



## CDLA Game Results Reporting Procedures

### Overview:

Thanks to all team volunteers who assist us by following these game reporting procedures! The CDLA uses the RAMP Game Reporting system.

As always, if you are having issues, please submit your questions to [results@calgarylacrosse.com](mailto:results@calgarylacrosse.com).

Team managers must login to the team sites, log in information will be provided by your home association.

Managers/Coaches are responsible to ensure:

- Team player rosters are accurately setup for their team; if there is an issue, please contact your club Executive Director or registrar.
- Game Sheets and referee incident reports, if any, are completely correctly and uploaded as **PDF files** into the league website at the completion of a game.

PDF files are much smaller and manageable to upload. There are many free PDF apps for phones and tablets that you can use for this.

### Game Results Reporting Process:

**The “HOME” team, as shown on the website schedule**, is responsible for inputting the game sheet information into the website within 24 Hours of completion of that game.

**The “VISITING” team verifies the accuracy of the game sheet** once it has been inputted into the website by the HOME team. This will include reporting any errors in the note section of the game to advise HOME team.

**All Exhibition games are to be input as ‘exhibition’ games by the CDLA Office** before you can enter stats for these games, Please fill in the CDLA exhibition game request form, Once approved the CDLA will enter the game into your RAMP account. 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**.

**Tournament games do not need to be sent to the CDLA Office** as we will receive a discipline report from Tournament organizers following each tournament.

### Important info to know:

The “HOME” team is responsible for inputting the game sheet information into the website within 24 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 the HOME team.

All U7 games are to be entered by the HOME TEAM with a score of 0-0. No stats but game sheets are to be uploaded.

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 CDLA office, in addition to being scanned and uploaded to the website, within the specified time in the regulations (24 Hours).
  - a. Incidents must be emailed to - [results@calgarylacrosse.com](mailto:results@calgarylacrosse.com)
2. All Game Sheets must be scanned in PDF format.



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

1. Click [ADMIN LOGIN](#) on the CDLA or your Club 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 CDLA
5. Click LEAGUE GAMES (On the left-hand side)
6. Find the game you have completed, preferably using the GAME NUMBER
7. Click the menu button GAME SHEET (Green Pencil)
8. Enter the Home Team **SCORE**
9. Enter in the Visitor Team **SCORE**
10. Click the box **GAME IS FINISHED**
11. Scroll down to **ROSTER**.
12. 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.
13. Click only the players that played during the game on both teams (using the game sheet for info). Use the names as verification, as some associations may change numbers during the year, or use different numbers for affiliates. For players that numbers do not match, these need to be update during game sheet entry. Correct the player's number and click update roster. The game sheet is an official document and can not be altered – it must match.
14. Click UPDATE ROSTER
15. Scroll Down to **GOALS**
16. **Click Add Home Goal**
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 and then do the same for **ADD VISITOR GOAL**
20. Scroll down to PENALTIES.
21. Enter Home penalties and then enter Visitor penalties. **Please ensure all Game Misconduct penalties are entered separately from the initial infraction.**
22. 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)
23. Sec - Second of game in which Penalty was called. Click UPDATE PENALTIES
24. Scroll down to **OFFICIALS**
25. Enter the officials' names and click update



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

26. Scroll down to GAME FILES

27. 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 PDF” apps for smartphones that you can use clear and legible, otherwise you will be asked to upload again. Click SUBMIT

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, or Other). You can also supply any notes to the upload.

28. Scroll through the information entered one more time to ensure accuracy.

29. All mandatory entry is now complete.

30. Click SIGN OUT

31. You must check 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.

### VISITING Team Entry (within 48 hours of game finish):

1. Click [ADMIN LOGIN](#) on the CDLA homepage (top left corner) or your home clubs page

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 CDLA

5. Click LEAGUE GAMES

6. Find the game you have completed, preferably using the GAME NUMBER

7. Click the menu button labelled VERIFY (Orange Check Mark)

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 it is 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 the 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 to **UPDATE THE VERIFICATION STATUS**.



## FAQ's

Game Sheets MUST be input into the website within **24 hours** of the game being completed.

Game Sheets with an incident report MUST be **UPLOADED** on the website **IMMEDIATELY**.

Incidents must be emailed to - [results@calgarylacrosse.com](mailto:results@calgarylacrosse.com)

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.

**No Special Charaters** can be used when naming your game sheet file (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.