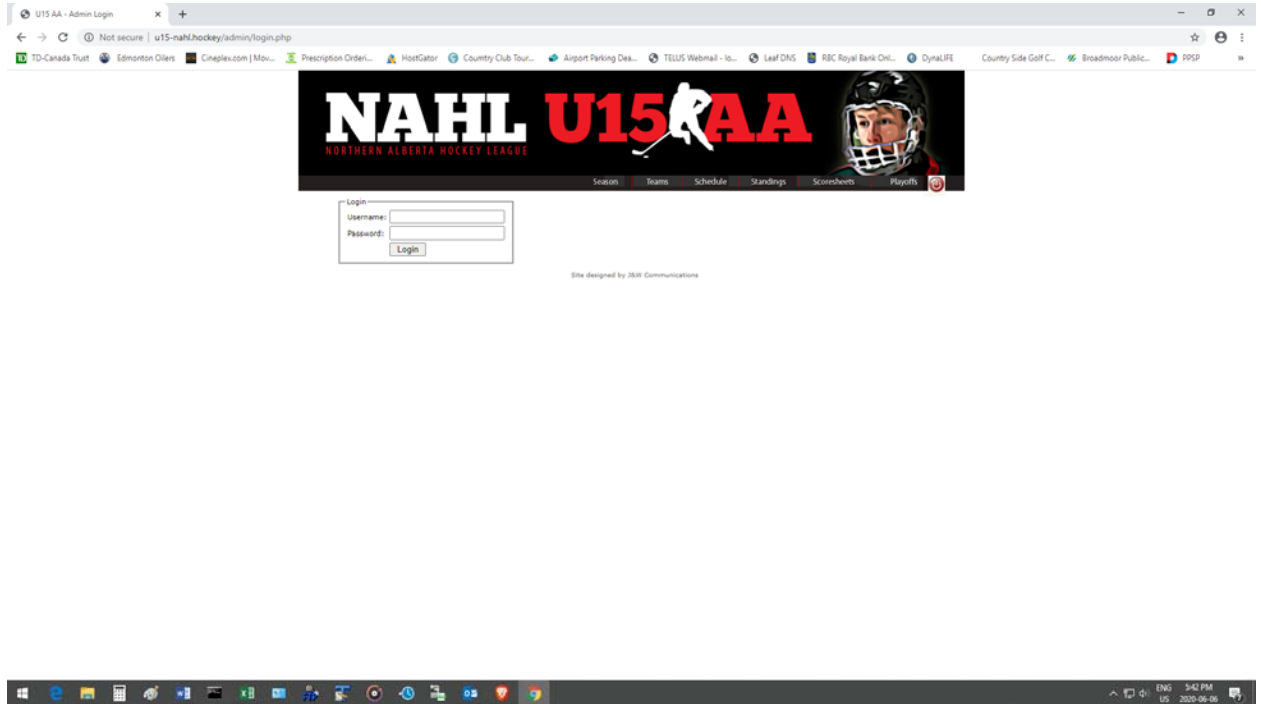
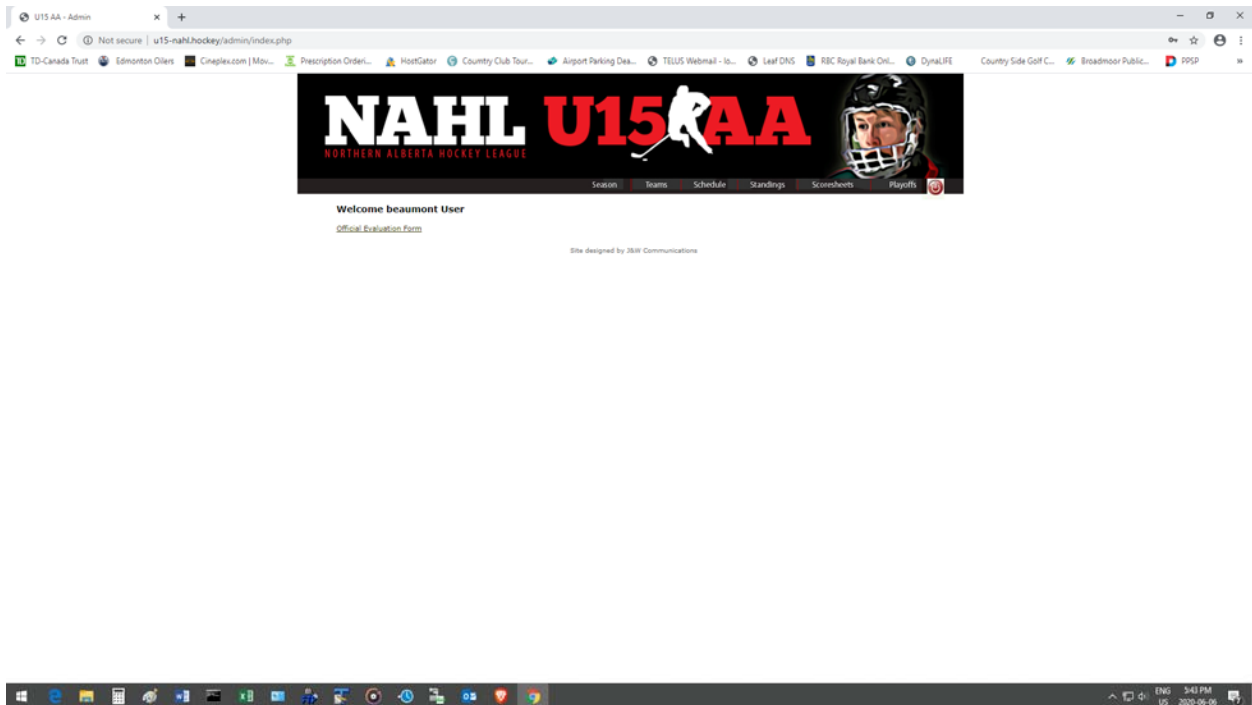


