A. Login
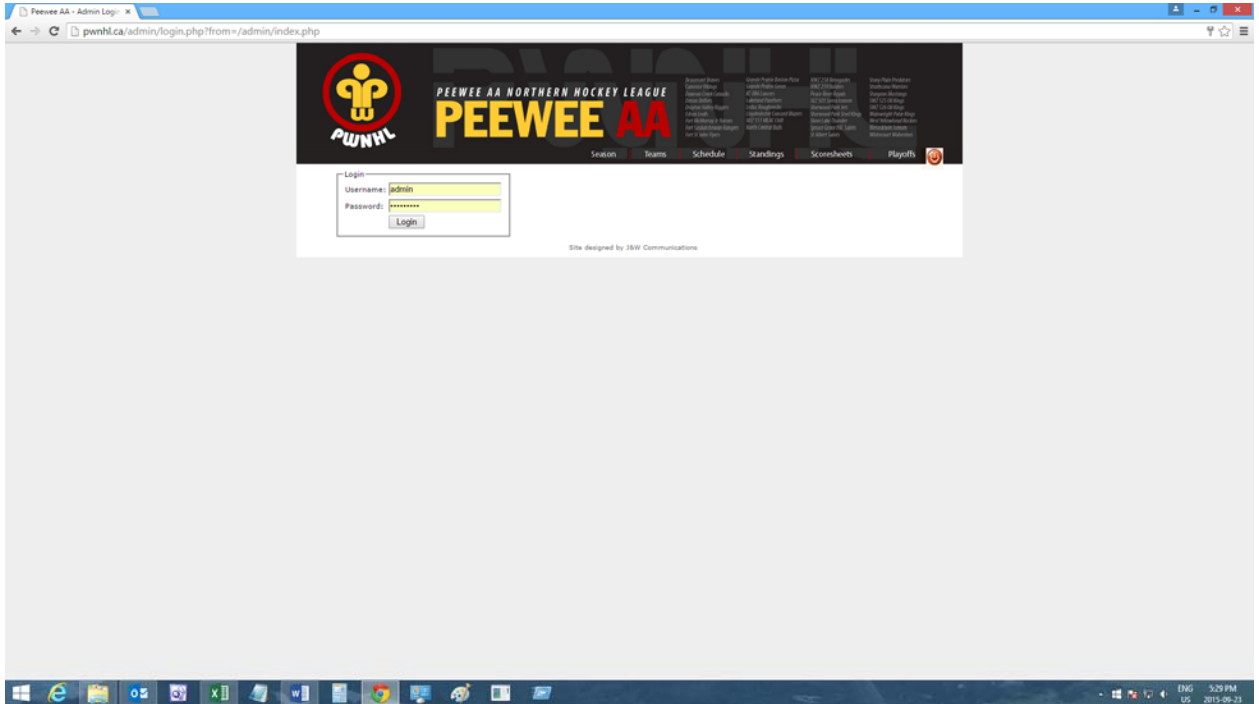