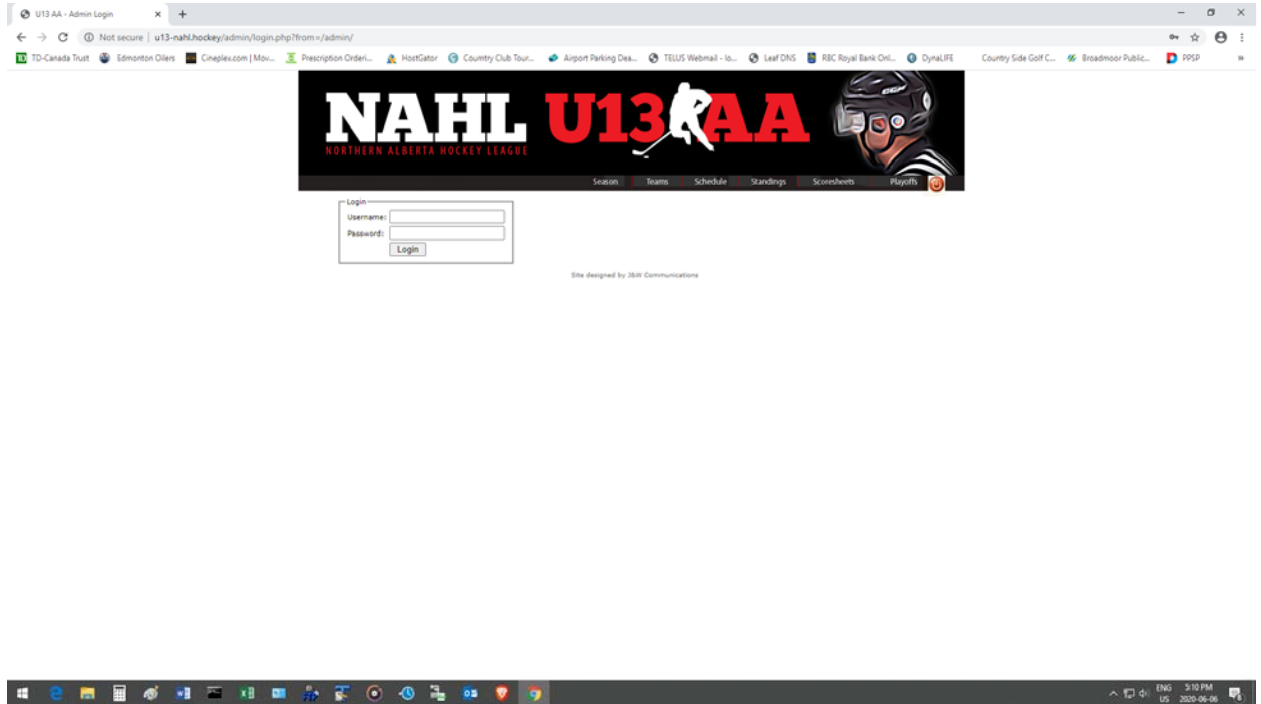
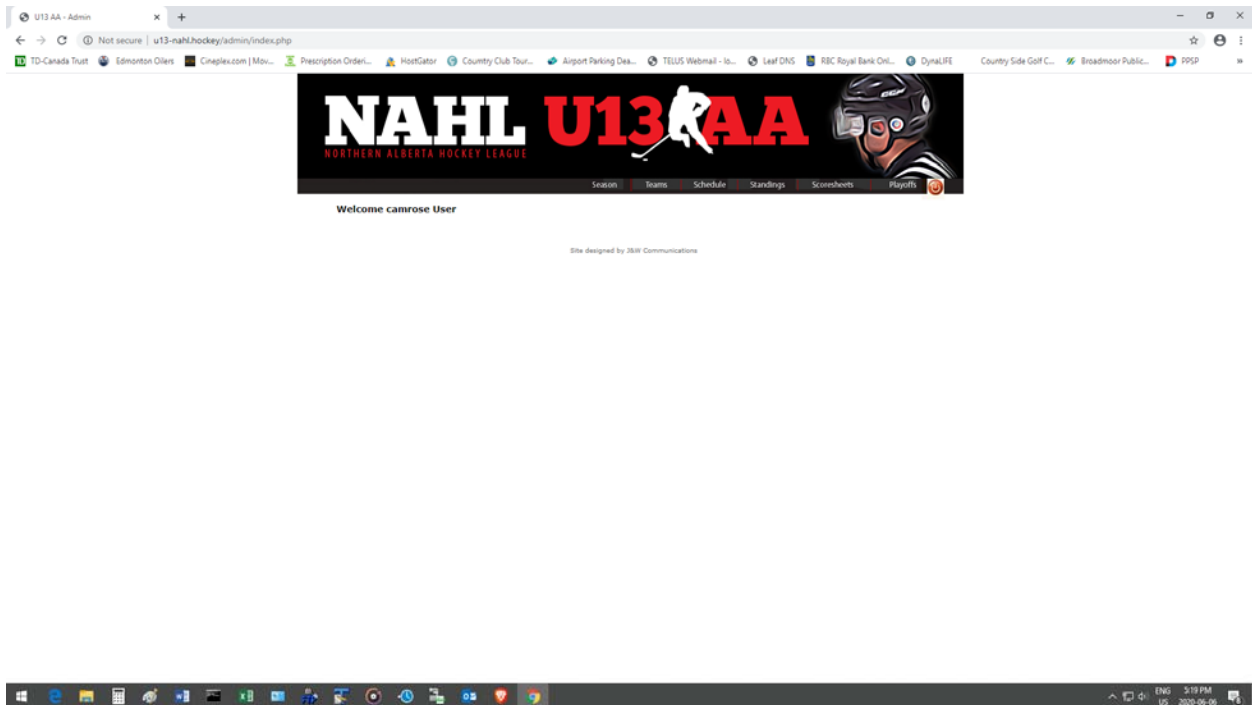


