting Team must Login to the website and verify the information. In the Games dropdown click “Verify”. Check through the information that the Home team has entered for the game you are verifying to ensure it is correct. Review the Game Sheet summary added by the home team and ensure that it is accurate. If it is accurate, select “Verified” in the drop



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down menu and click "Update Verification Status". If you have found an error or the individual penalties or goals have not been input, check off "There are errors in the Game Sheet" and describe the errors in the "Your Notes" field.

11. The Category Director will review all games that show errors in the verification.



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Game Sheet Management FAQ's

PLEASE READ and UNDERSTAND COMPLETELY!

- Game Sheets **MUST be input** into the website within **48 hours** of the game being completed.
- Game Sheets with an incident report **MUST be UPLOADED** on the website **IMMEDIATELY**.
- All Game Sheet uploads **MUST** be legible. PLEASE check the uploads/images/pdf files prior to uploading to ensure that the Category Director can read the information clearly.
- ALL game stats **MUST** be input in including all penalties and goals.
- REMEMBER that **NO CHANGES** can be made to a Game Sheet other than what is written on the game sheet. The only thing we **VERIFY** is that the input of the Game Sheet is "EXACTLY" how it appears on the original game sheet.
- Once you are satisfied that the game sheet has been fully entered, then click the "SUBMIT" box on the first tab of the game sheet entry.
- NEVER use any of the following characters when naming your game sheet file to be uploaded. These characters will result in a successful upload, however, when you click on the Game Sheet to view it then it will not open and an error message will result. The characters to be avoided are:

Tilde (~)

Number sign (#)

Percent (%)

Ampersand (&)

Asterisk (*)

Braces ({ })

Backslash (\)

Colon (:)

Angle brackets (< >)

Question mark (?)

Slash (/)

Plus sign (+)

Pipe (|)

Quotation mark (")

As indicated, the Game Sheet Handling Process has changed to be more efficient for all. Our goal is to have 100% efficiency.



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QUESTION: As a Category Director I have been asked to make some game stat corrections however it does not match the game sheet that was sent to me. Am I allowed to change the game stats once it has been signed by the referees?

ANSWER: No one is able to add or change a game sheet except the Referee that called the game. The stats are only what the referee put down on the game sheet. Even the time keepers are not allowed to add an assist if the referee does not tell them when they provide a number. Stats always can only be what is on the game sheet.

QUESTION: What do the Acronyms mean when entering a game sheet on the website?

ANSWER:

EV – Even Strength

PS – Penalty Shot

PP – Power Play

EN – Empty Net

SH – Short Handed

GWG – Game Winning Goal