A. Login

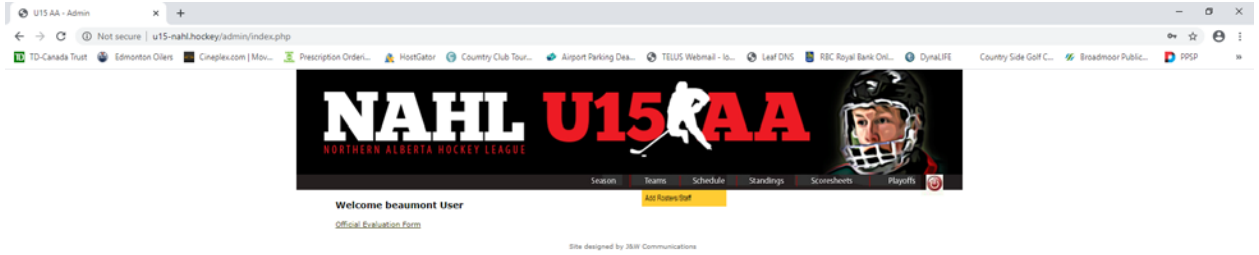


1. Enter the web site name with "/admin" after it. e.g.: <http://www.u15-naHL.hockey/admin>
2. Enter your id and password in the Login Box and press "Logon" button.
3. After validation a "Welcome" screen is displayed.