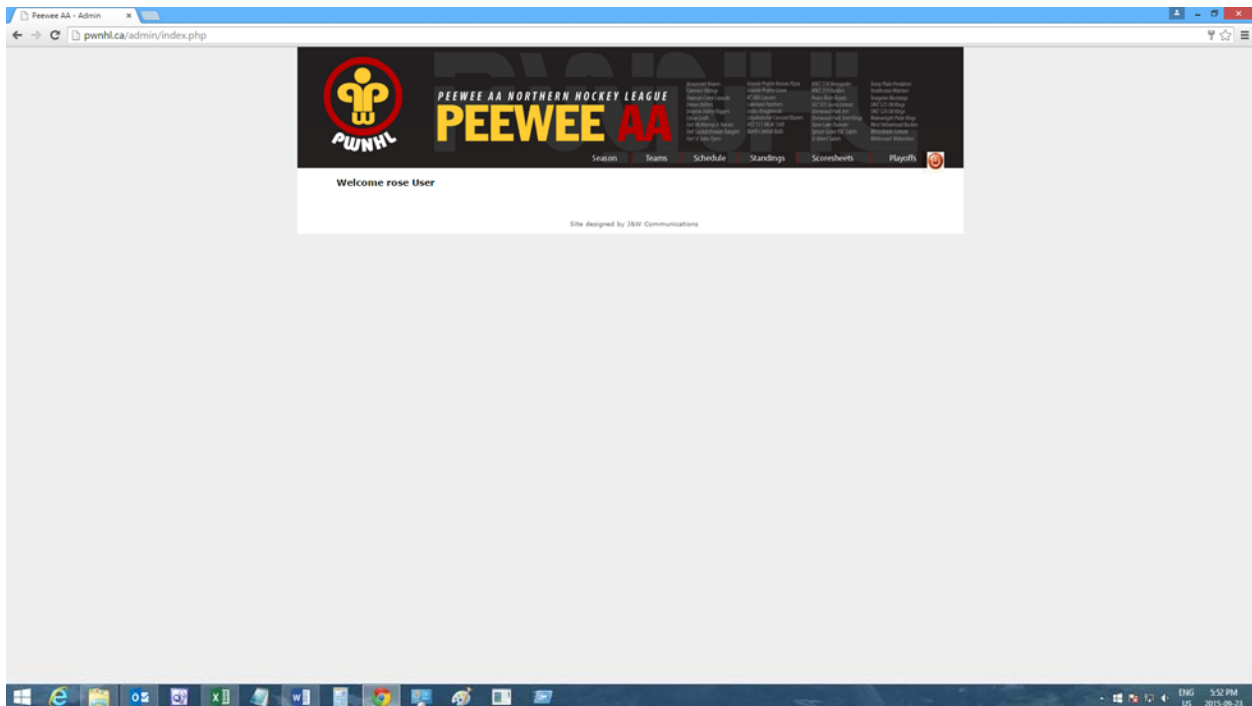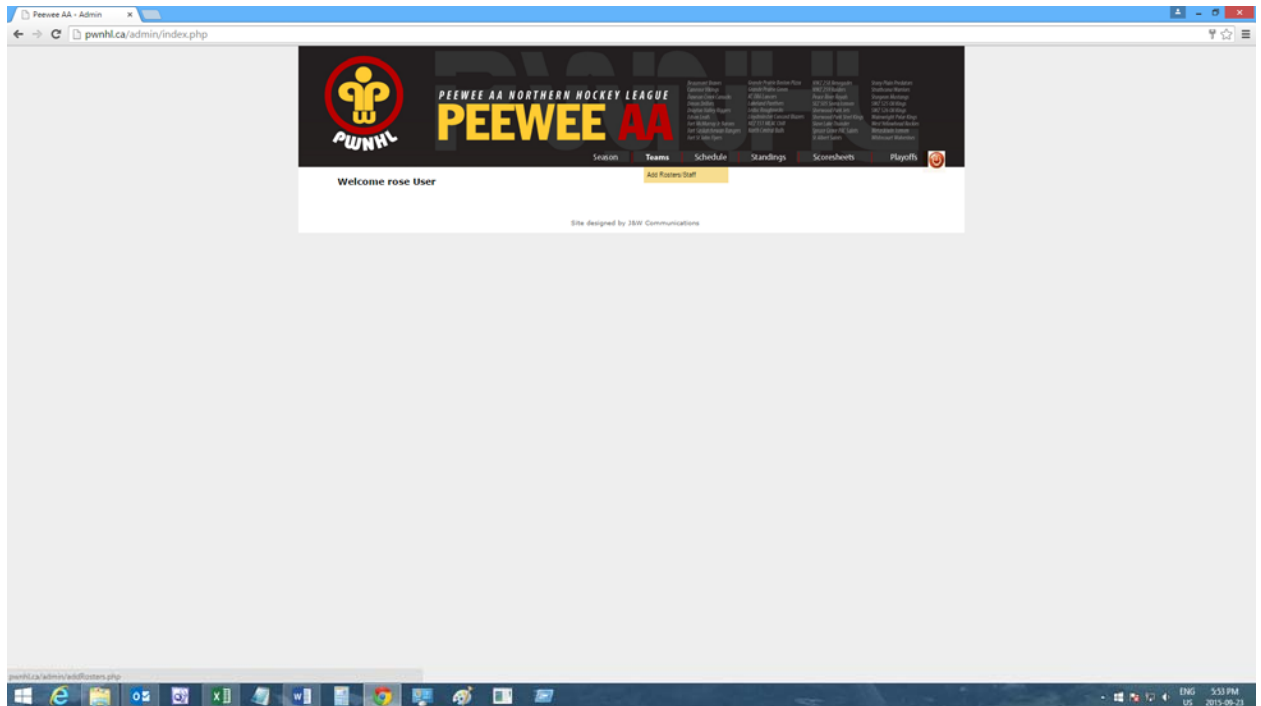

