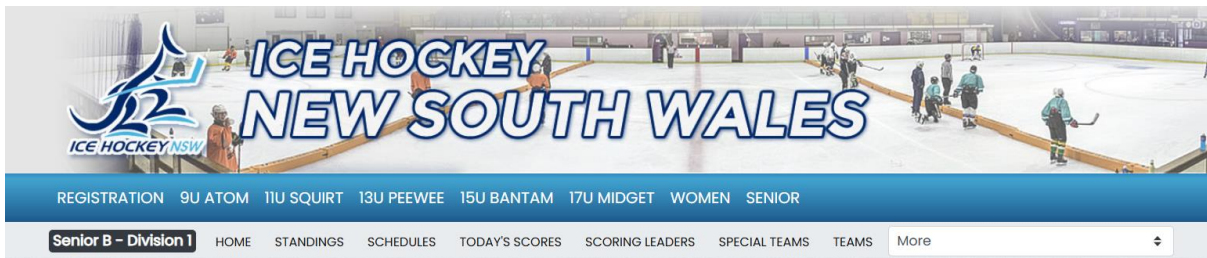
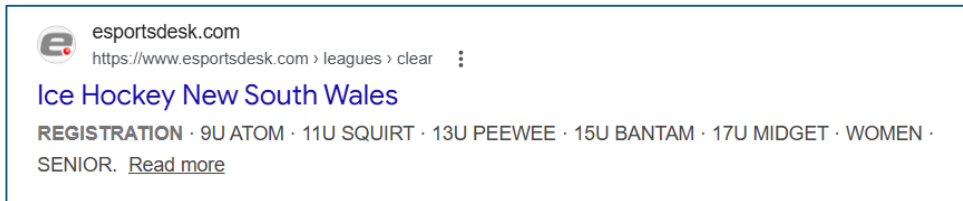


REP ICE HOCKEY LIVE SCORING INSTRUCTIONS

Get the completed team sheets from both teams (done by Manager) prior to game start

Login to Website

Open the **IHNSW Esports Website** (note this is different to the normal esportsdesk page - <https://www.esportsdesk.com/leagues/schedules.cfm?clientID=6103&leagueID=25453> use Google search, and click on the below option.

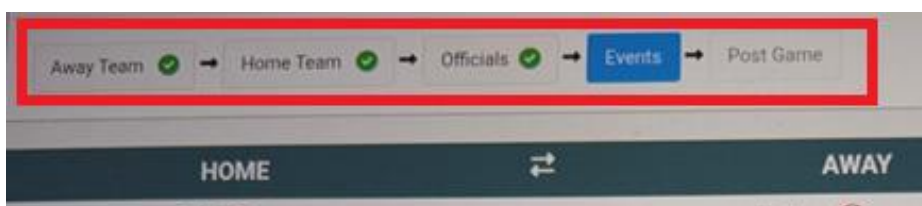
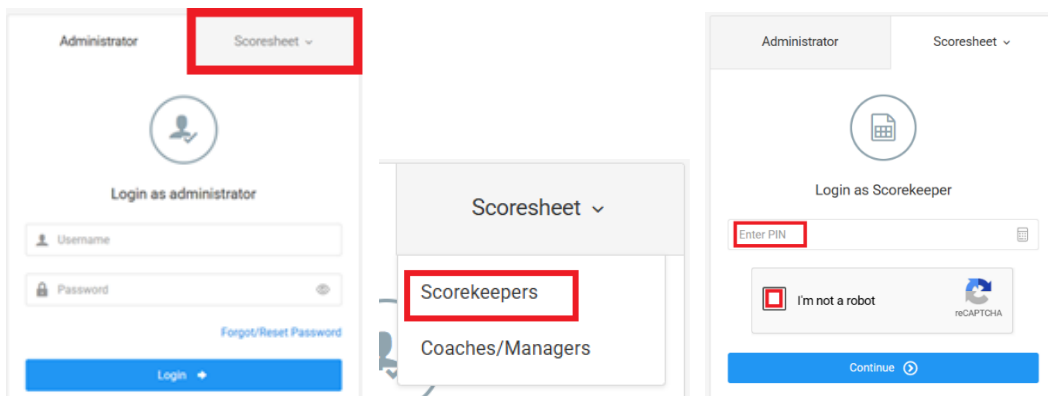


Scroll to the bottom of the website and click on the Admin Login link. **ADMIN LOGIN →**

Select the 'Scorekeeper' tab, a drop down menu will appear, choose 'Scorekeepers'.