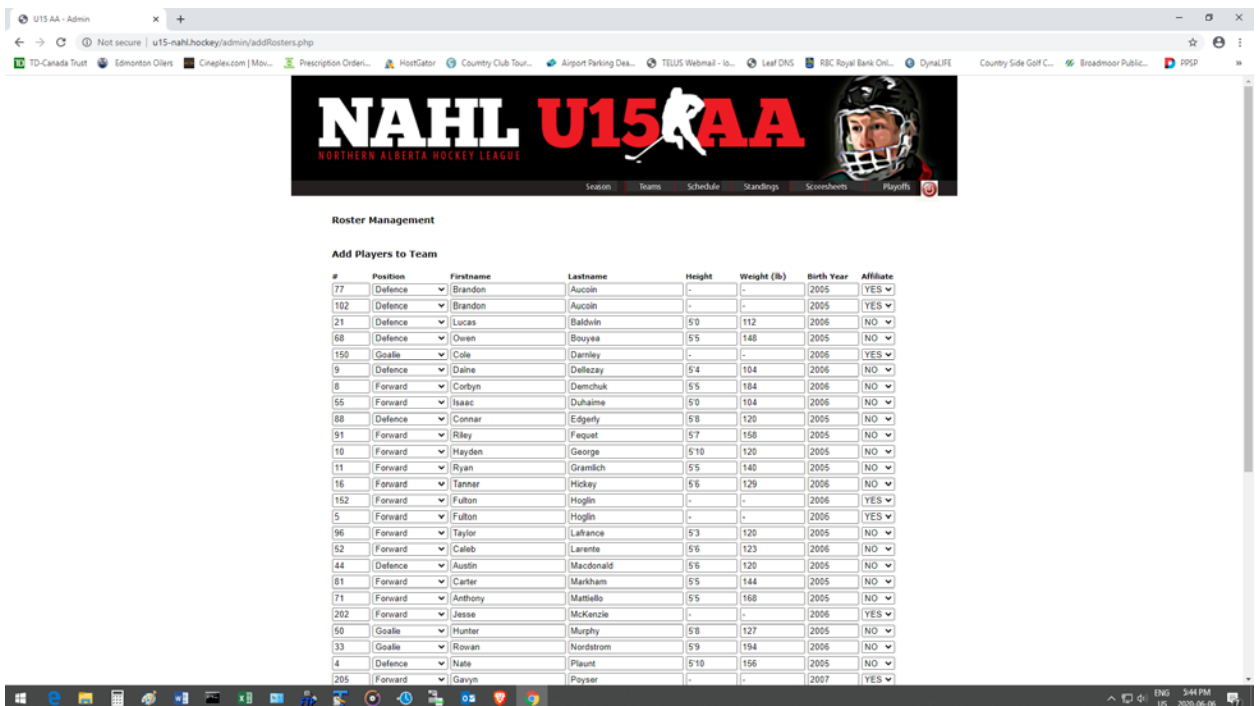


B. Add Rosters and Staff

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:

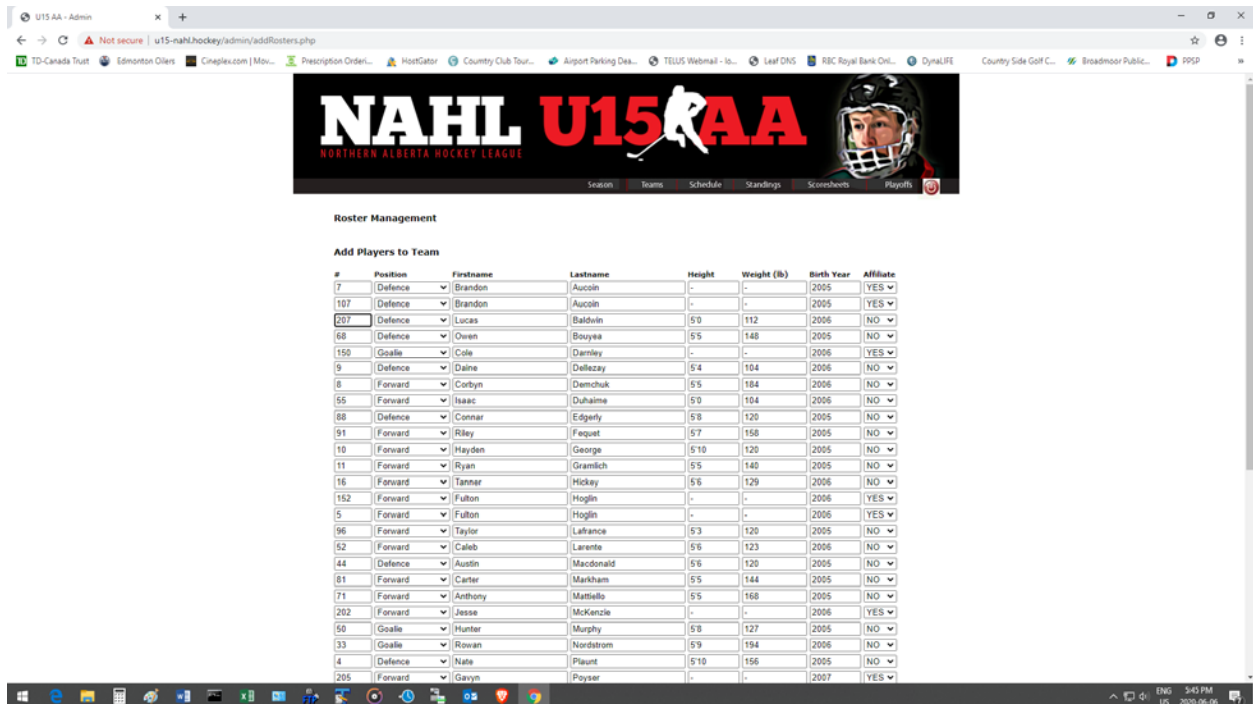
- a. # Field - enter sweater number
- b. Position field - select position from drop down list
- c. Firstname field - enter first name
- d. Lastname field - enter fast name
- e. Height field - enter height (optional). e.g. 5'11"
- f. Weight field - enter weight in lb (optional). e.g. 50
- g. Birth Year 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 #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 first three players on the next screen for an example:



The screenshot shows the NAHL U15 AA Roster Management page. The page title is "NAHL U15 AA" with the subtitle "NORTHERN ALBERTA HOCKEY LEAGUE". Below the title is a navigation menu with links for "Season", "Teams", "Schedule", "Standings", "Screenshots", and "Playoffs". The main content area is titled "Roster Management" and contains a section "Add Players to Team". This section displays a table of players with the following columns: #, Position, Firstname, Lastname, Height, Weight (lb), Birth Year, and Affiliate. The table lists 30 players, with the first three rows showing examples of the same player name with different sweater numbers: #7, #107, and #207, all named Brandon Aucoin, all in the Defence position, all born in 2005, and all marked as YES for Affiliate.

#	Position	Firstname	Lastname	Height	Weight (lb)	Birth Year	Affiliate
7	Defence	Brandon	Aucoin	-	-	2005	YES
107	Defence	Brandon	Aucoin	-	-	2005	YES
207	Defence	Lucas	Baldwin	50	112	2006	NO
68	Defence	Owen	Bouyea	55	148	2005	NO
150	Goalie	Cole	Darnley	-	-	2006	YES
9	Defence	Daine	Dellezay	54	104	2006	NO
8	Forward	Corbyn	Demchuk	55	184	2006	NO
55	Forward	Isaac	Duhalme	50	104	2006	NO
88	Defence	Connor	Edgerly	58	120	2005	NO
91	Forward	Riley	Faquet	57	158	2005	NO
10	Forward	Hayden	George	510	120	2005	NO
11	Forward	Ryan	Gramlich	55	140	2005	NO
16	Forward	Tanner	Hickey	56	129	2006	NO
152	Forward	Fulton	Hoglin	-	-	2006	YES
5	Forward	Fulton	Hoglin	-	-	2006	YES
96	Forward	Taylor	Lafance	53	120	2005	NO
52	Forward	Caleb	Larente	56	123	2006	NO
44	Defence	Austin	Mackdonald	56	120	2005	NO
81	Forward	Carter	Markham	55	144	2005	NO
71	Forward	Anthony	Mattielo	55	168	2005	NO
202	Forward	Jesse	McKenzie	-	-	2006	YES
50	Goalie	Hunter	Murphy	58	127	2005	NO
33	Goalie	Rowan	Nordstrom	59	194	2006	NO
4	Defence	Nate	Pisart	510	156	2005	NO
205	Forward	Gavin	Poyser	-	-	2007	YES

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**.

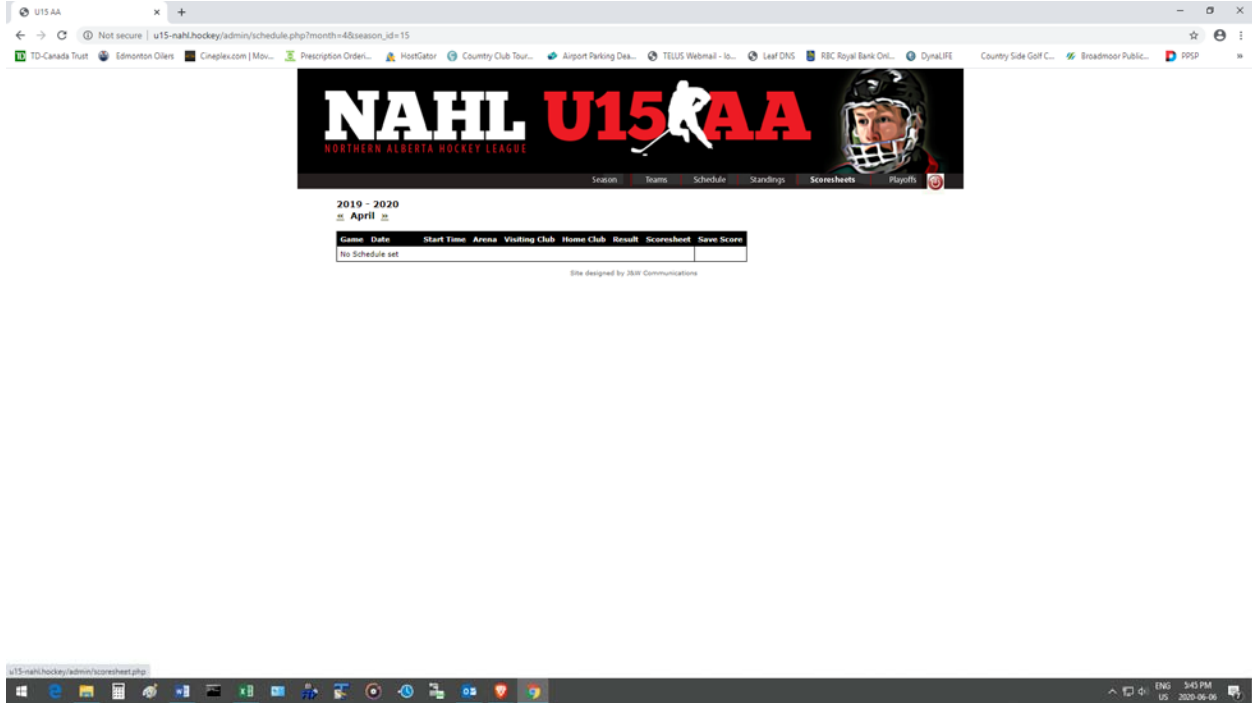
Use the following e.g. **Jane Manager**.

