

How to submit game results online:

- 1) **Log on** with **username** and **password**. *Each team was provided with a unique username and password at the coaches meetings, or they have obtained this information from their clubs.*
  
- 2) Under **“Statistic Tools”** go to **“Report 2009- Regular Season Game Score”**
  
- 3) Select the **date** of the game you wish to report
  
- 4) On the right hand side of the screen, click **“Report”** (*This is found by the “print gamesheet”, and the “reset” options*)
  
- 5) Under **“Step 1”** you will be required to select both teams’ rosters. If a player did not attend the game, simply **unclick** the green check by their name. Also, under **“Visitor Line Up”** and **“Home Line Up”** you will see the scroll down menu option to select the **starting** goalie. *This is the goalie that the system will recognize as being in goal at the beginning of the first half.* Once complete click **“Submit line-ups”**.
  
- 6) Under **“Step 2”** is where you will be entering all goals scored in the game, and any penalties obtained. To enter a goal, go to **“Half-Clock Time”** and enter which period that the goal was scored on. For example: If the goal was scored in the first half, press **“1”**. *Note: you must enter unique times which these goals were*

*scored otherwise the screen may refresh with no changes made.* Then you will need to select the **player** whom scored the goal. After clicking the **circle** on the **left hand-side** of the player's names, you will then click "**Enter Goal**" which is located under the **Half-Clock Time**. *All the goals entered, by both teams, will appear on the same card.* On the right hand side of the "**Goals**" you will notice there is a place for "**Penalties**" which includes both **yellow** and **red** cards. To submit a penalty, you first need to check which half (1 or 2) the card was given out in, the individual receiving the card, the "infraction type" (found in the scroll down menu) and when complete click "**Enter Penalty**".

- 7) Be sure to enter the correct halves which goals were scored on. *Please be considerate of teams who wish to keep accurate goal keeper stats throughout the season. Some teams have designated a "**Team Goalie**" with names such as "**CH14GA Goal keeper**" for all goals against to go under, instead of having multiple players be listed as goalies. This is a great idea for teams who do not wish to keep goal keeper stats for their team, or teams who have calls-ups who substitute in nets.*
  
- 8) Under "**Step 3**" you will enter the goaltender stats for both **visiting** and **home** teams. This step is **mandatory** if either team, the visiting team or the home team, has switched their goal keeper at half time. If for example, the home team switched their goalie from "**Goalkeeper 1**", who started the game in goal, to "**Goalkeeper 2**" in second half you would go to "**Insert a new Goalkeeper game record here**" and under "**New Goalie**" you would drop down the scroll menu to "**Goalkeeper 2**" click "**1**" and minutes and seconds should both read "**00.00**".

- 9) If at any time you would like to **reset** the goalie records, you do not need to reset the entire game sheet, you can simply click **“Reset visiting/home goalie records”** found at the bottom of **“Step 3”**.
- 10) At the **“Final Step”** you will then be able to **end the game** and save any changes you have made to the game sheet. Under **“Game end time on clock”** you will enter the half and time when the game ended. Example: 2<sup>nd</sup> 00.00. Once you have clicked **“Game Over”** you will have successfully updated your game sheet and the results will now show on the **“2009 Regular Season Game Score”** webpage.