## A. Login



1. Enter the web site name with “/admin” after it. e.g.: `http://www.u13-nahl.hockey/admin`
2. Enter your id and password in the Login Box and press “Logon” button.
3. After validation a “Welcome” screen 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 #7, second player to use #7 would be 107 and the third player would 207. 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:

#	Position	Firstname	Lastname	Height	Weight (lb)	Birth Year	Affiliate
20	Forward	Ethan	Allen	5'3"	100	2007	NO
19	Forward	Brodie	Banack	5'4"	100	2007	NO
3	Defence	Carter	Crough	5'7"	125	2007	NO
4	Defence	Eastyn	Dimond	5'2"	100	2007	NO
35	Goalie	Ethan	Edwards	5'6"	107	2007	NO
5	Forward	Curtez	Groox	5'1"	100	2007	NO
15	Forward	Matthew	Grant	4'11"	90	2008	NO
16	Forward	Tristan	Park	5'3"	102	2007	NO
10	Defence	Drew	Patiot	5'4"	105	2007	NO
8	Defence	Garnet	Rapson	5'6"	113	2007	NO
18	Forward	Tanner	Sheets	5'3"	109	2007	NO
17	Defence	Keegan	Spath	4'10"	82	2007	NO
7	Forward	Justus	Sveinbjornson	5'0"	80	2008	NO
107	Defence	Heath	Thiessen	5'2"	100	2007	NO
207	Forward	Hayden	Thomson	4'8"	84	2007	NO
1	Goalie	Elijah	Trea	4'9"	92	2008	NO
307	Forward	Rowan	Williams	5'6"	105	2007	NO
	-- Select One --						NO
	-- Select One --						NO
	-- Select One --						NO
	-- Select One --						NO
	-- Select One --						NO
	-- Select One --						NO
	-- Select One --						NO
	-- Select One --						NO

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 any necessary corrections. Once 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**.

