



After The Game

There are a few steps we need to take in order to get the games posted properly on the website. A good habit is to do this right away.

1. Gather The Written Game Sheet

Prior to each game managers are to ensure that the game sheet is filled out properly and home managers are to ensure that timekeepers and scorekeepers are familiar with their roles and duties. People in the time box are "Off-Ice Officials" and are not to be approached during the games. If there is an issue with officials being late or unavailable, both coaches have to agree to any changes before or during the game. Managers are to get their copy of the game sheet / incident report after the game, you will have to wait at the arena for your copy. The manager or coach of the home team will have the game sheet and are responsible for giving the away team their copy. In regards to the incident report, sometimes it takes a while for things to be written out by the official. The home team manager or off-ice official should search for the away manager to give them their copy. ***At no time should you go into their dressing room or the referee room to get your copy. Patiently wait & they will get it to you.

It is the manager's duty to ensure that game sheets and incident reports are filled out correctly. This can be done by reviewing the game sheet/incident report at the arena. If clarification is needed, the manager is to go to the other manager to discuss. If the manager still believes there is an issue BOTH managers may approach the officials. Managers/people are not permitted to enter the referee room, and shall not approach the referee without the other manager present. The discussion can only be regarding clarification of the recordings written on a game sheet or incident report. NO DISCUSSION at all is to be had with the official regarding his/her assessment of a penalty issued.

2. Post it online.

Once the game is over, home managers have to post it online no longer than 48 hours after the game unless you hear otherwise from your governor. You may need it done quicker in the cases of tiering games or during playoffs. ****Games with an Incident Report MUST be uploaded immediately.*** If you are new to posting the game online, watch the tutorial provided by clicking on the blue text at the top of the back end of the online game.

The home manager is responsible for posting ALL the information that is on the game sheet. Scroll and look at all the tabs. Select the players that played the game. Enter in the goals, enter in the shots, enter in the penalties. Enter in the final score. Make sure to add the names of the on-ice and off-ice officials. Upload a copy of the original game sheet to the website. If there is an incident report, upload that too. Do not forget to click completed and submit or you will have to do it all over again. Log out & go to the website to double-check that it looks right before you walk away.

3. A Referee Write Up or Incident Report

When a player gets an incident report, ***the manager of the penalized person must fill out the "Incident Report Form"*** located under the Managers tab on our website. It must be done as soon as you can after the game. You will not get a ruling on the incident without the form being filled out. You must fill in all the details and type it up word for word what the referee wrote. This is not the place to submit your opinion. If there is a clerical mistake (the wrong jersey number, wrong player is identified) please note that in an email to the DC directly. If you have not heard anything within one day of posting it, follow up with your governor. Do not let this be in another game unless you hear back from the league.

4. Verification

Visitor managers, go to the website and look at the game sheet once it has been posted. You will know something has been posted if you see the little magnifying glass on the right hand side of the games. It is the visiting manager's responsibility to verify that the information inputted on the website is correct. In the back end (Team Admin) side of the website, click the verify button. It will open a page showing all the inputted stats. Cross reference with your copy of the game sheet. At the bottom of that page, you can check off whether you 100% agree or whether there is an error. Type the errors into the box, and hit submit. Sometimes it is just a typo - entering in a 6 instead of 16 - but sometimes it is not. (ie: a ref gave credit for a goal to the wrong player.) There is nothing you can do about this. The game sheet is not changeable. If you absolutely must, and both team's managers agree, you may edit it on the website, but put notes as to the error. The only time something can be changed on a game sheet is at the arena before everyone leaves & the refs and timebox officials correct & initial it on everyone's copy.

The home manager will notice a yellow triangle when viewing the games list on the back end of the website. This is an indicator that the visiting manager has verified the stats and there is an error or missed uploading the incident report. Change the errors, this process is repeated until the game stats are correct and a green circle with a checkmark appears. Once you click on the verify, the visiting manager has the option to say the inputted stats are the same as the game sheet or whether it has errors. All games must be verified before playoffs start. Any questions, please contact your tier governor.



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IMPORTANT Game Sheet Management FAQ's

- 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 everyone can read the information clearly. You may have to upload a copy from a scanner or take a picture in brighter light.
- **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 or incident report 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.