SAWHA GAME SHEET ENTRY CHEAT SHEET

LOGGING IN

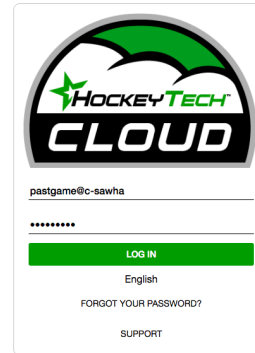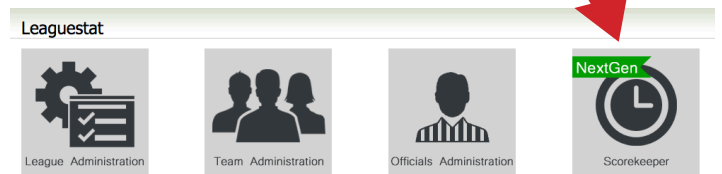https://lsadmin.hockeytech.com/login/
Login:
your team name@c-sawha *OR*
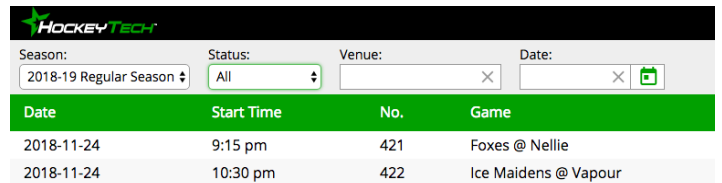pastgame@c-sawha
Password: Password1

If you are entering game stats on game day, use your individual team login that was set up for you. If you are entering stats after game day, use the generic post-game login.
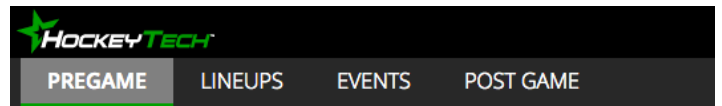
Go into the **Scorekeeper** function
If you don't see your game in the list, set the status to "Pre-Game." Click on your game – ignore the warning that pops up, press OK.
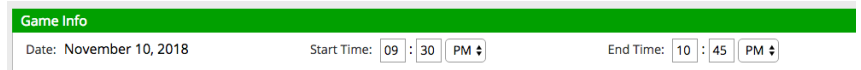
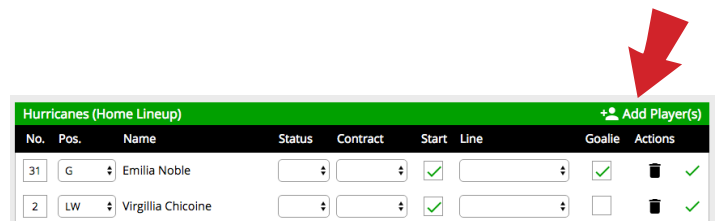Now you'll work through the tabs on the top left.

PREGAME
Game Info: Enter start time and end time.
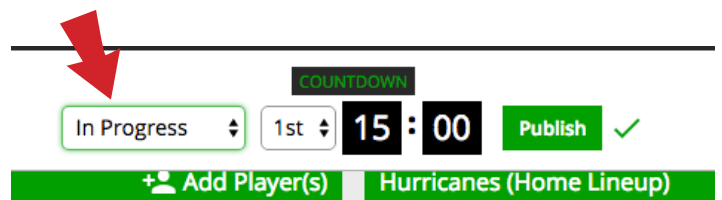
LINEUPS
Fill in the lineups for the Visiting and Home team by clicking "Add Player" and checking off ONLY the names on the game sheet. There must be one player designated as Goalie.
In the "Start" column, check off 5 skaters and a goalie for the starting lineup (doesn't matter who).

NOTE TO TEAMS: Please make an effort to have regular players' jersey numbers listed accurately in the system. It's a headache to input game sheets if your jersey numbers aren't listed. Instructions for this are at the end of this walkthrough.

Change the game status to "In Progress" to make the Events tab live.

EVENTS

This is where you fill out all the goals and penalties from the game.

Goals:

Click "Goal" button (in the centre).

Fill out Period and Time of goal.

Select which team scored, and select the scoring player and assist players.

Click save.

Repeat for each goal.

Penalties:

Click "Penalties" button (top right)

In the new window that pops up, click +Add Penalty (top right for each team)

Fill in Player, Served By (may be a different player if the offender was kicked out for a Major penalty, for example) and the offence. Ensure you choose the offense with the correct time severity next to it.

Ignore PP, PS, and Bench boxes.

Fill in when the player was OFF the ice.

You can click N/A for Start and On.

Click Save (bottom right).

Double-check you've input all the goals and penalties correctly.

POST GAME

In the Post-Game tab, change the game status to Unofficial Final. You're done.

TO UPDATE JERSEY NUMBERS

https://lsadmin.hockeytech.com/login/

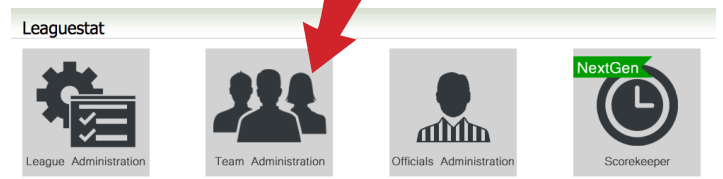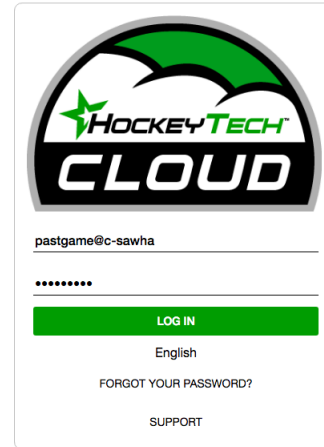**Login:**
pastgame@c-sawha
Password: Password1

Choose Team Administration

Click "Roster" in the left tab navigation, then "Roster Management."

Find your team in the drop-down tab.

Above the list to the right is the "Edit Mode" button, click that.

Update the jersey numbers in the left column, then press "Save All" (where the Edit Mode button used to be).