**Electronic Scoring Procedures 2018/2019**

Tablets, game sheets, scratchpads are located in the referees room in RLP across from the Zamboni door in the marked West Kelowna Minor Hockey Locker

Locker Code 2760

Any changes to your BC Hockey Roster (HCR ID) must be requested to Toni by Thursday at noon at [westkelownaminorhockey@shaw.ca](mailto:westkelownaminorhockey@shaw.ca), to make change effective on the Hockey Canada registry for the following weekend

There are 4 procedures for access and use of the E-SCORESHEET system

1. **REGISTRATION:** The head coach is required to register online using the email associated with his HCR ID#. On any computer or device, enter the following URL https:admin.hisports.app/register

The Coach will require his coach ID # found on the HCR next to his name. The team ID found below the barcode on the HCR, and his email address. He will need to create a password unique to this platform. Once created he can share this login info with her/her team manager for e-scoresheets administration

1. **TEAM MANAGEMENT:** Once they have registered, they can go on their computer or device browser and type <https://admin.hisports.app>

To access this site, you require the email and password created in step 1. ON this site you are REQUIRED TO assign jersey numbers to your rostered players along with confirming position and appoint C and A if applicable. Any AP’s listed should be left with #0 and have correct position indicated, F or G. Subsequently, you should visit this site to update player jersey # and position prior each game. You can also view your game schedule and will have access to game reports.

1. **VERIFYING GAME DAY ROSTER:** On games days (typically 1-2 hours before game time) on any computer or device open your browser and type <https://hisports.app/login> Select the Officials/Staff tab and input the email and password registered in Step 1. Select your game by pressing or clicking in the grey game area. Select your team and complete the three step verification process (choose players, choose bench staff and signature). On the “Choose Players” tab, select your regular players, goalies and AP players that will be on the bench for this game. AP players will have to have their jersey # edited at this point. Regular players and goalies can also have their jersey# modified at this time as well. You will be required to select a starting goalie before you can proceed to the “Choose Bench staff” tab. Progress through the next 2 steps using the NEXT button in the top right corner. Once the roster is signed, you can select DONE in the top right corner. At this point, you are complete and can close the program by closing your browser. NOTE, if you don’t have time to do this step beforehand, you can always complete the roster verification at the game using the E-Scoring tablet 30 minutes prior to the start of the game
2. **HOME GAME SCOREKEEPING:** On game day, between 30 and 60 minutes prior to game time at the arena you are the home team for, locate the scoring tablet, power cord and game scratch pad in the locker. Turn on the tablet. Ensure you have a wifi connection. Tablets are set to connect to wifi in Jim Lind and RLP. Select the icon on the home screen -HiSports-Scoresheet and this will take you to the same login screen you saw in step 3 above. In this case you need to select the “scorekeeping” tab. To login to this you will need your home team HCR ID # and the GAME #. (Game #s can be found on the team management page or on the OMAHA schedule) This will take you to the 4 step pre game task screen. If both teams have previously completed step 3 above, you should see a check mark in the first two tasks. You would then only need to verify referees and input the names of the timekeeper and score keeper. If teams were not previously verified, located the team staff and complete at this time. Once all 4 tasks are complete, you can start game by selecting “start game” in the top right corner. Carry on as normal with game entry. Please have tablet charging during game for courtesy of next users

This is pretty much unchanged from last year. After game is complete and you have selected “End Game”, power down device and place tablet, power cord and remaining blank scratchpad back in locker for next users.

Full instructions are now on the BC Hockey website at this link

<http://www.bchockey.net/Content.aspx?id=304>

1. **FOR PEEWEE AND ATOM TEAMS:** Your HCR shows all team members as PLAYERS. There are no GOALIES rostered. Since the scorekeeping system requires all teams to “CHOOSE A GOALIE TO START PLAY” you must login as above in step 2- through TEAM MANAGEMENT and change the position from F to G for your goalie(s). This needs to be done within 2 hours of each game.

The scorekeeping system will not allow the game to start without identifying goalies