Enter the PIN (Note: PIN code will be sent out each week we have a home game prior to the game), tick the 'I'm not a robot' box, and click 'continue'.

Note: the pin will be provided by Heather Sutherland prior to the game

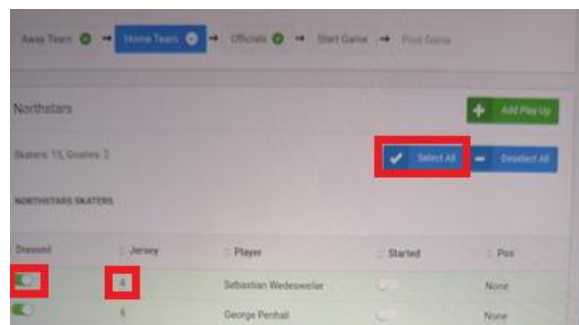


You will need to complete each of the above sections (Away Team, Home Team and Officials) before the game starts

Fill in the Team info – Home & Away Team (both the same)

Players - Click on 'Select All' then untick any players not playing. Noting that the players and their numbers are auto-populated,

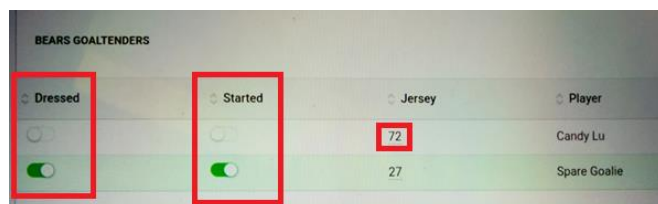
Note - you need to ensure that all changes to player numbers are updated and additional players are added into the 'Player Spare' field. To update the number, click on it and enter in the new number. Save



Goalies (found at the bottom of the screen, not added under players)

Tick 'Dressed' for any goalies that a playing/possibly playing the game,

YOU MUST Select which goalie is the 'Starting Goalie' (Note: this is the goalie who will be playing now), noting that any dressed players (goalies) can be added as the current goalie on the ice at a later time, if using more than one.



Save. (this will automatically open the next field

– Home Team/Officials)

Officials

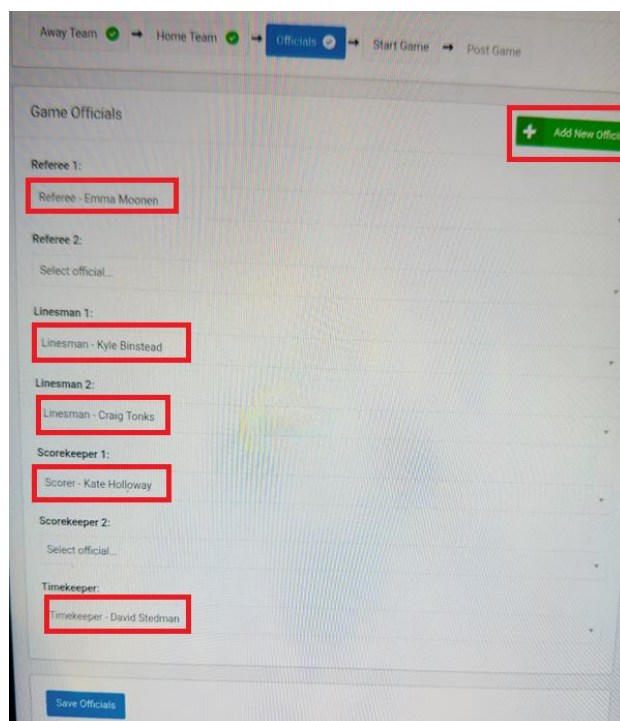
Enter the Names and Positions of the following positions:

- Referee
- Linesman x2
- Scorer
- Timekeeper

Note: The person doing the role must have the correct role before their name, or they will have to be entered as a new official. They may be listed as numerous roles. Ref/Linesman can both be listed as 'On Ice Official'

Using the drop-down menu, enter the person (with the correct position listed before) into the correct drop-down menu. If they are not listed in the current drop down list, click 'Add New Official' (top left). (Note: You will need their First Name, Surname and Position)

Once they are been added as a New Official, they can be selected from the drop-down menu for their role.



