

SALA Game Results Reporting Procedures

Overview:

Thanks to all team volunteers who assist us by following these game reporting procedures! SALA uses the RAMP Game Reporting system. As always, if you are having issues, please submit your questions to: president@southernalbertalacrosse.com

Team Managers must log-in to the team sites, log-in information will be provided by your home club.. Managers/Coaches are responsible to ensure:

- Team player rosters are accurately set up for their team; if there is an issue, please contact your club Registrar.
- Game Sheets and Official incident reports, if any, are 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 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.

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 SALA Discipline Chair at vicepresident@southernalbertalacrosse.com, in addition to being scanned and uploaded to the website, within the specified time in the regulations (24 Hours).
2. All Game Sheets must be scanned in PDF format.

HOME Team Entry (*within 24 hours of game complete*)

1. Click [ADMIN LOGIN](#) on the SALA 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 SALA
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 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 updated 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 game in which Penalty was called. Click UPDATE PENALTIES

24. Scroll down to **OFFICIALS**

25. Enter the officials' names and click update

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, SALA 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 SALA 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 SALA
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 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 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 - vicepresident@southernalbertalacrosse.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 Characters** 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.