1. Enter the web site name with "/admin" after it. e.g.: http://www.pwnhl.ca/admin
2. Enter your id and password in the Login Box and press "Logon" button.

3. After validation a "Welcome" screen is displayed.

B. Add Rosters and Staff

4. Move mouse over "Teams" button on menu at the top of the page and select "Add Rosters/Staff".

5. "Rosters Management" page is displayed.

6. For each player on the team (including Affiliate Players (AP)) enter the following:

      a. # Field - enter sweater number
      b. Position field - select position from drop down list
      c. Firstname field - enter first name
      d. Lastname field - enter fast name
      e. Height field - enter height (optional). e.g. 5'11"
      f. Weight field - enter weight in lb (optional). e.g. 50
      g. Birth Year field - enter birth year not birth date. e.g. 1999
      h. Affiliate field - Select "YES" if player is an affiliate player otherwise select "NO"

You must enter the #, name and position or the roster will NOT be saved.

When entering the first and last name do **NOT** use all capital letters e.g. JOE HOCKEY.

Use the following e.g. Joe Hockey.

If the same sweater number is use by more than one player you must add a 100 to the sweater number for the second player and if a third player used the same number 200 must be added to the sweater number and so on. For e.g. player one is #6, second player to use #6 would be 106 and the third player would 206. Or if multiple sweater are used by one player you can assign him the number 100. The system matches by player name. Look at the last three players on the next screen for an example:
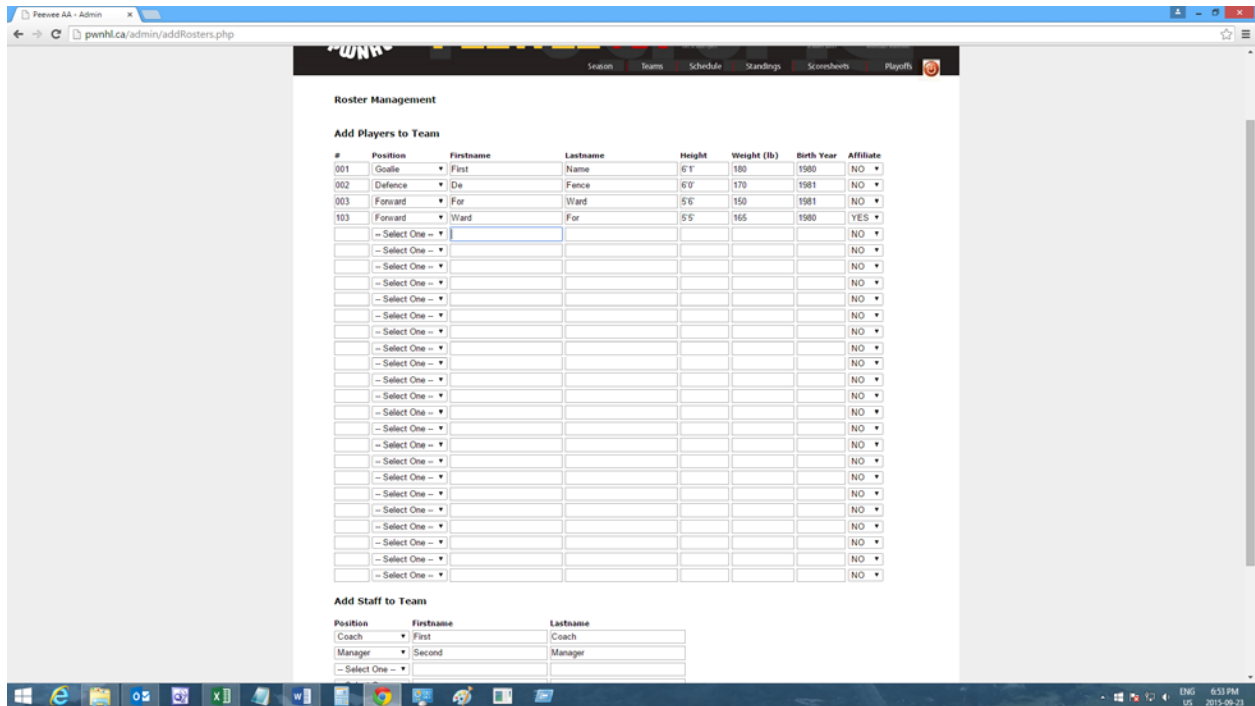
The 3 digit sweater number is for only entering the players to the roster for the first time. This is to distinguish between the same players using the same number.