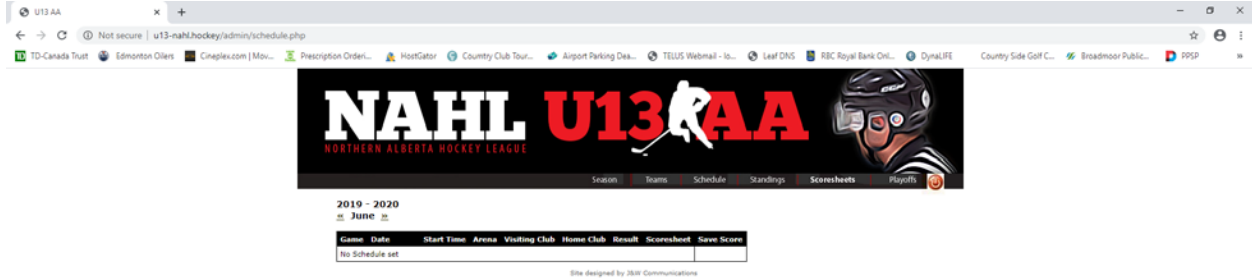
Use the following e.g. **Jane Manager**.

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”.

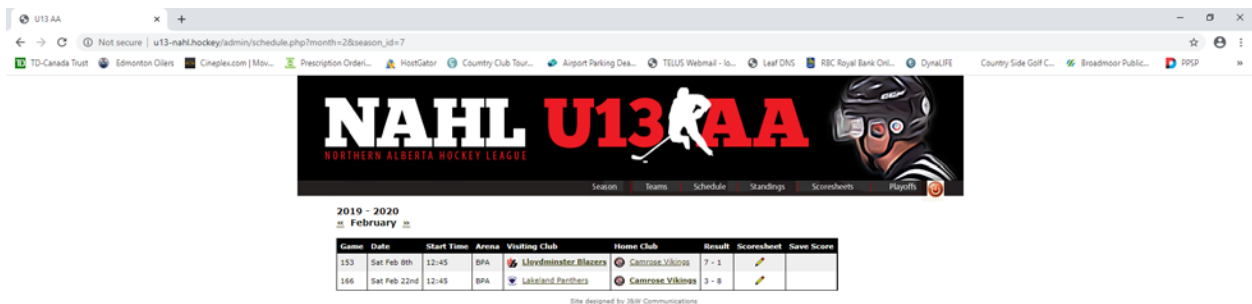


The screenshot shows a web browser window with the URL `u13-nahl.hockey/admin/schedule.php`. The page features a header for the Northern Alberta Hockey League (NAHL) U13 AA. Below the header, there is a navigation menu with options: Season, Teams, Schedule, Standings, Scoresheets, and Playoffs. The main content area displays the current season as 2019-2020 and the month as June. A table is shown with the following structure:

Game	Date	Start Time	Arena	Visiting Club	Home Club	Result	Scoresheet	Save Score
No Schedule set								

At the bottom of the page, it says "Site designed by 36W Communications".

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



The screenshot shows the same website as above, but with the URL `u13-nahl.hockey/admin/schedule.php?month=20&season_id=7`. The navigation menu is highlighted, and the main content area displays the current month as February. The table now contains two rows of scheduled games:

Game	Date	Start Time	Arena	Visiting Club	Home Club	Result	Scoresheet	Save Score
153	Sat Feb 08th	12:45	BPA	Lloydminster Blazers	Camrose Vikings	7 - 1		
156	Sat Feb 22nd	12:45	BPA	Lakeland Panthers	Camrose Vikings	3 - 6		

At the bottom of the page, it says "Site designed by 36W Communications".

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:

The screenshot shows the NAHL U13 AA Scoresheet entry page. At the top, there is a navigation bar with links for Search, Teams, Schedule, Standings, Scoresheets, and Playoffs. Below this, the game details are displayed: Date: 08th of February, 2020; Played at: BPA; Category: U13-NAHL; Scheduled Game #: 133; Visiting Team: Blazers; Home Team: Vikings.

The page is divided into two main sections: Visiting Team (Blazers) and Home Team (Vikings). Each section contains a table for player statistics and a section for affiliated players.

