

SOUTHERN ALBERTA LACROSSE ASSOCIATION GAME REPORTING PROCEDURES

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

1. Click ADMIN LOGIN on the SALA homepage (top left corner)
2. Enter your Age Coordinator LOGIN and PASSWORD
3. Click LOGIN
4. You are logged in and viewing the DASHBOARD of your team microsite within the BGL 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 gamesheet 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
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
 - If it's a Bench Penalty, you can leave the # column empty.
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 clear and legible, otherwise you will be asked to upload again. Click SUBMIT
30. If you are on a home computer: find your gamesheet 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 gamesheet, click on it, then OPEN, Click SUBMIT
31. All mandatory entry is now complete.
32. Click SIGN OUT
33. 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 BGL and/or the Visiting Team Manager will pursue contact with you to correct. Should this not be completed in an acceptable timeframe by the BGL Statistician, you could be fined for late entry.

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

1. Click ADMIN LOGIN on the SALA homepage (top left corner)
2. Enter your Age Coordinator LOGIN and PASSWORD
3. Click LOGIN
4. You are logged in and viewing the DASHBOARD of your team microsite within the BGL
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 it is it clear and legible?
10. Review all sections SUMMARY info, is everything correct and match the paper version gamesheet? 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. Live 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 time frame by the CALL Statistician, they could be fined for late entry.

For Game Results (U9 to U17), immediately following a game, Home Team must text or email a photo of the score sheet entirely (including referee names and game number) to their assigned Division Age Coordinator and the Discipline Committee Chair:

vicepresident@southernbertalacrosse.com

Please include Game Number (ex. B007), and in the body of the email/text include the team names and the score, and if any major penalties occurred. (You can even just state: you'll want to see this!)

All home teams must submit score sheets as stated above and report all game stats within 24 hours or face fines.

All visiting teams must login and verify game sheet within 48 hours.

White copy remains with home team (to be collected by each club's representative), Yellow copy to winning team, pink copy to losing team. Abbreviations for all penalties are listed on the reverse side of each sheet.