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

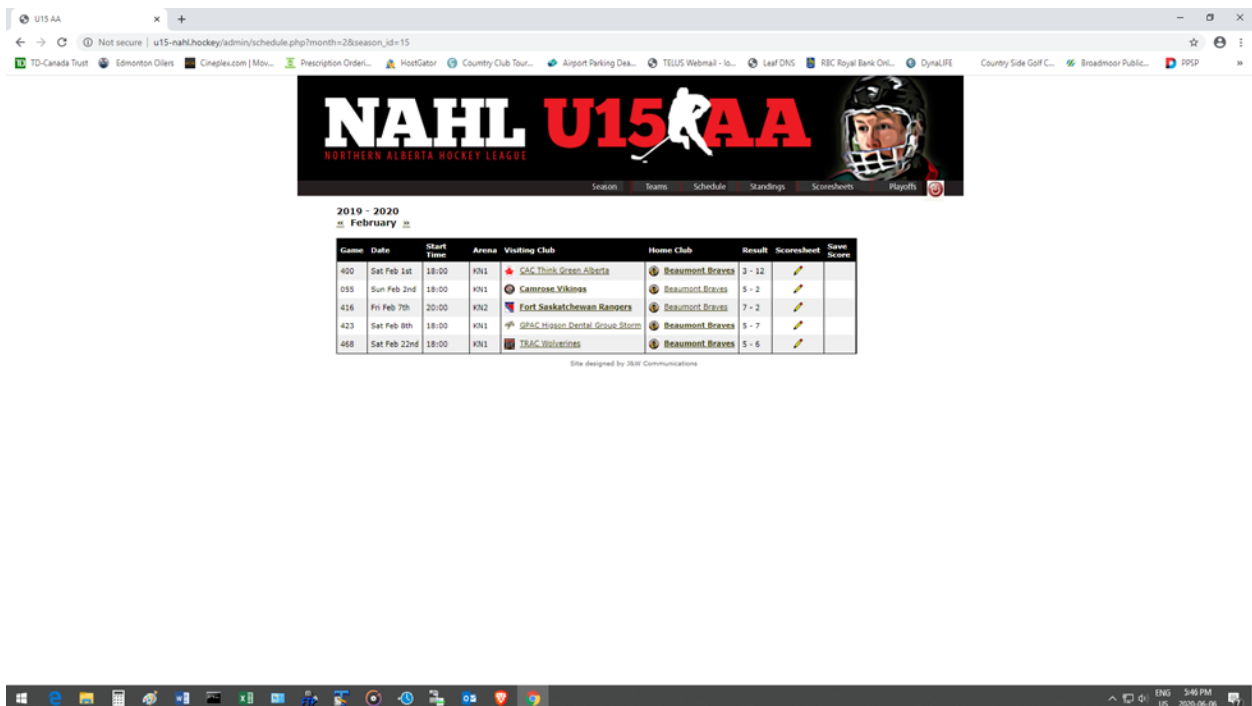
9. Move mouse over “Schedule” button on menu at the top of the page and select “Scheduled Home Games”.



The screenshot shows a web browser window with the URL `u15-naHL.hockey/admin/schedule.php?month=4&season_id=15`. The page header features the NAHL U15 AA logo and a navigation menu with options: Season, Teams, Schedule, Standings, Score sheets, and Playoffs. Below the menu, the current month is set to April 2020. A table with the following columns is displayed: Game, Date, Start Time, Arena, Visiting Club, Home Club, Result, Score sheet, and Save Score. The table contains one row with the text "No Schedule set".

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

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



The screenshot shows the same website but with the month set to February 2020. The table now displays five scheduled home games for the team, Beaumont Braves.

Game	Date	Start Time	Arena	Visiting Club	Home Club	Result	Score sheet	Save Score
400	Sat Feb 1st	18:00	KN1	C&C Think Green Alberta	Beaumont Braves	3 - 12		
055	Sun Feb 2nd	18:00	KN1	Camrose Vikings	Beaumont Braves	5 - 2		
416	Fri Feb 7th	20:00	KN2	Fort Saskatchewan Rangers	Beaumont Braves	7 - 2		
423	Sat Feb 8th	18:00	KN1	GH&C Hison Dental Group Storm	Beaumont Braves	5 - 7		
468	Sat Feb 22nd	18:00	KN1	TRAC Wolves	Beaumont Braves	5 - 6		

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 U15 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: 1st of February, 2020; Played at: KNA; Category: U15-Nahm; Scheduled Game #: 400; Visiting Team: Think Green Alberta; Home Team: Braves.

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

Visiting Team (Think Green Alberta) Scoring Table:

Active	Susp	Pos	No.	Visiting Team	Scoring
<input type="checkbox"/>	<input type="checkbox"/>	B	0	Plaves, Bench	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	G	1	Tetreault, Alexander	1 1 7:30 19 5 8
<input type="checkbox"/>	<input type="checkbox"/>	D	3	Corbett, Jacob	2 3 9:04 9
<input type="checkbox"/>	<input type="checkbox"/>	D	4	Undershte, Owen	3 3 6:00 12 9 10
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	5	Gray, Mikal	4
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	6	Phoorman, Brandon	5
<input checked="" type="checkbox"/>	<input type="checkbox"/>	D	7	Lee, Max	6
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	8	Hoff-Taylor, Gabriel	7
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	9	Cannon, Jacob	8
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	10	Stanford, Aidan	9
<input checked="" type="checkbox"/>	<input type="checkbox"/>	D	11	Bulmes, Zachary	10
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	12	Wong, Jack	11
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	14	Wilmington, Hayden	12
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	15	Fuhr, Lander	13
<input checked="" type="checkbox"/>	<input type="checkbox"/>	D	17	Loeffler, Xander	14
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	18	Luo, Keenan	15
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	19	Ibadi, Lucas	16
<input checked="" type="checkbox"/>	<input type="checkbox"/>	D	20	Beuselein, Carter	17
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	21	de Leon, Liam	18
<input checked="" type="checkbox"/>	<input type="checkbox"/>	G	31	Lockman, Tyler	19

Home Team (Braves) Scoring Table:

No.	Per	Time	Goal	AP	Assist	AP	Assist	AP	GTG	GWG	PP	SH	EN
1	1	4:40	16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	1	3:10	55	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	2	18:56	55	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	2	18:11	81	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	2	17:24	68	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	2	11:00	81	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	2	10:30	81	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	3	19:33	91	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	3	18:05	96	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	3	8:24	71	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	3	3:52	81	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	3	3:11	71	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Goalkeeper's Record (1st Row - Minutes Played):

No.	AP	1 Per	2 Per	3 Per	OT	Total	W-L-T-SO
1	<input type="checkbox"/>	PP	20	10	12	0	42 L W N
GA	2	5	3			10	

Home Team Goalkeeper's Record (1st Row - Minutes Played):

No.	AP	1 Per	2 Per	3 Per	OT	Total	W-L-T-SO
50	<input type="checkbox"/>	PP	20	20	0	60	W N
GA	1	0	2	0	0	3	

The page also includes sections for Affiliated Players and Staff. The Affiliated Players section lists players like Dreem, Renee; Chad, Noah; and Dumate, Preston. The Staff section lists Coach Lentz, Kevin.

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:

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:
- 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"