

Entering Game sheet info

HOME & VISITOR TEAM RESPONSIBILITY

Important info to know:

The “HOME” team, is responsible for inputting the game sheet 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 VISITOR 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 inputted.

All mini tyke and tyke games are to be inputted by the HOME TEAM a score of 0-0.

The process for submitting Game Sheets to the league 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).
2. (All Game Sheets must be scanned in PDF format) (there is a free scanning app SCANNER PRO that can be downloaded for use on mobile devices)

HOME Team Entry (within 24 hours of game finish):

1. Go to Report a game tab on Westlock Lacrosse website & Click LOGIN. You can also go to GELC and click on “ADMIN LOGIN” in the top left hand corner.
2. Enter your team LOGIN and PASSWORD (provided to you by GELC)
3. Click LOGIN
4. You are logged in and viewing the DASHBOARD of your team microsite within the GELC
5. Click LEAGUE GAMES
6. Find the game you have completed, preferably using the GAME NUMBER
7. Click the menu button GAMESHEET
8. Enter the Home Team **SCORE**
9. Enter in the Visitor Team **SCORE**
10. Click the box **GAME IS FINISHED**
11. Click SUBMIT
12. Click the menu button **ROSTER**
13. If you do not see a player’s name listed that is on the game sheet, click the ADD PLAYER button and enter all the fields, then click SUBMIT
14. Click only the players that played during the game on both teams (using the game sheet for info). Do not alter or modify the jersey numbers that you see already on the screen. Just use the names as verification, as some associations may change numbers during the year, or use different numbers for affiliates
15. Click UPDATE ROSTER
16. Click menu button **GOALS**
17. Enter all goal information. Each Goal requires entry for:
 - P (Period)
 - Min (Minute)
 - Sec (Second)

- SC (Scorer by jersey number)
- A (First and second assist by jersey number)

18. Do NOT Enter goal type definition

19. Click UPDATE GOALS

20. Click menu button **PENALTIES**

21. Enter # of Home penalties and enter number of Visitor penalties. **Please ensure all Game Misconduct penalties are entered separately from the initial infraction.**

22. Click button UPDATE # OF ROWS

23. Enter all penalty information. Each penalty requires entry for:

- P (Period)
- # (Player Jersey #)
- Serv (Player Jersey # who Served the Penalty)
- Min (Minute of game in which Penalty was called)
- Sec - Second of game in which Penalty was called.

24. Click UPDATE PENALTIES

25. Click menu button **GOALIES**

26. **ONLY** enter the following information for all goalies that played during the game. Do not enter any of the other fields.

- # (Jersey number of Goalie)
- Min (Minutes Played)

27. Click UPDATE GOALIES

28. Click the menu button **UPLOAD FILES**

29. If you are on a mobile smart device (cell phone): You will have the option “Take Photo or Photo Library” appear. Uploaded game sheets must be scanned. (There are many free “Scan to PRF” apps for smartphones that you can use. clear and legible, otherwise you will be asked to upload again. Click SUBMIT

30. If you are on a home computer: find your game sheet file that you have saved in your browser. Please be sure your file is named simply with the game number (ex: Game 101). Once you’ve found your saved game sheet, click on it, then OPEN.

NOTE: 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.

31. Go through the tabs one more time to ensure accuracy

32. Go to “Final Score” tab

33. Click SUBMIT

34. All mandatory entry is now complete.

35. Click SIGN OUT

36. **You must check back on the verification of this game by the other manager.** If they report errors, you are responsible to correct them in a timely manner and then follow-up with the other team to have them UPDATE THE VERIFICATION STATUS. If you do not make your corrections, the GELC and/or the Visiting Team Manager will pursue contact with you to correct. **Should this not be completed in an acceptable timeframe by the GELC Statistician, you could be fined for late entry.**

VISITOR Team Entry (within 48 hours of game finish):

1. Click ADMIN LOGIN on the GELC homepage (top left corner) or [CLICK HERE](#) or (your associations homepage)
2. Enter your team LOGIN and PASSWORD
3. Click LOGIN
4. You are logged in and viewing the DASHBOARD of your team microsite within the GELC
5. Click LEAGUE GAMES
6. Find the game you have completed, preferably using the GAME NUMBER
7. Click the menu button labelled VERIFY
8. Review the section SCORE, Is it correct?
9. Review the section UPLOADED FILES, is there a file listed? Open the file, is it correct and is it clear and legible?
10. Review all sections SUMMARY info, is everything correct and match the paper version game sheet? The game sheet is the official record and cannot be altered after the referee signs it.
11. Click on VERIFICATION STATUS drop down arrow.
12. If there are no errors, choose VERIFIED, click UPDATE VERIFICATION STATUS
13. If there were errors that you noticed from the home team's entry, click THERE ARE ERRORS. Click UPDATE VERIFICATION STATUS. Complete an entry in the YOUR NOTE section to explain what needs to be fixed. Click SAVE NOTE.
14. Click SIGN OUT
15. If there were errors, **you must check on the fixing of this game by the other manager.** If you have reported errors, they are responsible to correct them in a timely manner and then follow-up with you to UPDATE THE VERIFICATION STATUS. If they do not make your corrections and update the status, you as Visiting Team Manager will pursue contact with them to correct. **Should this not be completed in an acceptable timeframe by the GELC Statistician, they could be fined for late entry.**

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.

Tilde (~) Number sign (#) Percent (%) Ampersand (&) Asterisk (*) Braces ({ }) Backslash (\) Colon (:) Angle brackets (< >) Question mark (?) Slash (/) Plus sign (+) Pipe (|) Quotation mark (")

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:

