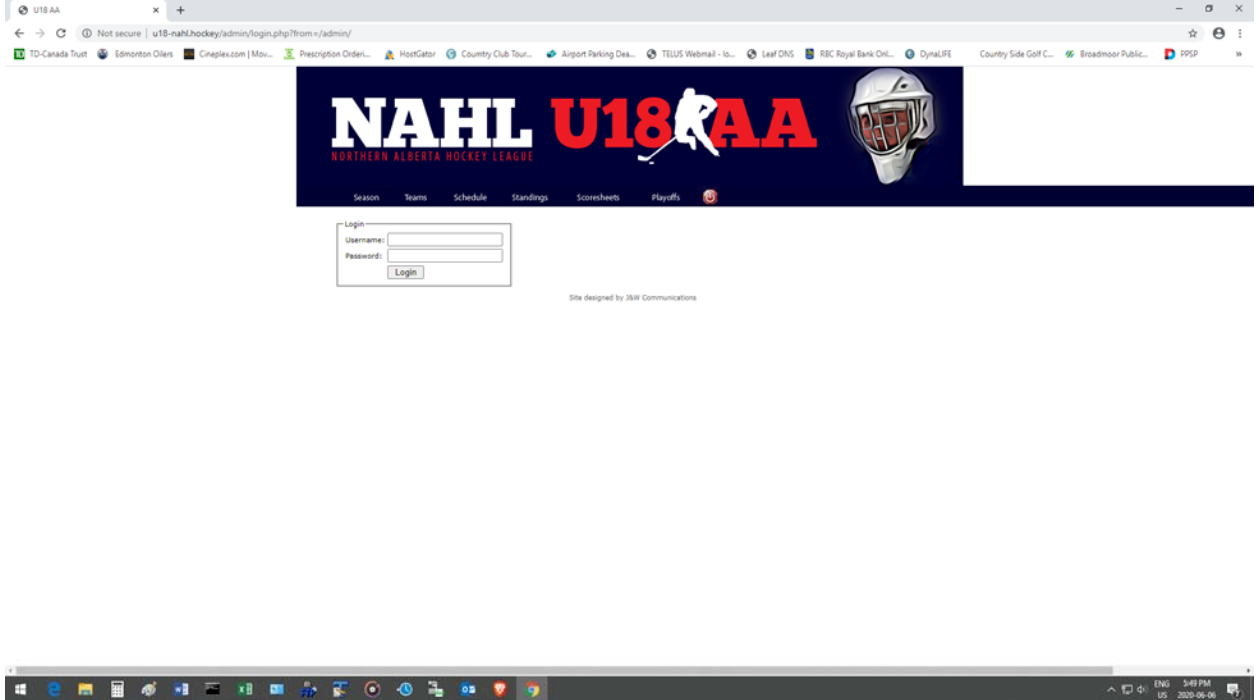
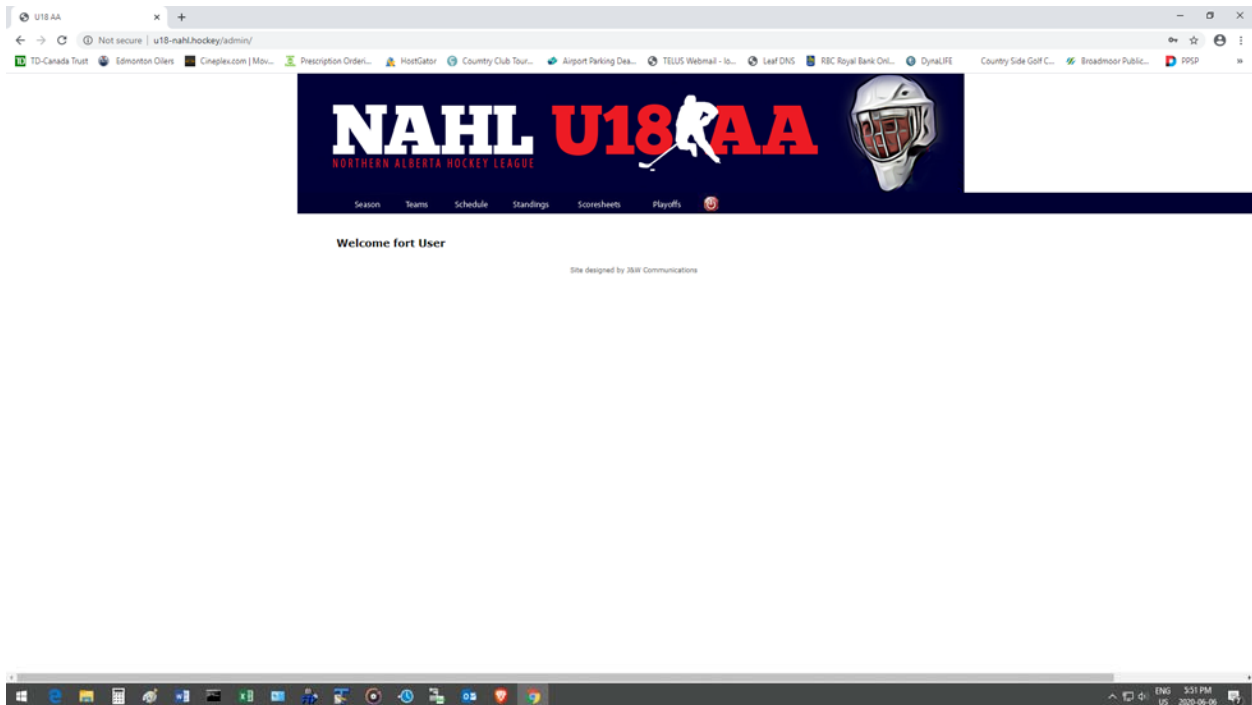


## A. Login

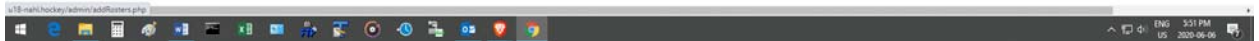


1. Enter the web site name with “/admin” after it. e.g.: <http://www.u18-nahl.hockey/admin>
2. Enter your id and password in the Login Box and press “Logon” button.
3. After validation a “Welcome” screen is displayed.

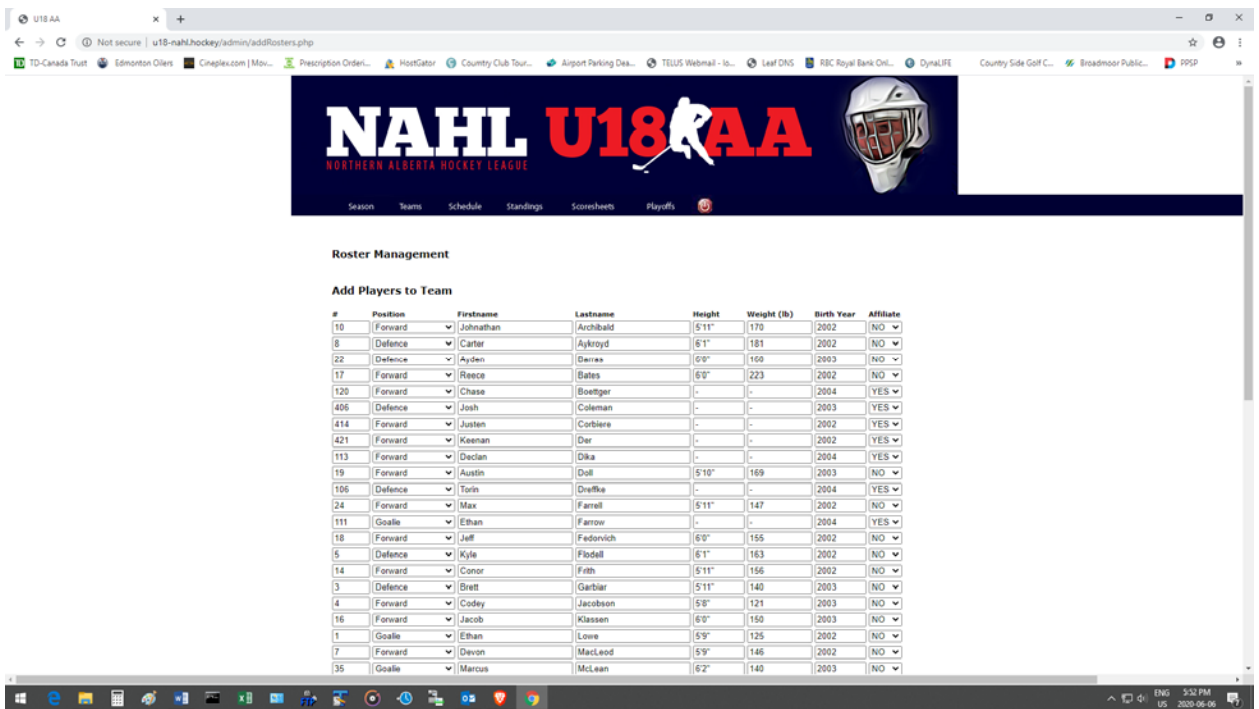


## B. Add Rosters and Staff

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. e.g. 5'11"
- f. Weight field - enter weight in lb. 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:

The screenshot shows the NAHL U18AA Roster Management interface. The main header features the NAHL U18AA logo and a navigation menu with links for Season, Teams, Schedule, Standings, Scoresheets, and Playoffs. Below the header, the 'Roster Management' section is active, displaying a table titled 'Add Players to Team'. The table contains the following data:

#	Position	Firstname	Lastname	Height	Weight (lb)	Birth Year	Affiliate
7	Forward	Jonathan	Jacobs	5'11"	170	2002	NO
107	Defence	Carter	Aylroyd	6'1"	181	2002	NO
107	Defence	Ayden	Clayton	6'0"	160	2003	NO
17	Forward	Rocco	Bates	6'0"	223	2002	NO
120	Forward	Chase	Bloeminger	-	-	2004	YES
406	Defence	Josh	Coleman	-	-	2003	YES
414	Forward	Justin	Corbiere	-	-	2002	YES
421	Forward	Keenan	Dier	-	-	2002	YES
113	Forward	Declan	Dika	-	-	2004	YES
19	Forward	Austin	Doll	5'10"	169	2003	NO
106	Defence	Torin	Dreilke	-	-	2004	YES
24	Forward	Max	Farrell	5'11"	147	2002	NO
111	Goalie	Ethan	Farrow	-	-	2004	YES
18	Forward	Jeff	Fedorovich	6'0"	155	2002	NO
5	Defence	Kyle	Flodell	6'1"	163	2002	NO
14	Forward	Conor	Frith	5'11"	156	2002	NO
3	Defence	Brett	Garbhar	5'11"	140	2003	NO
4	Forward	Codey	Jacobson	5'8"	121	2003	NO
16	Forward	Jacob	Klassen	6'0"	150	2003	NO
1	Goalie	Ethan	Lowie	5'9"	125	2002	NO
7	Forward	Devon	MacLeod	5'9"	146	2002	NO
35	Goalie	Marcus	McLean	6'2"	140	2003	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**.

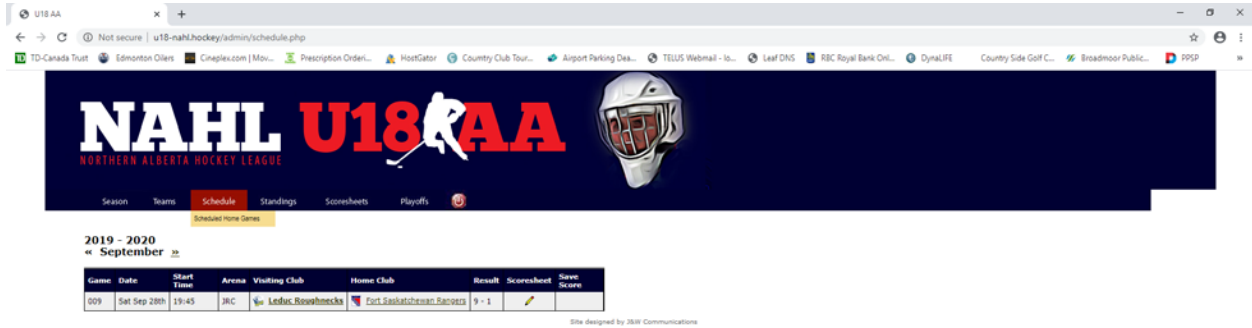
Use the following e.g. **Jane Manager**.

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 the NAHL U18AA website interface. The header features the league logo and navigation tabs: Season, Teams, Schedule, Standings, Scoresheets, and Playoffs. The 'Schedule' tab is active, displaying a sub-tab for 'Scheduled Home Games'. Below this, the current month is set to 'September 2019'. A table lists the scheduled home games for the month.

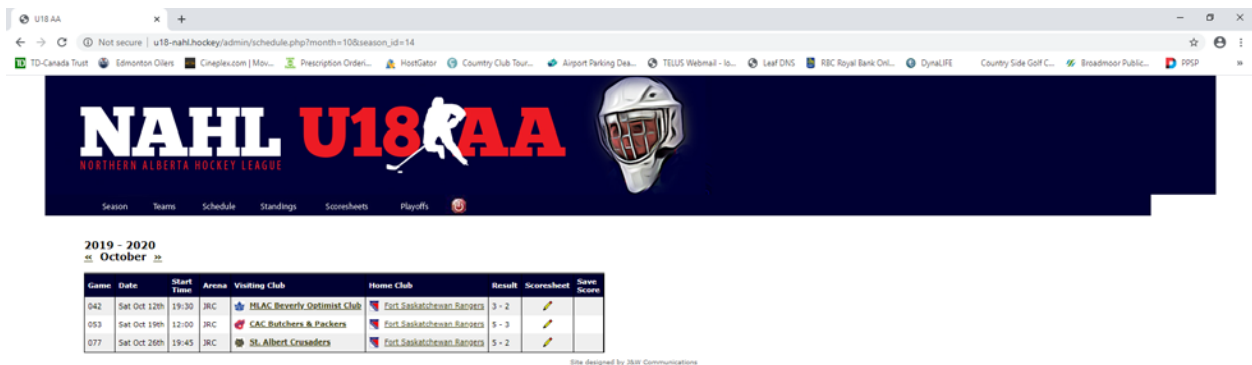
Game	Date	Start Time	Arena	Visiting Club	Home Club	Result	Scoresheet	Score
009	Sat Sep 28th	19:45	JRC	Leduc Rowbomechs	Fort Saskatchewan Barrons	9 - 1		