7. For each member of the team staff, enter the following:
      a. Position field - Select position from drop down list
      b. Firstname field - First name
      c. Lastname field - Last name

8. Look over your entries and make and necessary corrections. Once one you are done click on "Save Roster" button.

When entering the first and last name do **NOT** use all capital letters e.g. JANE MANAGER.

Use the following e.g. Jane Manager.

Note: Once a player has been entered to the roster the player cannot be deleted. If the player is no longer on the team the only way to remove the player from the active roster is to change the player to an affiliate player.

** Don't forget to click on the "Save Roster" button after each change you make.

C. Add Game Sheet

9. Move mouse over "Schedule" button on menu at the top of the page and select "Scheduled Home Games".
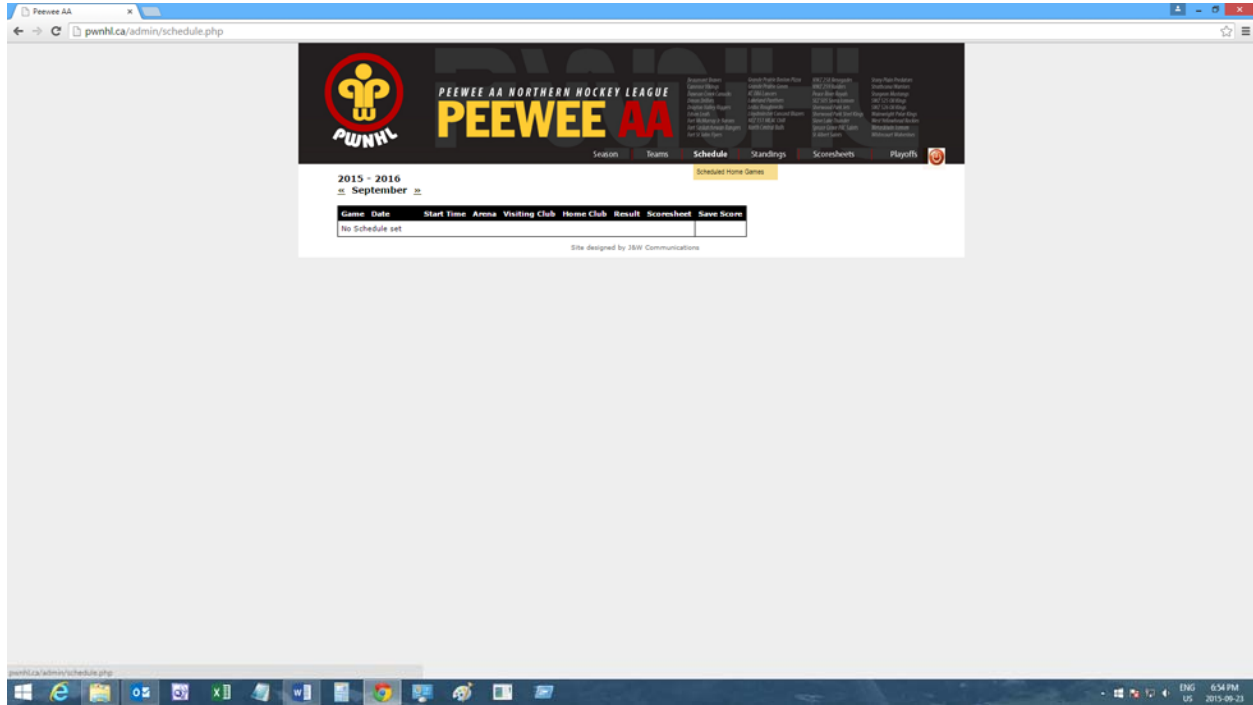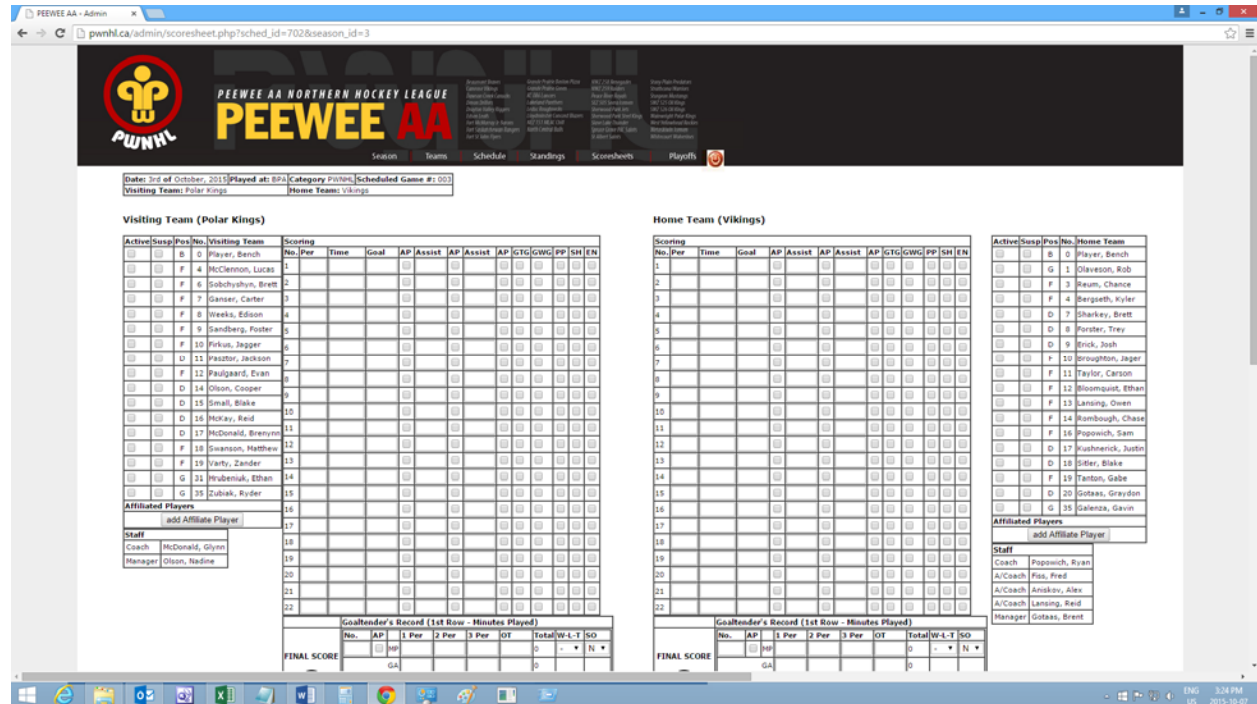

10. All the scheduled home games for your team for the current month will be displayed.

11. Click on the "Scoresheet" icon next to the game you wish to enter the game sheet for. It is CRITICAL that you select the correct game.

12. The best way to go from field to files is to use the "Tab" button.

13. The Gamesheet entry page will be displayed:

14. Check off all of the players that played in the game and add any Affiliate Players (AP) that played in the game that are not listed.

15. Enter the following information in the **Visitor Scoring** section:
   a. P field - Enter the period in which the goal is scored.
   b. Time field - Enter the time when the goal is scored. xx:xx
   c. Score field - Enter the player's number who scored the goal.
   d. First AP field - Check this box if the player who scored is an AP.
   e. First Assist field - Enter the player's number who has the first assist on the goal.
   f. Second AP field - Check this box if the player who had the first assist is an AP.
   g. Second Assist field - Enter the player's number who has the second assist on the goal.
   h. Third AP field - Check this box if the player who had the second assist is an AP.
   i. GTG field - Check this box if this is the game tying goal (this is done for both home and visiting teams).
   j. GWG field - Check this box if this is the game winning goal (this is done for only the winning team).
   The #0 is used for bench penalties.