**Visiting Team (Blazers) Scoring Table:**

Active	Susp	Pos	No.	Visiting Team	No.	Per	Time	Goal	AP	Assist	AP	Assist	AP	GTG	GWG	PP	SH	EN	
<input type="checkbox"/>	<input type="checkbox"/>	B	0	Player, Bench	1	1	10:19	19	<input type="checkbox"/>	10	3								
<input type="checkbox"/>	<input type="checkbox"/>	D	3	Andersen, Nix	2	1	6:42	23	<input type="checkbox"/>	24									
<input checked="" type="checkbox"/>	<input type="checkbox"/>	D	5	Pellicciari, Matthew	3	1	3:04	19	<input type="checkbox"/>										
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	7	Mavridis, Theo	4	1	1:00	13	<input type="checkbox"/>	18									
<input checked="" type="checkbox"/>	<input type="checkbox"/>	D	8	Gamble, Brady	5	2	16:23	16	<input type="checkbox"/>	6									
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	10	Purkin, Coah	6	2	12:17	19	<input type="checkbox"/>	7									
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	11	Fendret, Koen	7	3	0:10	13	<input type="checkbox"/>	10									
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	13	Weglin, William	8														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	14	Walker, Owen	9														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	16	Foster, Aiden	10														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	D	17	Romanchuk, Rhett	11														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	D	18	Hill, Alex	12														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	19	Hines, Cole	13														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	22	Schmidt, Jace	14														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	23	Kelly, Cole	15														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	D	24	Oborowsky, Ryan	16														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	G	35	Zwiers, Malakai	17														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	G	70	Light, Luke	18														

**Home Team (Vikings) Scoring Table:**

Active	Susp	Pos	No.	Home Team	No.	Per	Time	Goal	AP	Assist	AP	Assist	AP	GTG	GWG	PP	SH	EN	
<input type="checkbox"/>	<input type="checkbox"/>	B	0	Player, Bench	1	2	1:33	19	<input type="checkbox"/>										
<input checked="" type="checkbox"/>	<input type="checkbox"/>	G	1	Trea, Elijah	2														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	D	3	Crough, Carter	3														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	D	4	Diamond, Eastyn	4														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	5	Giroux, Curtis	5														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	D	7	Whicacox, mouth	6														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	D	8	Rapson, Garret	7														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	D	10	Petot, Drew	8														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	11	Sveinbjornsson, Justak	9														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	12	Thompson, Hayden	10														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	14	Williams, Rowan	11														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	15	Grant, Matthew	12														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	16	Park, Tristan	13														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	D	17	Speith, Keegan	14														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	18	Sheets, Tanner	15														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	19	Banack, Brodie	16														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	20	Allen, Ethan	17														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	G	35	Edwards, Ethan	18														

At the bottom of each section, there is a "Goalender's Record (1st Row - Minutes Played)" table with columns for No., AP, 1 Per, 2 Per, 3 Per, OT, and Total W-L-T SO.

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:
- P field - Enter the period in which the goal is scored.
  - Time field - Enter the time when the goal is scored. xx:xx
  - Score field - Enter the player's number who scored the goal.
  - First AP field - Check this box if the player who scored is an AP.
  - First Assist field - Enter the player's number who has the first assist on the goal.
  - Second AP field - Check this box if the player who had the first assist is an AP.
  - Second Assist field - Enter the player's number who has the second assist on the goal.
  - Third AP field - Check this box if the player who had the second assist is an AP.
  - GTG field - Check this box if this is the game tying goal (this is done for both home and visiting teams).
  - 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:

1<sup>st</sup> 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

2<sup>nd</sup> 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

3<sup>rd</sup> 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:

1<sup>st</sup> 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

2<sup>nd</sup> 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

3<sup>rd</sup> 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:
- Per. Field - Enter the period in which the penalty occurred
  - No. field - Enter the sweater number of the player accessed the penalty
  - First AP field - Check this box if the player accessed the penalty is an Affiliate player
  - Serv. Field - Enter the sweater number of the player if the penalty was served by another player
  - Second AP field - Check this box if the player serving the penalty is an Affiliate player
  - Offence box - Select the type of penalty from the dropdown list
  - Min. field - Enter the length of the penalty
  - Off field - Enter the time of the penalty
  - Start field - Enter the time the penalty started
  - 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"**