Site designed by 36W Communications



The screenshot shows the Windows taskbar at the bottom of the browser window. The system tray on the right displays the time as 3:53 PM and the date as 2020-06-06.

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



The screenshot shows the NAHL U18AA website interface with the month set to 'October 2019'. The table displays three scheduled home games for the month.

Game	Date	Start Time	Arena	Visiting Club	Home Club	Result	Scoresheet	Score
042	Sat Oct 12th	19:30	JRC	HLAC Beverly Optimist Club	Fort Saskatchewan Barrons	3 - 2		
053	Sat Oct 19th	12:00	JRC	CAC Butchers & Packers	Fort Saskatchewan Barrons	5 - 3		
077	Sat Oct 26th	19:45	JRC	St. Albert Crusaders	Fort Saskatchewan Barrons	5 - 2		

Site designed by 36W Communications

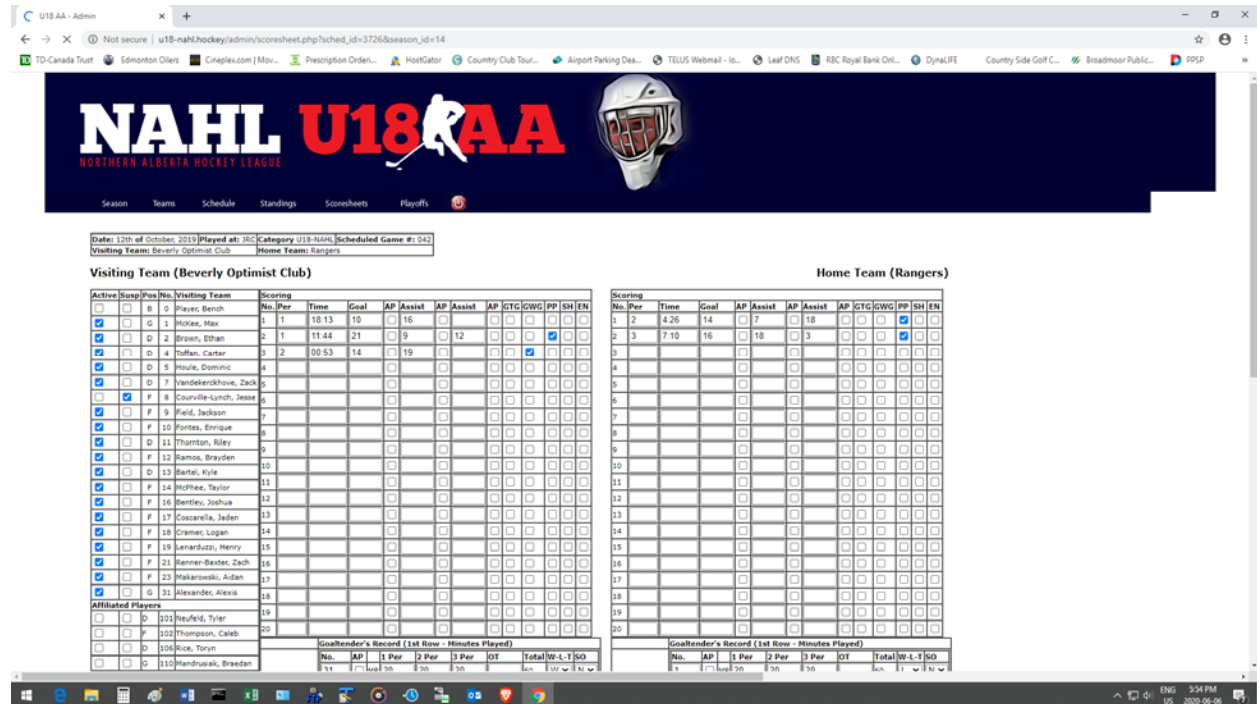


The screenshot shows the Windows taskbar at the bottom of the browser window. The system tray on the right displays the time as 3:53 PM and the date as 2020-06-06.

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:

- 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"](#)**