Electronic Scorekeeping Info

1. Tablets are to be used for every league game and every exhibition game that has been added to the league schedule
2. Tablets and charging cords are located in the referees room which is located at the end of RLP across from the Zamboni door
3. If the referee room is not open, ring the rink attendant doorbell (there is one beside the Zamboni door in each rink) and ask for them to open the door
4. The first locker on the right has a WKMHA sign on it. The combination is 276. Make sure the combination is set to 276 when locking the lock as well. Make sure you are entering the combination on the correct side of the lock. If you have issues with the lock, are not able to access the locker, notice a tablet is missing, are not able to return the tablet to the locker, email Toni at [westkelownaminorhockey@shaw.ca](mailto:westkelownaminorhockey@shaw.ca) immediately. DO NOT TAKE TABLETS HOME WITH YOU
5. Referees and linesman ARE NOT RESPONSIBLE for the tablets. They do not have access to the lockers. A team representative is responsible for returning the tablet to the locker after each game
6. Teams are not required to use a GAME SHEET (unless the game being played is not available in the tablet) OMAHA has provided “GAME NOTES SCRATCHPAD” sheets to use instead of game sheets. If for any reason, there is an issue during the game, use the scratch pad notes to enter the correct game info into the tablet after the game. If you are not able to do this, email Toni a copy of the notes so the info can be added
7. Before each game you should: Login and select the day and arena for your game and tap on that game
8. Select all players who are playing in the game and VERIFY their jersey #’s. To edit, swipe left over the player’s name
9. For AP players or Suspended players- swipe left over the player’s name to edit. At the end of the player’s last name add – SUSP or – AP
10. Verify the Bench Staff and mark off those in attendance. \*\*\*You must check off that the Head Coach is there or you will not be able to proceed. The latest version of the app has all bench positions added. To edit, swipe left over the bench staff name
11. IMPORTANT\*\*\*Make sure that the bench staff are listed on the game sheet (tablet) exactly as they are listed on your HCR. If your head coach is not in attendance, you will still need to show him as attending. Leave all other bench staff in attendance as their designated position on the HCR ONLY\*\*\* ie if you are listed as an assistant coach on the HCR, only list yourself as an assistant coach on the tablet
12. Have the opposing team follow the same directions
13. After any additions or edits- YOU MUST EXIT THE APP, ENSURE YOU ARE CONNECTED TO WIFI AND THEN GO BACK IN TO VERIFY ANY ADJUSTMENTS
14. At the conclusion of each game you should:
15. Let the Referee review the penalty summary and goal summary
16. Add an email to send the game sheet to : [westkelownaminorhockey@shaw.ca](mailto:westkelownaminorhockey@shaw.ca)
17. To ensure the game has completed properly, return to the arena/game schedule on the tablet and check to see that the game is no longer in the tablet. If the game still appears, exit out of the app and log off. Make sure you are connected to WIFI and login again. Find your game- it should be completed and sent and not visible on the game schedule
18. Note section- add any notes on the game here ie info regarding suspended players , bench official penalties that are not able to be added under the regular penalty options or any info you think is relevant