Repeat for each of the above positions.

Save (This will automatically open the next field – Start Game)

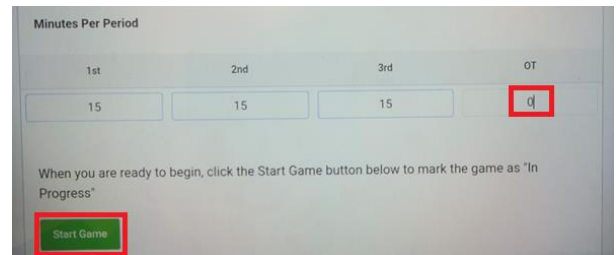
Start Game

Minutes Per Period

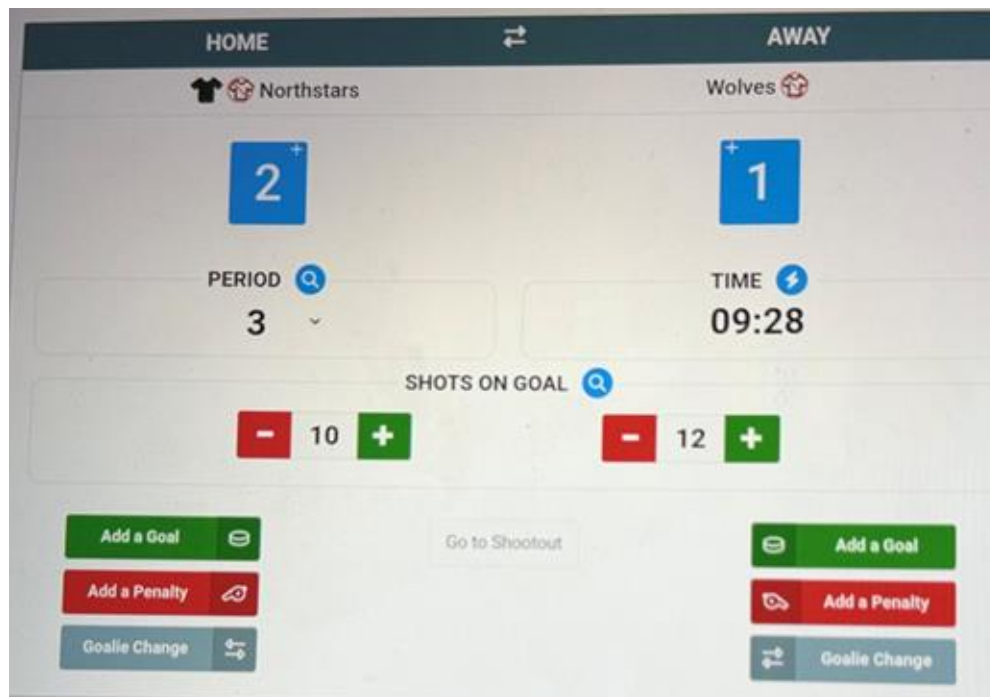
Before the Start Game of the game, you will need to enter the number of minutes per period


(Note: **Period 1-3 = 15 minutes, OT = 0 minutes**, noting that OT will need to be updated as it defaults to 5 minutes)

Once updated, Click 'Start Game'. The game screen will automatically appear.



Game Screen Overview/Layout



Note: Home v Away Team – you can switch which team is on left/right (i.e. home or away) using the  at the top of the screen between Home and Away.

Game points – shown in blue box at the top of the screen, it will automatically update when a goal is entered

Period Change (Left under points) used when moving to the next period -

NOTE reset time to 15:00 at same time, see below

Time (Right under points) used to show time of last goal/penalty and reset time back to 15:00 for start of new period. This is done at the same time as updating the period.