16. Enter the following information in the **Visitor Goaltender's Record** section for the **Goaltender** who started the game:
1st Row is for Minutes Played (MP)
        a. No. field - Enter goaltenders number who started the game
        b. AP box - Check this box if the starting goaltender is an AP
        c. 1 Per. Field - Enter the number of minutes played in the first period
        d. 2 Per. Field - Enter the number of minutes played in the second period
        e. 3 Per. Field - Enter the number of minutes played in the third period
        f. O.T. - Enter the number of minutes played in the over time period
        g. Total field - Total will automatically calculate
        h. W-L-T - Select "W" if this was the winning goaltender, select "L" if this is the losing goaltender and select "T" if the game was a tie

2nd Row is for Goals Against (GA)
        i. 1 Per. Field - Enter the number of goals allowed in the first period
        j. 2 Per. Field - Enter the number of goals allowed in the second period
        k. 3 Per. Field - Enter the number of goals allowed in the third period
        l. O.T. - Enter the number of goals allowed in the over time period
        m. Total field - Total will automatically calculate

3rd Row is for Saves
        n. 1 Per. Field - Enter the number of saves made in the first period
        o. 2 Per. Field - Enter the number of saves made in the second period
        p. 3 Per. Field - Enter the number of saves made in the third period
        q. O.T. - Enter the number of saves made in the over time period
        r. Total field - Total will automatically calculate

17. Enter the following information in the **Visitor Goaltender's Record** section if a **Second goaltender** played in the game:

1st Row is for Minutes Played (MP)
        a. No. field - Enter second goaltenders number who started the game
        b. AP box - Check this box if the second goaltender is an AP
        c. 1 Per. Field - Enter the number of minutes played in the first period
        d. 2 Per. Field - Enter the number of minutes played in the second period
        e. 3 Per. Field - Enter the number of minutes played in the third period
        f. O.T. - Enter the number of minutes played in the over time period
        g. Total field - Total will automatically calculate
        h. W-L-T - Select W if this was the winning goaltender, L if this is the losing goaltender and T if the game was a tie

2nd Row is for Goals Against (GA)
        i. 1 Per. Field - Enter the number of goals allowed in the first period
        j. 2 Per. Field - Enter the number of goals allowed in the second period
        k. 3 Per. Field - Enter the number of goals allowed in the third period
        l. O.T. - Enter the number of goals allowed in the over time period
        m. Total field - Total will automatically calculate

3rd Row is for Saves
        n. 1 Per. Field - Enter the number of saves made in the first period
        o. 2 Per. Field - Enter the number of saves made in the second period
        p. 3 Per. Field - Enter the number of saves made in the third period
        q. O.T. - Enter the number of saves made in the over time period
        r. Total field - Total will automatically calculate
        e.g. Game sheet under Goaltender's Record

1st Row - MP (Minutes Played)
1st - 2nd - 3rd - Total - W-L-T
20 - 20 - 20 - 60 - W

2nd Row - GA (Goals Against)
1st - 2nd - 3rd – Total
2 - 1 - 3 - 6

3rd Row – Saves
1st - 2nd - 3rd – Total
11 - 10 - 2 – 23
Saves are minus the GA.

Click "Save Scoresheet" at the bottom of the page.

18. Enter the following information in the **Visitor Penalties** section for all penalties for the visiting team:
    a. Per. Field - Enter the period in which the penalty occurred
    b. No. field - Enter the sweater number of the player accessed the penalty
    c. First AP field - Check this box if the player accessed the penalty is an Affiliate player
    d. Serv. Field - Enter the sweater number of the player if the penalty was served by another player
    e. Second AP field - Check this box if the player serving the penalty is an Affiliate player
    f. Offence box - Select the type of penalty from the dropdown list
    g. Min. field - Enter the length of the penalty
    h. Off field - Enter the time of the penalty
    i. Start field - Enter the time the penalty started
    j. On field - Enter the time the player they left the penalty box

Click "Save Scoresheet" at the bottom of the page.

Note: You should SAVE your work after each section is entered to be on the safe side so you don't lose any of the information you entered.

D. Add Home Team Information
Repeat the above procedure for the Home team.

Don't forget to "Save the Scoresheet"