Add a Goal (Left or Right for Home v Away ****ensure you enter for the correct team****)

– click on the **Green** box to add a goal. A new window will appear to add info

Add a Penalty (Left or Right for Home v Away ****ensure you enter for the correct team****)


– click on the **Red** box to add a penalty. A new window will appear to add info

Change Goalies (Left or Right for Home v Away ****ensure you enter for the correct team****)

– click on the **Grey** box to change starting goalies. A new window will appear to add info

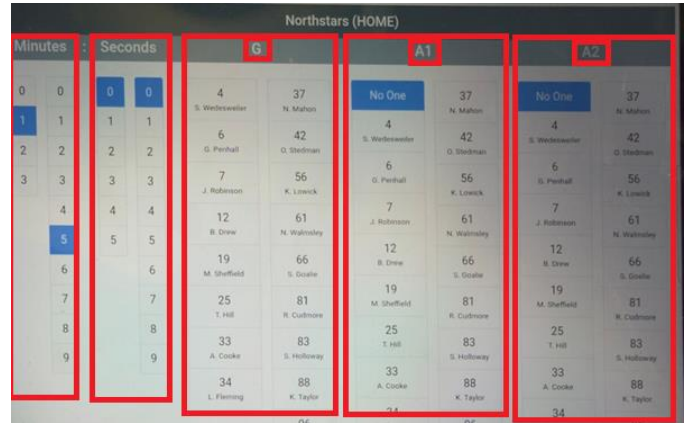
During the Game:

Adding a Goal


Click on 'Add a Goal'  for the correct team Home/Away. The goal screen will automatically appear.

Enter the time (MM:SS; Goal Player; Assist 1 Player; Assist 2 Player) Note the players names and numbers will both be listed

Note: A SOG will be added automatically if a goal is scored.



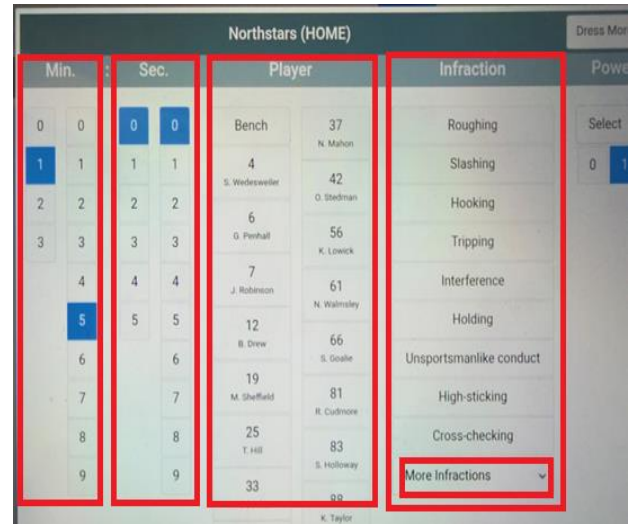
Adding a Penalty

Click on 'Add a Penalty'  for the correct team Home/Away. The penalty screen will automatically appear.

Enter the time (MM:SS; Player; Infraction/Penalty)

Note (time): the time is when the puck drops to restart play

Note (penalty): if it is not one of the main penalties listed, click on the 'more infractions' drop down menu and select the required penalty. You can press the first letter of the penalty to make it appear quicker.




AMENDMENT NOTE - All goals and penalties will appear at the bottom of the screen once entered for reference or for amending BEFORE closing off the game.

Update to Next Period

Period (Left under points) – use the down arrow next to the period number, update the period to the next period. The magnifying glass will allow you up update the period length setup at the beginning.

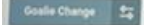


Time (Right under points) – click on the  next to Time, enter 15:00 (or required time) for a new period.



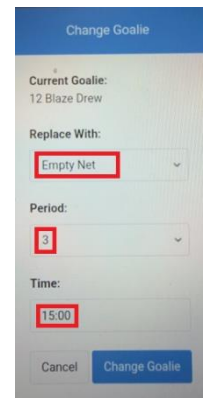
Goalie Change

(Left or Right for Home v Away **ensure you enter for the correct team**)

Click on the Grey box  to change goalies. This will automatically open the info screen, you need to enter the Goalie starting (Empty nest), period and time (when they step on the ice.) that the Goalies change so that all shots on goal are assigned to the correct goalie.

Note: write down number of shots on goal completed before the change, so that it can be checked on the 'Post Game Info screen'.

Click, 'Change Goalie' to save.

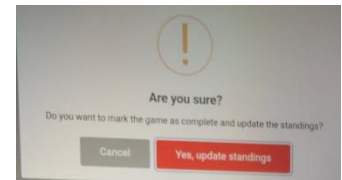


End of Game

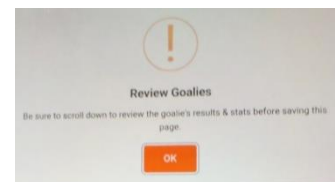
NOTE - All goals and penalties will appear at the bottom of the screen once entered for reference or for amending **BEFORE** closing off the game.

To finalise the game, scroll to the bottom of the page and click Complete.

A pop-up box will appear asking if you are sure you want to complete the game. Click 'Yes, update standings.'



A pop-up box will appear asking if you are sure you want to 'Review the goalies results and stats before saving'. Click 'OK'



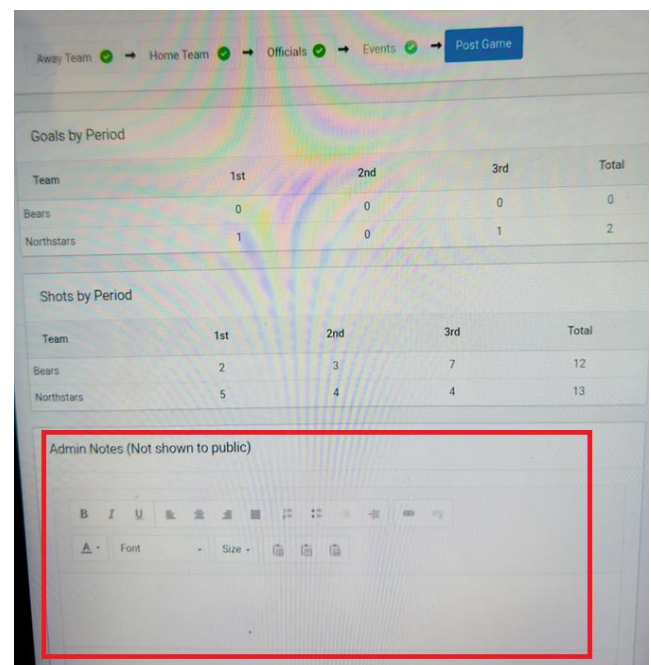
A new screen will appear to check Post Game info.

Scroll through to the area(s) required.

Goalies - Review the goalie times if the goalies swapped mid game, ensuring stats are correct.

Admin Notes – Enter any information regarding injuries, players sent off, Spare Player names (and number associated with the name) etc.

Scroll to the bottom of the screen once completed all required and click 'Save'



Team	1st	2nd	3rd	Total
Bears	0	0	0	0
Northstars	1	0	1	2

Team	1st	2nd	3rd	Total
Bears	2	3	7	12
Northstars	5	4	4	13

Important Info

P3 Stop Clock – stop clock in last 5 minutes of period 3, if within 5 points of each other.

Time Out – stop clock during time outs. 1x Stop Clock /Team/Game (45sec-1min – as decided by Ref)

Coincidental Penalties (one player from each team) – when 2 players go in from penalties at the same time, you DO NOT put time on the clock.

You record the penalty as per normal in the live scoring and then call the penalty box and make them aware of the penalty “finish” time.

They will release players once the time has lapsed AND the whistle has been blown to stop play.

NOTE: This is because the teams will already have five players on the ice, and releasing the players during play will provide an additional penalty of ‘Too Many Men’ on the ice.

Updating Goal Info – You can’t change a player (assist or goal), however you can add an assist before finalising the game.

Shots On Goal – It is only a shot on goal if a try would have been scored without goalie intervention. If the puck would have gone wide/high or was stopped by another player (regardless of if the goalie was pulled), it is NOT a shot on goal. Noting that a goal is automatically a shot on goal.